

## TERMS OF REFERENCE

<b>Assignment:</b>	Production of Good Relationships Free from Violence Module (Skills for Building a Healthy Relationship)
<b>Organisation:</b>	CARE Vanuatu
<b>Project:</b>	Leftemap Sista
<b>Location:</b>	Port Vila, Vanuatu
<b>Position reports to:</b>	Elissa Webster, Communications Technical Advisor
<b>Contact:</b>	<a href="mailto:elissa@interfusegroup.com">elissa@interfusegroup.com</a>

### About CARE Vanuatu

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency assistance.

CARE international in Vanuatu has a focus on Gender Equality, Disaster Risk Reduction, Climate Change Adaptation and Inclusive Governance. CARE Vanuatu partners with Vanuatu Women's Centre, Vanuatu Police Force and Tafea Health to deliver the Leftemap Sista project in Tanna.

### Project Context

As part of CARE's Gender Equality program, and with funding support from DFAT, CARE and partners have been rolling out a respectful relationships curriculum (Good Relationships Free from Violence (GRFV)) with youth. With Covid-19 limiting options for face-to-face workshop delivery, CARE is looking for a consultant to assist with developing a short video resource for distribution to target communities. Comprehensive community testing of the videos will take place after June. The resource should support future workshop delivery, and should be developed in a format which might be adapted and incorporated into broader online training modules / games.

### The Assignment

The objective of the assignment is to produce a 2-3 min animation to developing a short video resource summarising key messages from one Good Relationships Free from Violence Module (Skills for Building a Healthy Relationship). The key messages will be based on the Good Relationships Free from Violence training that is part of the Leftemap Sista II project, and will help ensure the sustainability of the project's impact by reinforcing the training's messages and enabling their inclusion in future projects.

Style example: <https://www.youtube.com/watch?v=RWXDWUrBNDc>

### Scope, Approach and Methods

Filming, editing and production, including:

- Review of concept and relevant background information, including approved messaging
- Consultation with GIVE (Ending Violence Against Women and Girls) team and Elissa Webster (remote)
- Development of animation storyboard and example sequences
- Editing and production of 2-3 min film in a format that can be readily shared online and via other media channels

- Amendments based on reviews by the GIVE team and relevant donors
- All footage, packaged files, and the final videos will become the sole property of CARE Vanuatu

The film must:

- Reflect and celebrate the Vanuatu and the Pacific context of the project
- Adhere to approved messaging
- Be produced in Bislama language
- Be engaging and understandable for the audience
- Uphold CARE’s principles of protection, dignity, respect and inclusion and adhere to CARE’s Code of Conduct, including Child Protection and Prevention of Harassment and Sexual Exploitation, both in the production process and the final product.

**CARE will provide:**

- Video scripts
- Recorded voice over
- Briefing meetings and feedback as required, in addition to reviews and final approval

### Schedule and Workplan

	<b>Activity</b>	<b>Timeframe</b>
1	Review of background information and concept	25-27 May
2	Briefing with CARE team	25-27 May
3	Submission of storyboard for feedback	3 June
4	Editing and other production of film	6-15 June
5	Submission of draft film	15 June
6	Review of film by CARE team and donors, with revisions by consultant	15-22 June
7	Submission of all final film files	24 June

***Please note:** Schedule is indicative only – sharing of film components throughout development for feedback is encouraged. However, the final delivery date is not negotiable.*

### Payment

Payment of 40% of service fee will be made to the service providers nominated bank account on contract signing, with the remaining 60% to be paid in the same way on completion, approval and receipt of the final film and other files.

### Selection Criteria

- Experience in producing similar products of high quality.
- Ability and availability to deliver outcomes within tight timeframes.
- Demonstrated strong time and project management skills.
- Strong communications skills and willingness to work flexible hours.
- Commitment to CARE’s Code of Conduct, including Child Protection and Prevention of Harassment and Sexual Exploitation.
- Competitive costing.
- Demonstrated understanding of the aid and development sector.
- Understanding of the Vanuatu and Pacific context.
- Written and verbal Bislama and English skills (desirable).

### Application Procedure

Your expression of interest should demonstrate your ability to meet the selection criteria (one page is sufficient), including links to similar products you have produced, as well as an indication of which video style you propose to produce and a quotation.

Please send completed application package to: Elissa Webster at [elissa@interfusegroup.com](mailto:elissa@interfusegroup.com) by 24 May 2022.

**Approved by**

Isabelle CHOUTET

Program Director

18/05/2022