



## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003  
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### **TERMS OF REFERENCE**

#### **RFP: Individual Consultant (02 positions)**

- 1. Director**
- 2. Director of Photography**

**MCCLMP, Meghalaya**

**Location: Shillong**

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#### **Introduction:**

The Meghalaya Basin Management Agency (MBMA) is seeking to engage an agency to create videographic documentation of MBMA's involvement in Community Led Landscape Management. This documentation will encompass the challenges addressed by the MBMA, the introduced changes, and the tangible benefits realized on the ground. The video content will be captured through on-location filming across various locations within the state of Meghalaya. The main emphasis will be on showcasing the human dimension of the project, including interviews with local communities and other stakeholders. The cinematic creations on the horizon are poised to embrace an exquisite standard of production. This entails entrusting the narrative to the mastery of a seasoned voice artisan, seamlessly weaving in animated visuals when the narrative demands, and harmonizing it all with the evocative power of music. Prior to filming, the chosen filmmaker will receive comprehensive briefings from subject matter experts. Additionally, inputs and feedback for the script will be provided to ensure that the filming aligns with the intended purpose. In order to streamline the editing process and ensure overall coherence, a detailed storyboard for each film, along with the script, must receive approval before filming commences.

This approach aims to deliver a series of impactful films that effectively communicate the essence of MBMA's Community Led Landscape Management initiatives, while maintaining a professional and engaging presentation style.

#### **Duration of the Assignment:**

The assignment is expected to be executed within 7 months. The dates for the on-location shoot will be decided in consultation with MBMA.

The assignment is expected to be executed between September 2023 and March 2024.

#### **Scope of Work:**

##### **1. Pre-Production:**

- Idea and Concept Development:** Brainstorming and refining the story, theme, and message of the film.
  - Scriptwriting:** Crafting the screenplay, dialogues, and scene descriptions.
  - Storyboarding:** Creating a visual representation of each scene through sketches or illustrations.
  - Casting:** Selecting actors suitable for the roles in the film.
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- e. **Location Scouting:** Identifying and securing shooting locations.
- f. **Planning and Scheduling:** Creating a production timeline and organizing the shooting sequence.

## 2. Production:

- a. **Filming:** Capturing the scenes and shots according to the script and storyboard.
- b. **Directing:** Guiding actors, crew, and creative elements to execute the vision.
- c. **Cinematography:** Managing camera work, framing, lighting, and composition to convey the desired mood.
- d. **Sound Recording:** Capturing clear audio, including dialogue, ambient sounds, and music.
- e. **Art Direction and Set Design:** Ensuring the visual elements align with the film's aesthetics and narrative.

## 3. Post-Production:

- a. **Editing:** Assembling the shots, scenes, and sequences to create a coherent story.
- b. **Sound Design:** Enhancing audio quality, adding sound effects, and mixing music.
- c. **Visual Effects (VFX):** Incorporating computer-generated imagery and effects if required.
- d. **Color Correction and Grading:** Adjusting colors to achieve the desired visual atmosphere.
- e. **Music Composition:** Creating or selecting a musical score that complements the film.
- f. **Voiceovers and ADR:** Recording additional dialogue or voiceovers as needed.
- g. **Finalizing Cut:** Preparing the final edit of the film.

## 4. Distribution and Exhibition:

- a. **Film Festival Submissions:** Submitting the film to various film festivals for exposure.
- b. **Marketing and Promotion:** Creating posters, trailers, and promotional materials to build anticipation.
- c. **Distribution Strategy:** Deciding how and where the film will be screened or released (theatrical, streaming platforms, DVD, etc.).
- d. **Premiere and Screenings:** Showcasing the film to audiences through premieres, screenings, and events.

**Timeline & Schedule of Deliverables:** The duration of the assignment from the signing of the agreement to the submission of the film will be 28 Weeks. The payments would be made in line with the acceptable deliverable milestones, as per the percentage of the total consultancy amount mentioned below:

Sn	Deliverables	Timeline
1	<b>Signing of Contract</b>	T
2	Orientation, planning and treatment, shooting schedule	T+ 2 Week
3	Working Treatment	T+ 4 Week
4	On location Shoot	T+ 9 Weeks
5	Beginning Post Production	T+ 12 Weeks
6	First cut	T+ 20 Weeks
7	Final cut	T+ 22 Weeks
8	First cut of shortened 2-minute promo	T+ 23 Weeks

9	Final cut of shortened 2-minute promo	T+ 24 Weeks
10	Final Cuts of all deliverable films and submission of at least 100 photographs and open editable files of all the final films produced	T+ 28 Weeks

**\*Activities dependent on Government of Meghalaya. The deliverables submission may vary depending upon consultation/interaction with stakeholders and receipt of data\*.**

**Desired Qualification and Experience for Director:**

- a. Education:** A bachelor's or master's degree in film, media production, fine arts, or a related field with at least 3 years of experience.
- b. Experience:** Previous experience in various roles within the film industry (such as assistant director, script supervisor, or cinematographer) Directing short films, student projects, or independent films will also be considered.

