



Media Foundation for West Africa (MFWA)

Terms of Reference – Development and Production of Project Documentary

Project Title	Promote and Protect Democracy by Safeguarding Freedom of Opinion and Expression and Combating Mis/Disinformation in Guiné-Bissau.
Project Location	Guiné-Bissau
Project Duration	18 months
Project Funder	European Union

1. Background

The Media Foundation for West Africa (MFWA) is a regional, independent, non-partisan, non-governmental organisation that works to promote freedom of expression and media development across West Africa. In the last 27 years, the MFWA has worked with both governmental and non-governmental stakeholders and partners at the national, regional and international levels to contribute to improving the media and freedom of expression landscape in West Africa. More details about the MFWA can be found on our website www.mfwa.org.

The MFWA, together with two other consortium partners – Reporters sans Frontières, and Fondation Hironnelle, have been awarded a grant by the European Union for 18months media sector support project in Guiné-Bissau. The project is titled: **Promote and Protect Democracy by Safeguarding Freedom of Opinion and Expression and Combating Mis/Disinformation in Guiné-Bissau** and has an overall objective of enhancing media ethics, journalist safety, and media independence by strengthening self-regulatory frameworks; strengthening journalists’ capacities, and by promoting awareness among young people and the public of the opportunities offered by the media and the risks of mis/disinformation.

Specifically, the project aims to have the following broad outcomes:

- foster an enhanced responsible and secure media environment through strengthened adherence to self-regulatory ethical standards;
- improve the safety and protection of journalists by developing and implementing model safety policies and strengthening ties with international and regional protection networks;
- build the capacities of journalists and civil society actors to promote ethical journalism and effectively counter mis/disinformation, hate speech, and other threats to freedom of expression;
- and raise public awareness, particularly among youth and women, through inclusive MIL campaigns and broader community outreach.

MFWA seeks to engage a consultant or production team to produce and deliver a high-quality project documentary which highlights key achievements and impact, while fostering continuous progress toward a more informed, resilient, and democratic Guinea-Bissau.

2. Purpose of the Assignment

The main purpose of this assignment is to highlight the project's key activities, achievements, and impact. The specific objectives are to:

- Interview key stakeholders and beneficiaries, such as journalists, civil society actors, public officials, youth, and women
- Highlight the impact of capacity-building workshops, advocacy efforts, and media literacy interventions;
- Raise awareness about the risks of mis/disinformation and hate speech, and their implications for freedom of expression and democracy;
- Encourage best practices and lessons to guide future initiatives and policy discussions.
- Serve as an effective advocacy and communication tool for both national and international audiences.

3. Scope of Work

The Consultant will:

- Develop a compelling storyline and script for the project documentary;
- Submit an inception report, including a methodology and a workplan;
- Conduct field visits and feature interviews with representatives from the consortium (MFWA, RSF, FH), project beneficiaries, media professionals, civil society organisations, and public institutions;
- Collect relevant visual and footages from key project activities, including training workshops, forums, stakeholder engagements, and public awareness raising campaigns;
- Edit and produce a documentary which features real-life stories and testimonials demonstrating the project's impact;
- Include subtitles Portuguese and English to documentary;

4. Methodology

In order to ensure that the documentary is captivating, educational, and accessible to a wide range of viewers, the production process will take a participatory and storytelling-driven approach. It will be created in Portuguese or Criole, with English subtitles, and will be produced in a format suitable for traditional and modern broadcast. Essentially, the documentary will combine:

- Field visits to record project activities and community-level impact; interviews with important stakeholders and beneficiaries;
- Archived footage and project materials to provide context and continuity;

The assignment will be carried out in person in coordination with the project team in Guiné-Bissau and under the supervision of the Project Manager.

5. Deliverables

The consultant will be expected to produce the following:

- An inception report, including methodology, workplan and script
- One high-quality documentary film (approx. 20–30 minutes) subtitled (Portuguese and English).
- A shorter/thriller version (2–3 minutes) subtitled in Portuguese and English for social media dissemination
- Raw footage and edited materials for future communication use

6. Consultant's profile

The consultant should meet the following criteria:

- Degree in Journalism, Communication and Media Studies, Social Science or a related field.
- Proven experience in documentary production, including a strong portfolio of similar assignments
- Demonstrated strong skills in storytelling, filming and editing
- Experience in development, governance, freedom of expression, press freedom or media-related projects will be an advantage
- Familiarity with the media landscape in West Africa and Guiné-Bissau is a strong advantage.
- Ability to work independently and meet deadlines.
- Proficiency in English and or Portuguese.

7. Timeframe & Duration

The documentary will be developed and produced within 5-7 weeks, during the final phase of the project, ensuring that it provides a full summary of actions and outcomes.

8. Application Process

Interested qualified consultants should submit:

- Expression of Interest (EOI) outlining relevant expertise and approach.
- Curriculum Vitae (CV) detailing qualifications and experience.
- Brief technical proposal, including proposed methodology, workplan and fees.

All applications should be sent to applications@mfwaworld.org with a copy to daniel@mfwaworld.org on or before **Monday, April 20, 2026**. However, applications will be reviewed on a rolling basis, and the process may close once a suitable candidate is selected. Only shortlisted candidates will be contacted.

9. Budget & Payment Terms

The consultant should provide a daily rate in their financial proposal. MFWA will cover operational costs (e.g. travel for stakeholder engagements). Payment arrangements will be finalised with the selected consultant.

10. Terms & Conditions

- The consultant will work under the supervision of the MFWA project team.
- All intellectual property rights of the reports will belong to MFWA.
- Confidentiality of all data and findings must be maintained.