

TERMS OF REFERENCE

Consultancy for the Production of a Documentary on DVV International's Work, Partnerships and Contribution to Adult Learning and Education in Tanzania, 2021–2026

Project Title	Adult Education System Strengthening in Tanzania
Location	Tanzania
Assignment Period	October – November 2026
Expected Final Delivery Date	23 November 2026
Documentary Duration	10 – 12 Minutes Maximum
Application Deadline	9 October 2026

1. Introduction

DVV International supports the establishment and development of sustainable adult learning and education structures in more than 30 countries. DVV International began its work in Tanzania in 2021 and operates under a Memorandum of Understanding with the Ministry of Education, Science and Technology and the Prime Minister's Office - Regional Administration and Local Government. Through the project Adult Education System Strengthening in Tanzania, DVV International supports Government efforts to improve the coordination, delivery and quality of Adult and Non-Formal Education.

As part of documenting the progress, experiences and contribution of this work, DVV International Tanzania intends to engage a qualified professional audiovisual production company to produce a documentary on DVV International's work, partnerships and contribution to the development of Adult and Non-Formal Education (ANFE) system strengthening in Tanzania from 2021 to 2026. The documentary will capture key milestones, stakeholder perspectives and selected evidence of change, while also showing how regional cooperation, peer learning and exchange within East/Horn of Africa have informed and strengthened the Tanzania programme.

2. Background and Rationale

Since 2021, DVV International's East/Horn of Africa Regional Office has been based in Dar es Salaam, Tanzania, overseeing programmes in Tanzania and Uganda, and Ethiopia until June 2024. This regional set-up has supported cross-country exchange, peer learning and the adaptation of adult learning and education approaches across different contexts. Experiences from Uganda and other DVV country programmes have informed the Tanzania programme, including system-building approaches such as ALESBA, community learning models and the professionalisation of adult educators through Curriculum globALE. Through its project on Adult Education System Strengthening, the support has focused on improving policies and programmes in ANFE, institutional capacities, coordination, programme delivery, quality assurance, community learning approaches, practitioner competencies, monitoring and assessment, and the development and refinement of national tools, frameworks and strategic processes in ANFE.

In Tanzania, this learning has been translated into sustained cooperation with Government institutions and other stakeholders. Key areas of support have included the review and strengthening of the Integrated Community-Based Adult Education (ICBAE) programme; capacity development for adult education practitioners and managers; development and piloting of Community Learning Centres; strengthening monitoring, literacy assessment and learning approaches; application of ALESBA through peer review and system analysis; and support to emerging system-strengthening processes such as Recognition of Prior Learning, the ANFE Competence Framework, Community Learning Centre guidance, NAMLERS review and the development of a national ANFE strategy.

There is now a need to bring these developments together in a single documentary that presents DVV International's work and contribution over time, rather than focusing on individual ANFE activities in isolation. The documentary will provide space for Government officials, institutional partners, practitioners, facilitators and learners to reflect on the partnership, the value of regional and national learning, changes achieved at different levels, and priorities for the future. It will serve as a communication, advocacy, institutional-learning and knowledge-management product for national, regional and international audiences.

3. Purpose of the Assignment

DVV International intends to engage a professional audiovisual production company to conceptualise, script, film, edit and produce a high-quality documentary of approximately 10–12 minutes max on DVV International's work, partnerships and contribution to adult learning and education in Tanzania from 2021 to 2026, including the regional learning and exchange that have informed the Tanzania programme.

The selected company will work from an internal documentary concept, preliminary storyline and programme documentation provided by DVV International and will transform these into a professional creative treatment, storyboard, script, interview framework and final documentary.

4. Objective of the Assignment

The overall objective of the assignment is to produce a professional and engaging documentary that presents the contribution and emerging impact of DVV International's work in Tanzania from 2021 to 2026, while demonstrating how regional cooperation, peer learning and DVV International's system-building approaches have supported ANFE development in the country.

