**Scope of Work**

HSTP in collaboration with Athulya Performance Facilitators (APF) is supporting the State Government of Odisha on piloting a Physician Leadership Development Programme in the Department of Health and Family Welfare from 15 July 2022 to 31 March 2023. With regards to this, it is planned to video document the program with a focus on publicizing the program structure, stakeholder and participant experience which will allow us to share the novel experiment with health systems stakeholders.

1. The plan is to have at least 6 videos edited after the shoot in Bhubaneshwar, Odisha and the three districts where participants are in Odisha - Koraput, Khurda, Sundargarh.
2. These videos will be shot with the following a tentative time plan phased in multiple schedules (participant videos and stakeholder videos and closing workshop for cohort 1) which will be discussed and agreed between HSTP and the consultant (Producer).
3. It is expected the final products will be delivered by end of February 2023 depending on the timelines shared and agreed between HSTP and the consultant (Producer).

Videos are expected to capture the following

1. One Video of Overview of the leadership development program (2 -3 mins) - covers the problem we are trying to solve, the program, training method (workshops), impact and experience of the participants.
2. One video of Overview of Leadership development program with focus on stakeholder views (2-3mins) - High level Government officials experiences and the impact they observed including role of HSTP and the coaches.
3. One Video of Overview of leadership development program with focus participant experience (2-3 mins)
4. 3 short videos of 45 secs to 60 secs on participants journey/ experience including the experiences of their team, beneficiaries etc.

**Object of the Proposal:**

The Producer will engage the Client in capacity of a Production House to conceptualise, shoot, and supervise the edit of six short films titled “HSTP Films” (tentative; hereinafter called the “Film”) for the aforementioned promotional and marketing videos for HSTP, in accordance with the terms and conditions agreed in this Proposal.

The Film will be filmed in at least a Full HD format, and its screen time will be fixed inaccordance with the Client.

**The responsibilities of the Producer:**

The engagement of the Producer is effective from the day they sign till the release of the finished film, with the duration of shoot being a total of 9 days in Odisha, India. In an event that the shoot and edit days and shifts respectively, exceed; the charges will believed on a per day / per shift basis.

The Producer shall be obligated to conduct the following work assignments:

● Delivering the film version of the script/treatment with the Producer.

● Monitoring of the post-production works: image and sound editing, music selection, mixing, colour specification, monitoring of the image post-processing and approval of the final form.

● The Producer must provide all the materials (shot breakdowns, shooting script, specific requirements) to the Client and other departments at least two days before the day of filming. The same needs to be approved by the Client.

**Liabilities and Obligations of the Producer and the Client:**

The Producer will assume the overall artistic responsibility for the Film. They will be responsible for making of the film and its final cut. The Producer shall, to the best of their ability, and in mutual agreement with the Client, carry out their tasks in such a manner that the most optimal utilisation of the available resources is achieved. Neither party are not allowed, without the prior consent of all parties hereunder, make decisions that materially deviate from the approved manuscript or increase the production cost of the Films. In the event that the budget or the deadline is threatened to be exceeded, the Parties hereunder shall jointly negotiate on the actions to be taken.

The Producer and the Client shall commit, on a continuing basis, to consult each other in relation to all significant issues concerning the making and completion of the Films.

The Producer shall not retain the original materials of the Films as required by law,since they don’t own the IP of the film and its materials.

**Compensation**

A fee of INR 5,01,000.00 will be paid to the consultant exclusive of taxes. The payment will be released only on the completion of deliverable and invoicing by the service provider.

**Payment Terms**

20% after the signing of the agreement.

80% within 30 days from the final delivery of the film.

Travel and other reimbursements applicable will be paid as per actuals on submission of bills.

All additional charges not included in the attached budget will be paid.

**Point of Contact:**

The process henceforth will be facilitated by/between Ms. Priyanka Verma (Producer) and Dr. Rahul Sankrutyayan Reddy Kadarpeta (HSTP, National Coordinator with inputs from Athulya Performance Facilitators

**Term**

This engagement shall commence upon execution of this agreement. The agreement shall continue in full force and is effect from **January 20, 2023** to **February 28, 2023**.