



Terms of Reference

Multisectoral Adaptation Measures to Climate Change in the South Oropouche Basin for River Flood (SORB) Relief, Trinidad West Indies

5.2.4 Design of Communication Material on Project Activities

This bid is open to teams/firms based in Trinidad and Tobago only.

BACKGROUND INFORMATION

SORB Flood Risk Management Project

The South Oropouche River Basin (SORB) in Trinidad and Tobago, West Indies has faced frequent flooding, exacerbated recently by prolonged basin-wide floods causing significant economic losses, ranging from US \$ 19-36 million annually. Climate change models predict increased flood frequency and intensity, further threatening livelihoods, especially small-scale fisheries. In July 2022, Trinidad and Tobago secured US\$ 10 million from the Adaptation Fund via the Latin American Development Bank (CAF) for the "Multi-sectoral Adaptation Measures to Flood Relief in the South Oropouche River Basin" project. The Ministry of Planning and Development, Government of Trinidad and Tobago (GOVTT) oversees this initiative, ensuring alignment with the National Development Strategy (2016-2030), while the University of the West Indies (UWI) executes the project through its Engineering Institute, St Augustine Centre for Innovation & Entrepreneurship (STACIE), and the University of the West Indies-Project Management Unit (PMU) (UWI-PMU), Trinidad and Tobago, West Indies. The project, running for four (4) years, aims to enhance flood resilience and water management, strengthen ecosystems, and build stakeholder capacity.

Challenges and Vulnerabilities

Climate change exacerbates existing challenges in this natural hydro system (SORB), including the coexistence of various economic activities (agriculture, fishing, commercial, and oil/gas production), inadequate drainage systems, and rapid urban expansion. The riverine system, vital to the region's livelihoods, is highly susceptible to climate change, including saline intrusion, which affects both flora and fauna, with tangible economic repercussions on people's lives.

Geographical Context

The South Oropouche River flows through a diverse landscape, transitioning from flat, arable lands in Barrackpore to the Godineau Swamp, an estuarine wetland, before reaching the Gulf of Paria. Covering 3,171 hectares, the swamp acts as a natural buffer against flooding and sea-level effects. However, it faces extreme pressures from human activities and environmental changes

induced by climate change, necessitating reinforcement and protection to safeguard the basin's population.

Prioritization and Vulnerability

The SORB has been identified as a priority region due to chronic flooding issues, high population density, agricultural and commercial activity, evident sea water intrusion, and projections indicating that climate change will exacerbate the situation without adaptation measures.

Projected Impact and Beneficiaries

The project is expected to benefit a total of 197,540 individuals. Direct interventions will reach 9,758 community members, with a focus on gender balance, and prevent income reduction for 679 individuals through diversified livelihood options. Additionally, for the SORB, vast areas of key coastal and wetland ecosystems in the Godineau swamp will be rehabilitated. Furthermore, sustainable production practices will improve an additional 17.5 hectares of these vital ecosystems. This project aims to address the pressing climate challenges faced by the SORB, fostering resilience, safeguarding livelihoods, and protecting vital ecosystems. Its implementation will require coordinated efforts and active engagement from various stakeholders to ensure the sustainable development of this vulnerable region.

1. AIM OF THE CONTRACT

The aim of this contract is to develop three videos on SORB project activities. These videos will be used to highlight what the project has accomplished, and showcase the impact on individuals, communities and the nation.

2. SCOPE AND ACTIVITIES

To achieve the contract's objectives, the contracted firm will undertake the following activities:

1. **Development of an Inception Report**, including a Methodology and Work Plan that outlines access and footage required to produce the following:
2. **Video Outputs**
 - 1 video on SORB project activities, including infrastructural work and design.
 - 1 video on SORB project activity community impact
 - 1 video on SORB project activity impact related to gender and climate change
3. **Specifications:**
 - Videos should be 5-10 minutes in length each.
 - Should include a mix of field footage, drone footage, and graphic media (with at least 75% filmed footage)
 - The CF will be supported by the PMU in gaining access to project sites, and kept informed of key milestones.
 - Videos must be produced in formats suitable for:
 - i. Web and social media (compressed, subtitled)
 - ii. Broadcast (high-resolution, uncompressed)

- iii. Archiving (all raw and edited footage to be submitted)

3. DELIVERABLES

The following deliverables are expected under this contract:

- Inception Report, including detailed methodology, work plan, and filming schedule.
- Three (3) high-quality videos, each 5–7 minutes in length, covering:
 1. SORB project activities (infrastructure/design focus)
 2. Community impact
 3. Gender and climate change impact
- Quarterly Progress Reports in PowerPoint format.
- Final Report summarizing outcomes, lessons learned, and suggestions for future communication work (optional, but often valuable).
- Raw footage and editable project files, to be handed over at project close.

