

CATHOLIC RELIEF SERVICES – VIETNAM PROGRAM

Terms of Reference

Production of two short video clips on

CBDRM process steps and implementation

Project: Building resilience to natural hazards in central Vietnam (8536/8960091)

March-May, 2016

1. Introduction:

Catholic Relief Services (CRS), Vietnam program, in collaboration with Dien Ban, Thang Binh People's Committee, Quang Nam province is supporting the community driven DRR plan and its implementation to increase the resilience of disaster-prone central coastal communities to natural hazards via the project "Building Resilience to Natural Hazards in Central Vietnam". The project aims to develop the disaster risk reduction (DRR) and climate change adaptation (CCA) capacity of a range of stakeholders through a sustainable partnership to enhance safer and resilient communities in Quang Nam province of Vietnam.

The Decision 1002 on CBDRM has been issued since 2009. However, the CBDRM activities have been implemented in 1677 communes only with the results of 168 disaster risk maps produced. The Law on Natural Disaster Prevention and Control has been taken effective since May 2015 regulating the obligations on preparedness, response and recovery of local authorities at different level. However, the Law which stipulated CBDRM implementation is still limited. Thus, one of main project outcome is the local government authorities and partners implement participatory CBDRM actions, including facilitation of community based disaster risk assessments.

As one core set activity, the training of facilitators in CBDRM/CBDRM, CBDRM assessment, NDPC plan development, NDPC plan implementation, NDPC implementation M&E have been carried out as comprehensive CBDRM model. Being the CBDRM technical lead for consortium, CRS will conduct documentation on the CBDRM process implemented.

Within this TOR, an external consultant will be contracted to conduct the development of 2 video clips on 1) Introduction of CRS DRR program and 2) CBDRM process and CRS implementation of the CBDRM cycle. The video clips will be used at various CRS meetings, activities.

2. The objectives

The objective of the assignment is to develop the two clips:

The first clip is to create an understanding and illustrating the CRS DRR program work in Vietnam. Specifically, three-minute clip will introduce CRS strategy, illustrating the CRS approach, area of intervention and showcasing some work of CRS on CBDRM.

The fifteen-minute clip will illustrate the CBDRM steps implemented by CRS demonstrating CRS activities as a CBDRM compressive model.

3. Specific tasks for the Consultant

Under the direct supervision of the CRS, the consultant will be required to;

- Study the CRS branding policy
- Develop the script and storyboard to be used in the clips.

- Develop the two clip’s overall concept and scenario based on available clips, pictures and other material from the DRR program such as video clips, pictures from CBDRM activities... and clips, recoded that will be taken during the 2-day field visit.
- Visit the project sites and interact with the local communities who’ve been impacted by CRS projects to get context. Interview selected interviewees for the clips who will include actual beneficiaries, local government officials, implementing partners.
- Perform appropriate video filming and shoot interviews with the Projects’ major beneficiaries and stakeholders.
- Present a draft clips to CRS for inputs and comments about contents.
- Produce two FINAL clips: 3-minute and 10-minute minutes long clips in DVD

Deliverables/ Outputs	Responsible parties	Estimated Duration to (Day)	
		The 1 st clip	The 2 nd clip
Development the script based on extensive inputs and available information	Consultant	1	1
Create the storyboard	Consultant	0.5	1
Field visit to project site	Consultant	1	1
Development of video clip	Consultant	1.5	3.5
Develop the short sub-title in Vietnamese. English subtitle will be provided from CRS	Consultant	0.5	1
Create voice over	Consultant	0.3	0.7
Post editing in accordance with CRS	Consultant	0.7	1.3
Total (Days)		5.5	9.5

4. Deliverables

The key deliverables will be a 2 products: 3-minute and 10-minute clips with Vietnamese and short English subtitle.

The production house/individual contractors, “the Consultants”, will produce the clips following a clear outline and process, in close collaboration with CRS DRR & CCA program team

Contract signed, work on script/storyboard initiated by March 25, 2017. Final clips ready by April 30 2017

Expected results:

- Meeting with project stakeholders in Thang Binh and Dien ban, in the field to collect and record data, if required.
- Submit a revised storyboard and script for the documentary to CRS for approval before making video clip;
- Present draft documentary to CRS in at the end of the field mission and incorporation of comments and inputs;
- Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories.
- Present a complete 3-minute and 10-minute maximum clips version.

5. Requirements

- 5 and above years of experience working in similar field.
- Extensive experience in producing development work related documentation for other organizations with the aim of reaching both local and international audiences.
- Experience in working with agencies and other organizations.
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.
- Additional experience in development communication product will be an added advantage.

6. Application deadline

For further Information, please contact:

Ms. Luong Nhu Oanh– Technical Advisor, DRR & CCA

Tel: 04. 37738300, ext: 132

Email: oanh.luong@crs.org

The proposal submissions should be sent by 5:00 PM, 31st March 2017 to Catholic Relief Services via email: recruitment.vietnam@crs.org

Applications should include expression of interest (Vietnamese is acceptable):

- A tentative work plan with indicative budget;
- A sample of similar work
- CVs demonstrating relevant capacity and experience.

Only shortlisted proposals shall be contacted for interview before contracting.