

TERMS OF REFERENCE

Title:	Development of two (2) community governance advocacy videos
Reports to:	Jill Aru – Inclusive Governance Portfolio Manager
Duration:	Maximum TBC (to be completed by end of June)
Location/Duty station:	Tanna and Port Vila, Vanuatu

1. Background

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. CARE has been working in Vanuatu since 2008 helping communities to increase their resilience to disasters and climate change, respond to emergencies and to advance gender equality. Underpinning this work is a long-term program strategy (LTPS) that serves to express CARE Vanuatu's vision for the future. The LTPS sets out how CARE Vanuatu, together with communities and partners, will contribute to eliminating vulnerability and social injustice, strengthening resilience and achieving a world where men, women, boys and girls enjoy equal rights and opportunities.

CARE International in Vanuatu through PROJECT Governance is working with the Pacific Community and the Government of Vanuatu to enhance responsive governance, ensuring that government institutions and policies are accessible, accountable and responsive to the people they serve, especially disadvantaged groups. Care International in Vanuatu is working in Tanna and utilising an adapted community scorecard (CSC) to maximise the space for dialogue between communities and government-led decentralised approach to inclusive governance.

2. Purpose

The videos will be a powerful tool for communication and increasing awareness to further inclusive and effective governance systems in Vanuatu.

The video will educate viewers about the importance of inclusive governance, highlighting the benefits it brings to society as a whole, including marginalised and underrepresented groups, especially women and girls. It will provide information and knowledge on the importance of inclusive governance, like equal representation, participation and decision making processes that involve diverse voices and perspectives. By displaying examples of inclusive governance initiatives, the video can motivate viewers to get involved and support similar efforts in their communities and organisations for greater inclusivity and representation of voice and reality. By highlighting the importance of citizen engagement and empowerment, the video can encourage individuals, especially women and girls, to take an active role in shaping their own governance structures and holding leaders accountable.

The video will be used by the project for its influencing events and forums to raise awareness and advocate for women's and girls participation within inclusive governance spaces.

Scope of work

The objective is to produce two 3-5 min video (case studies) of CARE's work that support inclusive community governance

The topics for the videos will be:

1. Community led action planning with government stakeholders & sectors
2. Women & girls participating in community governance committees challenging leadership social norms. Highlighting success, challenges & opportunities.

The primary audience of the videos is the project will be the Vanuatu population, local civil society, donor and other potential donors, to increase the visibility and share experiences around governance in Vanuatu. .The aim is to also create debate and raise awareness.

Scope, approach & methods

Filming, editing and production are to be completed locally and include:

- Review of concept and relevant background information, such as project learning paper, reports
- Consultation with Inclusive governance team including Elissa Webster (remote)
- Filming of interviews and appropriate B roll, including capturing of written, informed consent – **please note this will take place on Tanna**
- Sourcing and securing of other appropriate B-roll or imagery as needed
- Editing and production of two high quality, engaging 3-5 min films and a 90 sec cut down of one of those films, in a format that can be readily shared online
- All footage, packaged films and the final videos will become the sole property of CARE International in Vanuatu.

Filming dates will be:

- 8 - 9 May at an interface meeting with village development committees and government stakeholders in Central Tanna.

The film must:

- Reflect and celebrate Vanuatu and the Pacific context of the project

- Be produced in English, with English subtitles where interviews are conducted in bislama (or any other language) and bislama subtitles for any English audio.
- 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:

- A concept outline
- Briefing meetings and feedback as required, in addition to periodic reviews and final approval
- Assistance to identify and secure interview subjects, such as village development committee chairman, women leaders , key provincial government representatives, Area Administrators

Schedule and Work plan

	Activity	Timeframe
1	Review of background information and concepts & briefing with CARE team	6 & 7 May
4	Filming	8-9 May (travel to Tanna required)
5	Editing and other production	13 – 31 May
6	Submission of draft 3-5 min films	3 June
7	Initial review of draft films by CARE team, with revisions by consultant	8-12 June
9	Review of 3-5min films by CARE team and other stakeholders, with revisions by consultant – please allow for at least 4 rounds of review	15-24 June
11	Submission of final films	30 June

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Payment of 40% of service fee will be made to the service provider's 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

- Demonstrated understanding of the Vanuatu aid and development sector.
- 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.
- Written and verbal Bislama and English skills.

Application Procedure

Please submit an expression of interest **no longer than 2 pages** outlining your ability to meet the selection criteria, including links to similar products you have produced, as well as a quotation.

Please note, CARE will arrange any required travel to Tanna, covering the cost of flights and accommodation for the consultant – these costs should not be included in the quotation.^[EW2]

Please send the completed application package to: Jill Aru - jill.aru@careint.org by Sun 5th of May **2024**.

Approved by

Glenise Levendale - Program Director