

TERMS OF REFERENCE

Assignment:	Production of Family Financial Management tips video
Organisation:	CARE Vanuatu
Project:	Helti Kakae, Helti Famili
Location:	Port Vila, Vanuatu
Position reports to:	Elissa Webster, Technical Advisor
Contact:	elissa@interfusegroup.com

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, Agriculture and Water and Sanitation and Hygiene. CARE Vanuatu partners with Wan Smolbag and Nasituan to deliver the Helti Kakae, Helti Famili programme in Tanna and Pentecost.

Project Context

The Helti Kakae, Helti Famili project aims to improve food security and increase the participation of women in economic decision-making in TC Harold and COVID-19 affected communities at the household level.

The project focuses on supporting households to grow fast growing, nutritious food. Households are supported with knowledge about how to grow the new crop varieties, as well as knowledge about how to prepare them to eat and to ensure a nutritious diet.

Women's groups are also supported with leadership training and family financial management (FFM) workshops along with their partners. FFM workshops promote gender equality through supporting women and men to increase their respect for each other's contributions; enhance their communication skills; and facilitate joint household level financial planning and budgeting.

The Assignment

The objective of the assignment is to produce a 2-3 min animation to encourage couples in Vanuatu to adopt more gender equal approaches in managing their family finances, including increasing women's voice in decision making. The key messages will be based on the FFM training that is part of Helti Kakae, Helti Famili and other projects, 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 Helti Kakae team and Elissa Webster (remote)
- Development of animation storyboard and example sequences
- Editing and production of 2-3 min films in a format that can be readily shared online and via other media channels

- Amendments based on reviews by the Helti Kakae 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

	Activity	Timeframe
1	Review of background information and concept	January
2	Briefing with CARE team	January
3	Submission of storyboard for feedback	January/February
4	Editing and other production of film	January/February
5	Submission of draft film	February
6	Review of film 1 by CARE team and donors, with revisions by consultant – please allow for at least 4 rounds of review	February
7	Submission of all final film files	10 th March

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 by **13th December**

Approved by

**Sharon Alder
Program Director**