The CF is expected to submit quarterly reports on the progress of deliverables in the form of a PowerPoint Presentation. Monthly meetings with the CF and UWI-PMU will be held to facilitate the delivery of the quarterly report.

The contracted firm will ensure timely delivery and high-quality execution of all activities, working closely with the Project Management Unit (PMU), and any other identified key stakeholders to ensure alignment with project goals and maximize impact.

4. SCHEDULE

Execution of the contract will take place between January 2026 and August 2027. All final deliverables under this consultancy are expected to be submitted by August 31st, 2027, unless otherwise approved by the PMU.

The UWI-PMU will review all deliverables with the SORB-Project Technical and Steering Committees. The deliverables must be of high quality and require **no further editing**. Comments for revisions will be provided in a timely manner to ensure the completion of the project within the time frame stipulated.

5. QUALIFICATIONS

The Consulting Firm must provide a team with the following competencies:

- Proven track record in professional video production, including storytelling, scripting, filming, editing, and post-production for development or impact-driven projects.
- Experience producing documentary-style videos focused on community development, climate change, infrastructure, and/or gender-related themes.
- Ability to develop compelling visual narratives that communicate complex development issues to diverse audiences.

- Proficiency in capturing and editing high-quality field footage, integrating graphic media and animation where appropriate.
- Capacity to manage logistics and coordinate filming in multiple locations, including rural or hard-to-reach project sites.
- Strong project management skills, including the ability to meet deadlines, manage timelines, and coordinate with multiple stakeholders.
- Experience collaborating with international development organizations, government entities, or NGOs to align messaging and ensure accuracy.
- Excellent communication skills in English, including the ability to translate technical content into accessible language and visuals.
- Awareness of gender and climate change sensitivity in media representation, ensuring inclusive and responsible portrayal of project beneficiaries.

6. TEAM COMPOSITION

The proposal should identify key team members and their roles. At minimum, the team should include:

- Creative Director/Producer – responsible for overseeing all creative and production aspects.
- Videographer(s) – experienced in filming in varied environments, including community and infrastructure sites.
- Editor/Post-Production Specialist – responsible for video editing, sound mixing, and integrating motion graphics or animations.
- Scriptwriter/Content Developer – skilled in crafting narratives that align with development goals.
- Project Manager/Coordinator – responsible for scheduling, communication with the PMU, and ensuring timely deliverables.

(CVs or bios highlighting relevant experience of key personnel should be submitted as part of the proposal).

7. PREFERRED EQUIPMENT & TECHNICAL CAPABILITIES

To ensure high production quality, the Consulting Firm is expected to have access to professional-grade equipment and software, including but not limited to:

- High-resolution video cameras (minimum 4K resolution) with appropriate lenses and stabilization equipment.
- Professional audio recording equipment, including wireless lavalier microphones and boom mics.
- Lighting kits suitable for field conditions and interviews.
- Editing software such as Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, or equivalent.
- Graphic design and animation software for integrating titles, infographics, and branding elements (e.g., After Effects).

- Drone capabilities (if applicable), with certified operator and compliance with local aviation laws.

Firms should also demonstrate the ability to deliver outputs in broadcast-quality formats and ensure content is optimized for web and social media distribution.

8. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

Criterion	Weight (%)
Relevant experience and portfolio	30%
Technical proposal and methodology	25%
Qualifications of proposed team	20%
Cost-effectiveness and value for money	15%
Timeline and feasibility	10%

9. PROPOSAL SUBMISSION GUIDELINES

Proposals should include the following:

- Company profile and relevant experience
- Technical proposal, including methodology, work plan, and understanding of the assignment
- Portfolio or links to similar video projects
- Team composition and CVs of key personnel (See Annex 1 for Template)
- Budget breakdown (professional fees, equipment, travel, post-production, etc.)
- Proposed timeline and work plan aligned with contract period

10. LANGUAGE REQUIREMENTS

CF personnel must have a proficient understanding of English, as it is the main language used for communication in Trinidad and Tobago, West Indies.

Deadline for submission: October 10th, 2025

Submit proposals to: asha.maharaj@uwi.edu; STA-SORBProject@sta.uwi.edu.

11. Annex 1

FORM CF-TEAM MEMBER CURRICULUM VITAE (CV)

Position Title and No.	(e.g. Team leader)
Name of Expert:	(Insert full name)
Date of Birth:	(day/month/year)
Country of Citizenship/Residence	

Education: (List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained)

Employment record relevant to the assignment: (Starting with current position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.)

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel /e-mail.....; Mr. , deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

(List all deliverables/tasks as in which the Expert will be involved)	

Expert’s contact information : (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert	Signature	Date
		{day/month/year}

Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date
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