Scope of Work and Deliverables

USAID Advancing Nutrition Technical Team

**Date of Request: *October 9, 2023***

**Purpose:** Produce one 2 – 3-minute video using existing footage and voice over narration to describe the Global Child Thrive Act and illustrate the crucial role responsive care plays in early childhood development.

**Place of Performance:** ***USA***

**Provider(s):** ***[Name of Consultant/Partner/Vendor]***

**Period of Performance: *October 13, 2023 –November 30, 2023]***

**Activity Manager:** ***Kristen Cashin***

**Activity Code: *1.1.G.2***

**Activity Internal Project #: *[Internal project number corresponding to the activity code]***

***SERVICES/SCOPE OF WORK[[1]](#footnote-1): The Contractor shall use all reasonable efforts to perform the following services in accordance with the terms and conditions set forth in this agreement:***

1. **Background**

The Global Child Thrive Act requires USAID and other government agencies to integrate early childhood development interventions into programs for vulnerable children and their families. This became law in 2021. To facilitate its implementation, there is a need to raise awareness about the Global Child Thrive Act and its mandate. USAID Advancing Nutrition, which has been working on integrated responsive care, early learning and nutrition programming, is supporting USAID to create a brief 2-3 minute video, using footage captured during the creation of responsive caregiving training videos. We seek a consultant with video editing expertise to create the video, in collaboration with USAID.

**B. Objectives**

The purpose of the video is two-fold:(1)to inform audiences about the USG’s commitment to early childhood development as mandated by the Global Child Thrive Act, and (2) to serve as an educational tool by demonstrating positive, responsive caregiving techniques and the profound impact they have in brain development in children from the earliest stages of life.

**C. Activities**

1. Work with technical team to develop the accompanying visuals to align with the narrative
2. Editing existing video footage into the 2-3 minute video
3. Compiling and editing still photos as part of the existing video footage
4. Select music track and edit with music and VO
5. Organize studio for voice over recording
6. Complete 508 compliance for the final 2-3 minute video

**D. Deliverables and Schedule**

***The Contractor is responsible for the timely submission of the following deliverables, as part of the SOW:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Del. No.*** | ***Deliverable Name*** | ***Deliverable Description*** | ***Due Date*** | ***Total Deliverable Value\**** |
| 1 | Global Child Thrive Act Video | One 2-3-minute video in MP4 format; split track and mixed audio versions; with and without titling (if applicable); 508 compliant and close captioned | November 30, 2023 |  |

\**To be completed by the Contracts Manager.*

***[For consultants only:]***The total LOE is approximately equivalent to ***20*** days.

All required deliverables and reports shall be submitted to the JSI Activity Manager listed on Page 1.

**E. Consultant Qualifications**

Must have minimum of five years experience working with USAID video projects and have proficiency in:

* Working independently as a visual storyteller
* Video editing through Adobe Premiere Pro
* Voice Over recording and editing
* Graphic titling
* Music editing
* Closed Captioning
* 508 Compliance
* Output to MP4 format, minimum 1080p
* Layback to separate audio tracks, with and without titling

1. USAID approval is required prior to any travel and payments associated with travel, travel-related tasks/responsibilities/deliverables or payments are contingent upon receiving USAID approval. The consultant will also need to provide documentation of medical clearance. [↑](#footnote-ref-1)