

Consultancy – On the inclusion of Filming and Photography into Participatory Monitoring and Evaluation

Terms of Reference Consultancy

Job title: Consultancy – On the inclusion of Filming and Photography into Participatory Monitoring and Evaluation

Project: DRR Program in the Province of Ca Mau – Mekong Delta of Vietnam.

Location: 8 communes in Ca Mau province

1. Background

The Swiss Red Cross (SRC) is a member of the International Federation of the Red Cross and Red Crescent Societies. It is part of a worldwide network of 190 National Societies. The purpose of Swiss Red Cross' activities is to protect the lives, health and dignity of human beings worldwide, the Swiss Red Cross is active in a large number of humanitarian programs. For many years the Swiss Red Cross in Vietnam has worked in collaboration with the Vietnamese Red Cross particularly in the sectors of shelter, rural development, disaster risk reduction, and encouraging programs to prevent and alleviate human suffering.

The Swiss Red Cross has a functional office in Hanoi in charge of coordination aspects with the Vietnamese Red Cross, the wider Red Cross Movement in Vietnam, and other DRR stakeholders. Since November 2015, the Swiss Red Cross together with the Vietnamese Red Cross has been implementing a DRR Program in Ca Mau Province. The Program has two key components. The first component commenced implementation in December is focused upon Community Based Risk Management with three key outcomes: Increasing understanding and capacities of 8 communes in Disaster Risk Reduction; improving existing and establishing disaster response capacities at the commune level with clear links to district and provincial structures and; disaster response capacity of VNRC at provincial, district and commune levels is enhanced. In November 2016 VNRC and SRC commenced the implementation of a second component of this project focusing on WASH and Finance Based Forecasting. This second component also has three main outcomes including: increasing hygiene and sanitation practices; increasing access to sustainable water and sanitation services and increasing household ability to prepare through stronger early warning and pre-disaster cash grants. To monitor and evaluate the impact of the activities upon beneficiaries SRC and VNRC would like to employ a combination of two participatory monitoring and evaluation methodologies, including Most Significant Change and Participatory film making/photography to enhance the participation of beneficiaries in measuring both intended and unintended impacts of the project. The combined methodology will specifically be used to work with beneficiaries of the project. SRC is seeking the services of a qualified consultant with experience in designing and delivering training on participatory filming approaches to support the training by designing and delivering training to project staff specifically on the film making aspects of the methodology.

2. Objectives of the Consultancy

The overall objective of the consultancy is to support project partners to develop the capacity of project staff and community facilitators to undertake participatory film making in the context of implementing the Most Significant Change methodology under the Monitoring and Evaluation Framework for this project.

In addition, the consultant/s will be responsible for the following specific tasks:

- Recommend no or low-cost editing software which is suited to producing short films incorporating photographs.
- Develop one training module focusing upon on participatory filming and photography. The module must be practical and designed to train project staff and community facilitators to help beneficiaries take film and photographs in the field, to a good standard. The training package should provide participants with practical knowledge and skills to enable them to develop films in a participatory way with beneficiaries. The training should cover different aspects including using story boards, script writing, working as film crew and the basics of good photography.
- Develop a second training module to train the Project Management Team in Hanoi how to use suitable software suited to editing short films and incorporating sound and photographs.
- Produce appropriate resources to accompany both training packages (such as presentations, tip sheets, guidelines, manuals or other self-help resources) that facilitate participants practicing their newly learned skills in the field for both training packages.
- Deliver the first training module on participatory filming and photography to two stakeholder groups. The Project Management Team in Hanoi and the project staff and community facilitators in the field.
- Deliver the second training package on using the recommended editing software to the Project Management Team in Hanoi.
- Provide direct support to the Project Management Team in Hanoi on the use of the recommended software to produce and edit 4 short films stories incorporating photographs.
- Provide ongoing backstop support answering queries regarding technical aspects and use of the software.

3. Proposed Timetable

Task	Number of day
Develop a training module on participatory filming and photography	4
Develop a training module to train the Project Management Team	4
Deliver training on the use of the approach in the field to key project staff and community based monitoring and evaluation teams	3
Provide hands on in-office support to the production of 4 digital stories	4
Provide ongoing arms-length backstopping to the production of a further 6 digital stories	3
Total	18

4. Deliverables

- One training package designed to train key personnel on the implementation of participatory filming and photography.
- One training package to train the project management team in the use of the recommended production/editing software
- Delivery of the two training packages in the field
- Provision of hands-on support to the production of 4 digital photo stories utilizing recommended software

- Ongoing technical backstopping and advice to the project management team on the production of a further 6 short films

5. Selection Criteria

The successful candidate/s will have the following:

- Experience training or implementing participatory film/photography for the purpose of monitoring and evaluating project outcomes
- Good knowledge of and/or experience in teaching photography basics
- Strong technical and practical knowledge on the production of short films and a proven track record of providing training to others on the use of production and editing software
- Experience working with government partners and mass organizations
- Experience working in community on development projects an advantage
- Excellent written and verbal communication skills in both English and Vietnamese
- Knowledge or experience with the Most Significant Change Technique an advantage
- Knowledge of the Red Cross Movement

6. Role of the partners

SRC and VNRC will be responsible for developing the training modules on the use of the Most Significant Change Approach. It is envisaged that the outputs of this consultancy will focus specifically on providing technical expertise on the film making and photography aspects of this mixed methods approach. All existing training materials will be shared with the selected consultant/s. SRC and VNRC will be responsible for purchasing relevant equipment and software to facilitate the training and process for use by the trainees. VNRC and SRC will also be responsible for the facilitation and organization of the training events in the field and in Hanoi.

7. Location

It is envisaged that the design of the approach and the development of the training modules will take place in Hanoi. The delivery of the training and the hands-on support on the editing of the photo stories is to be undertaken in the field.

8. Proposal Submission

Interested and suitably qualified applicants or consultant teams are invited to send their CVs and proposals, including a proposed approach for completing the works. This must include a budget estimate for all of the work to be undertaken, including travel and accommodation to the field, based upon the scope of work and proposed timeframe. Proposals should be sent to swissredcross.vn@gmail.com and ruth.lane@redcross.ch by July 16 at 05.00 PM. Any questions regarding the TOR may also be directed to the emails above.