Specific objectives

- document the progression of DVV International's work and partnerships in Tanzania from 2021 to 2026;
- highlight the key regional activities in East Africa region, including peer learning, exchange and adaptation of lessons from DVV International partner countries in the region;
- highlight major initiatives and milestones, including ICBAE programme strengthening, Community Learning Centres, capacity development, monitoring and assessment, Recognition of Prior Learning, the ANFE Competence Framework and national strategy processes;
- capture perspectives from senior Government officials, institutional partners, practitioners, facilitators and learners on the role and contribution of DVV International;
- demonstrate how DVV International supported ANFE system-strengthening initiatives at national level are translated into action at regional, district and community levels;

- document lessons emerging from the partnership and from regional and national implementation; and
- provide perspectives on sustainability, institutionalisation, regional cooperation and future priorities for adult learning and education in Tanzania.

5. Documentary Concept and Indicative Storyline

The documentary will follow a chronological and thematic approach covering the period from 2021 to 2026, with DVV International's work and contribution as the central narrative. Regional learning and exchange will be used to show how ideas, approaches and lessons have moved across countries and been adapted to the Tanzanian context.

DVV International will provide the selected production company with a preliminary internal storyline and relevant programme documentation. The consultant will be expected to refine the material into a compelling and professional documentary narrative during the inception phase.

The broad storyline is expected to follow the progression below:

1. Starting with the System: Partnerships, Regional Learning and the ALESBA Approach	Introduce DVV International's regional presence, partnership with Government and its system-building perspective. Show how regional peer learning, including experiences from Uganda and other DVV country programmes, and the ALESBA approach helped frame the need to understand systems, identify gaps and build sustainable adult learning and education structures.
2. Renewing a National Programme: The ICBAE Journey	Trace the review and strengthening of the Integrated Community-Based Adult Education programme, including research and system analysis, the multi-stakeholder review process, revised implementation guidelines and updated learning areas. Show how this work created a stronger foundation for subsequent interventions.
3. Building Professional Capacity: Curriculum globALE and Training Systems	Show how DVV International invested in the people behind the system through Curriculum globALE, master trainers, Training of Trainers, Adult Education Officers and Community Facilitators, strengthening

	professional practice and the quality of adult learning and education delivery.
4. Learning Across Borders, Adapting Locally: Community Learning Centres	Demonstrate how regional and international learning on Community Learning Centres was adapted to Tanzania and piloted through local government and community structures. Highlight CLCs as integrated lifelong-learning hubs linking literacy, livelihoods, skills and other community services.
5. From Practice to Evidence: Monitoring, Assessment and ALESBA Peer Review	Show how pilot implementation generated evidence for improvement through monitoring, literacy and learning assessment, documentation and ALESBA peer review. Include the reciprocal peer-review experience in Kongwa and Kibaha and how findings informed further system-strengthening discussions and actions.
6. Deepening System Strengthening: RPL, Competence Framework and National Processes	Present the progression into wider system-strengthening processes, including Recognition of Prior Learning, the ANFE Competence Framework, CLC guidance, NAMLERS review, advocacy and the development of a national ANFE strategy, demonstrating how earlier learning and evidence informed the next phase of work.
7. DVV International's Contribution and the Road Ahead	Bring together reflections from senior officials, partners, practitioners and learners on what has changed, the value added by DVV International, institutional ownership and the importance of continued regional cooperation, peer learning and sustainable adult learning and education systems.

The documentary should show the relationship between regional learning, system analysis, programme reform, capacity development, pilot implementation, evidence generation and national system-strengthening processes, rather than present initiatives as isolated activities.

The consultant may propose creative adjustments to the storyline where these strengthen the narrative while maintaining the agreed documentary purpose, chronology and factual integrity.

6. Target Audience

The documentary will be designed for a broad range of audiences, including:

- Government ministries, departments and agencies;
- national policy and decision-makers;
- regional and local government authorities;
- Adult and Non-Formal Education practitioners;
- development partners and donors;
- civil society organisations;
- education and training institutions;
- national and international Adult Learning and Education networks;
- researchers and academics;
- media;
- DVV International's, internal, regional and global network;
- adult learners and communities; and
- the general public.

7. Scope of Work

The selected production company will be responsible for the full professional production process:

1. Hold a briefing/inception meeting with DVV International to clarify the assignment, expectations, available background documents and production planning.
2. Review relevant background documents provided by DVV International, including programme reports, photographs, archival videos, regional exchange materials, communications products and the internal documentary concept.
3. Propose the documentary's creative direction, visual treatment and narrative approach, ensuring that DVV International's work and contribution remain central while regional peer learning is appropriately reflected.
4. Identify information gaps requiring clarification before filming, including stakeholder preparation, interviewees, filming locations, archival materials and the production schedule.
5. Prepare a refined storyboard and full script, including proposed narration, interview questions and framework, shot list, use of archival/regional materials and final production schedule.
6. Film and document stakeholder interviews, institutional settings, adult learning and education activities, Community Learning Centres, practitioners and learners,

together with B-roll, environmental and establishing shots, and other supporting visuals required to tell the story.

