Terms of Reference (TOR) for Video Editing and Documentary Production Services for PROJECT DOCUMENTARY- United Nations' Joint Programme on Youth Skills, Employability & Civic Engagement

ABOUT YSW

YSW is a locally-led youth-centred, feminist organisation operating at the intersection of gender, socio-economic empowerment, and integrated SRHR services. We envision a generation of young people—especially girls and young women—shaping their rights, opportunities, and futures. We achieve this by advancing equality, expanding access to sexual and reproductive health and rights, and building sustainable livelihoods by empowering young people with knowledge, skills, agency, and opportunities.

ABOUT MENTAZO

Building on Nailab's 10-year track record and extensive mentor network in successfully running incubation and accelerator programs that support African founders, Mentazo is leveraging an online mentorship platform to empower both early-stage and growth-stage startups. Through this platform, startups gain access to the mentorship, networks, and resources they need to transform bold ideas into scalable, tech-enabled businesses addressing real challenges in sectors such as healthcare, agriculture, fintech, education, and more.

BACKGROUND

YSW, in partnership with Mentazo, is implementing the United Nations (UN) Joint Programme on Youth Skills, Employability and Civic Engagement. The programme aims to expand employment and entrepreneurship opportunities for young people in Kenya while strengthening their voice, agency and participation in governance and development processes. While it targets young people broadly, the programme prioritizes young women, young persons with disabilities, and youth living in Arid and Semi-Arid Lands (ASALs) and informal urban settlements, who face a higher risk of being left behind. The programme is being implemented in five counties: Nairobi, Mombasa, Kisumu, Turkana and Isiolo.

As part of the programme's visibility and documentation, YSW will engage local videographers to capture video and photographic footage of stories, interviews and activities of innovation hubs across the ten counties. No additional filming or field production will be agreed separately with YSW.

THE ASSIGNMENT

YSW is seeking a qualified and experienced video editor/documentary producer to edit and produce a compelling documentary from video footage and other audio-visual materials collected across 10 innovation hubs in five counties.

The assignment will involve reviewing, selecting, editing and integrating the available footage into one cohesive documentary that tells the overall programme story and demonstrates the change enabled through the innovation hubs. The documentary should capture the experiences and perspectives of young people and illustrate how the hubs

are supporting them to develop innovations, build skills, grow enterprises, access opportunities and pursue sustainable livelihoods.

The documentary should tell one overarching programme story through 10 distinct local hub stories, connecting the experiences of young people across the five counties into a coherent, engaging and impactful narrative. It should move beyond simply documenting activities to demonstrate results, change and human impact, using compelling storytelling, appropriate sequencing, interviews, visuals, sound, graphics and other relevant production techniques.

The final documentary should be suitable for programme visibility, stakeholder engagement, donor communications, advocacy and public dissemination, and should effectively communicate the value and impact of the innovation hub model.

SCOPE OF WORK

The selected editor will be responsible for reviewing, organising and editing footage collected from the ten counties into a final documentary. The editor will:

- Catalogue and assess all footage, interviews, photographs and supporting materials from the ten hubs.
- Identify the strongest stories, voices and visuals and develop an editorial structure that connects the ten hub stories to the broader programme story.
- Select and integrate footage, photographs, graphics, statistics, text, music, sound design, transitions and titles to communicate change, impact and human experiences.
- Ensure strong audio-visual quality, incorporate project branding and visibility requirements, and produce accurate subtitles/captions throughout.
- Incorporate YSW feedback and agreed revisions, and prepare final documentary files in formats suitable for screenings, online platforms, social media and other communication channels.

KEY DELIVERABLES

- Editorial/storyline treatment for the documentary, agreed with YSW.
- First/rough cut of the documentary for review and feedback.
- Final documentary incorporating agreed revisions and meeting the required editorial, technical, braiding and visibility standards
- Final master 12-minute documentary in high resolution.
- Selected short clips/cutdowns from the documentary for digital and social media use.
- Production files and other agreed source materials upon completion.

TECHNICAL REQUIREMENT

The editor should have demonstrated capacity in:

- Professional documentary editing.
- Narrative development and storytelling.
- Colour correction and grading.
- Audio mixing and sound design.
- Motion graphics and titles.
- Video formatting for different platforms.
- Managing and editing large volumes of footage.

TIME FRAME

Two and half weeks after the first inception meeting.

WORKING ARRANGEMENT

The Consultant will work under the direct supervision of YSW Head of Programmes.

SUBMISSION OF BIDS (APPLICATIONS)

Submit your application by email to info@yswkenya.org, with "**Video Editing and Documentary Production Services for Innovation Hubs**" as the subject line, no later than COB on Nov 11th, 2026. The application should comprise:

- Brief company/individual profile.
- Portfolio or links to at least three relevant previous assignments.
- Technical proposal outlining the proposed approach to the assignment.
- Financial quotation,
- Proposed timeline/availability.

Note: Only shortlisted consultants will be contacted. Consider your application unsuccessful if you have not heard from us 8 weeks after the deadline of this application.