**Other desired skills:**

**1. Creative Vision:**

- a.** Strong creative vision and storytelling ability are essential; the consultant needs to be able to translate written scripts into visually compelling narratives. The ability to communicate the creative ideas clearly to the cast and crew is crucial.

**2. Leadership Skills:**

- a.** A strong leadership and communication skills to guide the cast and crew throughout the production.
- b.** Effective collaboration with various departments, including cinematography, production designs, and costume, is essential.

**3. Attention to Detail:**

- a.** Paying attention to details in terms of performance, camera angles, set design, and other visual elements is crucial for maintaining the intended atmosphere and story. The Director should have a solid understanding of camera angles, shot composition, lighting, pacing, and other elements of cinematic storytelling.

**4. Communication Skills:**

- a.** Effective communication with actors is essential to bring out authentic performances and a clear communication with the production team ensures everyone is working toward the same vision.
- b.** Being open to feedback and willing to collaborate can lead to a more cohesive final product.

**5. Passion and Perseverance:**

- a.** The filmmaking process can be challenging and demanding. A genuine passion for storytelling and the determination to see projects through to completion are important qualities.
- b.** Ultimately, while formal education and experience can provide a foundation, a director's success often comes from a combination of skills, creativity, leadership, and a strong commitment to their craft.

## **Desired Qualification and Experience for Director of Photography:**

1. **Education:** A degree in cinematography, film production, visual arts, or a related field can provide a strong foundation in technical skills and artistic concepts with at least 3 years of experience
2. **Experience:**

Practical experience as a camera operator, camera assistant, or grip can provide valuable insights into the technical aspects of filmmaking.
3. **Technical Proficiency:**
  - a. **Sound knowledge and experience with video equipment:** In-depth knowledge of various camera systems, lenses, and other equipment used in filmmaking. Expertise in using camera controls, settings, and techniques to achieve desired shots and visual effects.
  - a. **Lighting Expertise:**

Proficiency in lighting setups and techniques to create specific moods, enhance storytelling, and achieve the desired look of a scene. Understanding of natural and artificial lighting and how to manipulate light to achieve desired effects.
  - b. **Visual Aesthetics:**

Strong understanding of shot composition, framing, and visual aesthetics to create visually compelling and emotionally resonant scenes and the ability to select camera angles that enhance the narrative and character dynamics.
  - c. **Color Grading and Post-Production:**

Familiarity with color grading techniques to enhance the mood and tone of the film during post-production and collaboration with post-production teams to ensure the intended visual style is maintained.
4. **Other Desired skills:**
  - a. **Creativity and Adaptability:**

Ability to adapt to different genres, styles, and directors' visions while bringing a creative approach to each project. Innovating with new techniques or equipment to achieve unique visual effects.
  - b. Ability to work under pressure and find solutions that maintain the visual quality of the production.
  - c. **Communication and Collaboration:**

Effective communication with the director, production designer, gaffer, grip team, and other departments to achieve a cohesive visual style and collaboration with the director to align on the visual language and narrative goals.
  - d. **Attention to Detail:**

Meticulous attention to detail in terms of framing, lighting, and visual consistency throughout the film.
  - e. **Passion for Cinematography:**

A genuine love for the art of cinematography, visual storytelling, and the ability to convey emotions through visual elements.

It's important to note that while formal education can provide a foundation, hands-on experience, a strong portfolio, and a demonstrated understanding of visual aesthetics are often just as important for securing opportunities as a Director of Photography.

**Selection Process:**

- 80% weightage will be given to suitability of the candidate based on above parameters and
- 20% weightage will be given to the remuneration sought by the candidate.
- Remuneration is negotiable.

**Reporting Arrangements:**

The film-maker will report to Shri. Gunanka D.B., IFS, Additional Project Director, CLLMP through a single point of contact, Shri. Wankit Swer, General Manager, Knowledge Management, CLLMP.

**Review Committee:**

A Review Committee comprising the following members will be constituted to review the progress on the milestones as per the payment schedule above and the drafts and final outputs of the assignments:

- Additional Project Director, CLLMP
- General Manager – Knowledge Management, CLLMP
- Deputy Project Director, CLLMP
- Representative of World Bank

**Deployment:**

1. The selected candidate could be based on full time basis in Shillong, the assignment shall be a full time commitment.
2. The selected candidate would be paid a monthly remuneration/professional fees as may be mutually agreed.
3. The Selected Candidate would be required to travel extensively within the State. Costs relating to official travel etc. will be borne by MBMA.
4. Operational arrangements such as those relating to official travel etc including to & fro Airfare from home town to Shillong will be borne by MBMA or such OPE will be reimbursed on actual basis.

**Submission of Offer:**

1. Offers for the position should include a detailed resume with supporting documents (***including salary slips/invoices of previous work experience***), ***a write-up on the candidate's suitability for the assignment***.
2. The Offer must reach recruitment team MBMA electronically **hr1.mbda@gov.in** with the subject line-**"Application for Production and Film Making"** latest by **5:00 PM of 11<sup>th</sup> September, 2023, Monday**.
3. For more information about the positions, TOR, and project MCLLMP please visit our website <https://www.mbda.gov.in>.

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**Project Director, MCLLMP  
Meghalaya Basin Management Agency**