7. Incorporate relevant archival footage and documentation of regional peer-learning and exchange experiences, including lessons from Uganda and other DVV country programmes, where agreed with DVV International.
8. Undertake full post-production, including footage review, editing, story sequencing, colour correction and grading, audio editing, graphics, subtitles, music, narration, branding and final mastering.
9. Submit the final documentary, promotional trailer and selected raw footage, and maintain regular communication with the designated DVV International focal person throughout the assignment.

8. Tasks, Deliverables and Timelines

The selected production company will be expected to deliver the following.

Task / Deliverable	Timeline
Deadline for submission of proposals	9 October 2026
Evaluation, selection and notification of successful company	13 October 2026
Contracting and preparation for inception	13–15 October 2026
Briefing/Inception Meeting	16 October 2026
Provision and review of programme documents, archival materials and other background information	16–23 October 2026
Draft Inception Package including refined storyline, storyboard, draft script, interview questions, stakeholder list, filming locations and production schedule	19–23 October 2026
Review and refinement of draft script and production plan	24–27 October 2026
Final approved script, storyboard, interview guide and filming schedule	28 October 2026
Filming and documentation, including stakeholder interviews, institutional footage, field footage and B-roll	2–6 November 2026, with any essential follow-up filming completed immediately thereafter
Editing and post-production	7–19 November 2026
Submission of First Draft / Rough Cut	20 November 2026

Task / Deliverable	Timeline
DVV International review and consolidated feedback	20–21 November 2026
Final revisions and mastering	21–22 November 2026
Final deliverables: final 10–15-minute documentary, promotional trailer and selected raw footage	23 November 2026

9. Qualifications and Experience of the Consultant

DVV International invites applications from qualified audiovisual production companies or professional production teams.

The applicant should demonstrate:

- at least **five years of professional experience** in documentary, institutional or development communication production;
- proven experience producing high-quality documentaries for government, international organisations, NGOs, development partners or comparable institutions;
- demonstrated ability to develop strong documentary narratives from complex institutional or development programmes;
- strong experience interviewing senior officials and high-level stakeholders;
- excellent cinematography, sound recording and post-production capacity;
- demonstrated experience with motion graphics, subtitles, titles and infographics;
- ability to produce both long-form documentary content and short digital/social-media content;
- capacity to work under tight deadlines;
- experience managing multi-location productions;
- excellent understanding of Tanzanian contexts and institutional environments;
- ability to work professionally in both English and Kiswahili; and
- access to appropriate professional production equipment.

10. Application Package and Submission

Interested companies should submit a complete technical and financial proposal.

The technical proposal should include:

- Cover letter indicating interest and understanding of the assignment.

- Technical proposal demonstrating creative and technical approach, methodology, interpretation of the documentary storyline, production work plan, proposed team structure.
- Company profile, portfolio and CVs/profiles of team members if applicable
- List and description of proposed production equipment
- Contact details for at least two professional referees
- Confirmation of availability during proposed production period
- Financial proposal in TZS, clearly showing professional fees, number of working days, daily rate, taxes and any anticipated costs.

Deadline and submission

Applications must be submitted by 9 October 2026 to heinze@dvv-international.de and masonda@dvv-international.de with the subject line: "Consultancy - Production of DVV International Documentary 2021–2026". Late or incomplete applications may not be considered.

Selection will be based on demonstrated technical competence, relevant experience, proposed methodology, quality of comparable work, availability and value for money. Only shortlisted applicants will be contacted.

11. Right of Use and Ownership of Deliverables

DVV International will have the exclusive and unlimited right to use, reproduce, adapt, edit, translate, publish, distribute and disseminate all materials produced under the consultancy. The contractor may use the outputs only for personal, non-commercial portfolio purposes and only with prior written permission from DVV International. Transfer of rights to third parties is not permitted.

12. Responsible Persons and Coordination

The consultant will report to and coordinate with the following responsible persons. The final contact details and approval arrangement will be confirmed during contracting.

Role	Responsible person
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