



Terms of Reference for Consultancy to Conduct Research on Access to Public and Private Archives for Creatives in Kenya, Uganda, and Tanzania.

April 2021

With this Terms of Reference Hivos is seeking a consultant to: *Conduct Research on Access to Public and Private Archives for Creatives in Kenya, Uganda, and Tanzania*

Background

Hivos (www.hivos.org) is an international development organization guided by humanist values. Together with local partners, we aim to contribute to a free, fair and sustainable world. A world in which all citizens, women and men, have equal rights and access to opportunities and resources for development and can participate actively and equally in decision-making processes that determine their lives, their society and their future, throughout the Middle East, Africa, Asia and Latin America.

We believe that free exchange of information, space for expression, and opportunities for the active participation of citizens are essential conditions for the development of a democratic society. Hivos was one of the first international NGOs that started working on the theme of ICT for Development and has been an international frontrunner ever since. Recognizing the potential of young people (15- 35) as key drivers for free expression in the 21st century, we have been able to identify and build relationships with a new generation of change agents for free expression within our unique global network in the field of culture and media.

Currently, Hivos is continuing with its long history of support to artists and makers through the Resource Of Open Minds (R.O.O.M) project. ROOM seeks to deploy creative forces in the defense of civic space through supporting a new generation of makers to produce critical content. Critical content in the context of ROOM means creative content that counters hegemonic narratives in society hence generating dialogue, debate, and dissent across different socio-political issues.

Part of the learnings of the 2020 New Ways of Working workshop for creatives from Kenya, Uganda, and Tanzania was that in order to better incorporate history and memory in the production of critical content, creatives need to be able to access public and private archives in the 3 countries. While the benefits of such access are plenty for creatives and the general public, there exists challenges on both the demand and supply ends of this exchange between the custodians of these archives and those who are seeking access to them. On the supply side, there is lack of knowledge on what forms of records creatives would want to access and how to provide it, and on the demand side for the creatives, there is lack of knowledge on what records do exist.

1. The Assignment

Generally, the R.O.O.M (Resources of Open Minds) project works to seek the following outcomes:

1. *Makers become more self-sufficient*
2. *Makers are more independent.*
3. *Makers produce more critical content*
4. *Makers reach wider audiences*
5. *Creative hubs have increased capacity to facilitate audio-visual productions.*

As such, the delivery of the current assignment is to help the creatives achieve outcome 3 since access to archived material will complement already on going production of critical content across social, political, and economic themes.

The current cohort of ROOM partners works on critical content across the following medium: online radio programming, podcasts, music production, documentary films, data artistry, puppetry and animation, film, fashion, literature, and infomercials. They then promote their content on digital platforms like social media channels and their organizational websites.

ROOM would now like to improve artists access to archives and also support the work of National archive institutions as a way of improving criticality in the region amongst creatives.

Going by the above, this is assignment involves the following:

1. The researcher to conduct an exploratory study on the present state of National Archive institutions in Kenya, Uganda, and Tanzania detailing some of the existing resources that could be of use to creatives.
2. The researcher developing a tool kit/set of resources on how creatives can better utilize the existing archives for the work and how they can develop their organizational archives. This can be separate or incorporated in the report.
3. The researcher to conduct 1 day workshop on how creatives can utilize the tools/resources developed.

More information about the R.O.O.M program is available here: <https://east-africa.hivos.org/program/resource-of-open-minds-r-o-o-m/>

The program's partners are:

- I. young makers (between 15 and 35 years) across all genders who are creating culture and media productions that are critical of certain aspects of society thus leading to dialogue, debate, and dissent, and
- II. the creative hubs and communities where these makers operate from. These range from studios, cafes, production houses, networks, platforms, collectives, libraries, and maker spaces.

4. Scope of the Assignment/Deliverables

The consultant is expected to deliver the following:

- i. A report on the present state of the National Archives institutions across Kenya, Uganda, Tanzania.
- ii. A tool kit/set of resources on how creatives can better utilize the existing archives for their work which can be separate or incorporated in the report.
- iii. The researcher to conduct 1 day workshop on how creatives can utilize the tools/resources developed.

5. Consultant Qualifications and Experience

- i. A minimum of 5 years' experience working in the creative and cultural industries in East Africa and beyond.
- ii. Experience designing and implementing interactive, innovative, and creative online workshops.
- iii. Extensive knowledge on public and private archives
- iv. Proof of similar assignments done before.

6. Duration

The duration of the assignment is 21 working days including the research and the workshop.

7. How To Apply

All applications should be sent to the address estafricajobs@hivos.org by **May 7 2021 5pm** with the following information:

- i. 1 page Cover letter detailing your experience, why you should be contracted for this assignment, and your proposed general approach to the consultancy
- ii. 3 page maximum CV of consultant and description of any partners or contributing institutions as appropriate.
- iii. Not more than 1 page describing the technical proposal of how you will deliver the workshop.
- iv. Not more than 1 page describing the financial proposal of how you will deliver the research and the 1 day online workshop
- v. Examples and references of similar previous assignments delivered.

The email subject should read: **'APPLICATION FOR ARCHIVES CONSULTANCY'**
Only shortlisted candidates will be contacted.