

TERMS OF REFERENCE

Assignment:	Content gathering and production
Organisation:	CARE Vanuatu/ Vanuatu Volleyball Federation/ Vanuatu Paralympic Committee
Project:	Volley4Change
Location:	Port Vila, Vanuatu
Position reports to:	Elissa Webster, Technical Advisor
Contact:	elissa@interfusegroup.com

About Volley4Change

The Vanuatu Volleyball Federation (VVF) established the Volley4Change (V4C) program to maximise the benefits of sports in rural and urban communities across Vanuatu. The V4C program has been successfully implemented through the Pacific Sports Partnership (PSP) for the last six years and has proved to be an effective vehicle for engaging young women and girls in sport with a focus on nutrition and healthy lifestyles. In 2021, the VVF is partnering with CARE Australia and the Vanuatu Paralympic Committee (VPC) to implement a revised version of the Volley4Change program. The partnership aims to extend the reach of the V4C program and strengthen overall program outcomes through a greater focus on the inclusion of women, girls and people with a disability in both sport and in leadership. The program will be run in Efate and Santo from 1 January 2021 to 31 December 2022.

Project Context

The V4C program strives to drive change by empowering individuals, removing barriers and creating an enabling environment that can foster inclusion. It aims to empower women and people with a disability to participate in sport and leadership by providing training and resources that can increase their confidence, skills and capacity. It also works to tackle societal norms and attitudes that have typically restricted participation for women and people with a disability by working directly with traditional gatekeepers such as community leaders, partners and family members, as well as showcasing the abilities and achievements of female and para-athletes to the community. The program aims to create an enabling environment by building the organisational capacity of the VVF and its staff to implement inclusive activities and collaborate with government and partners to foster gender and disability mainstreaming across sporting platforms. Expected project outcomes include:

- A safe environment for young women and people with disabilities to live healthy and active lives supported by partners, families, communities and government;
- Acceptance by husbands, families and communities of capacities and ambitions of women and people with disabilities to participate in sport and leadership roles;
- Decreased tolerance of violence, discrimination and stigma;
- Healthier families through better diet choices and increased exercise;
- Government and partner sports programs are more inclusive and safe;
- The public recognise the value of gender and disability inclusive sports programs.

The V4C program has implemented a range of strategies to achieve these outcomes, including multi-week, inclusive volleyball programs designed for people living with disabilities, demonstration para-volleyball matches, and learning activities and workshops on gender equality, nutrition, leadership and more.

The Assignment

The objective of the assignment is to tell the story of the Volley4Change project and its participants, and engage people with the project's key messages through powerful photography and captions. This will involve travel to project events in Efate and Santo.

The primary audience is the Vanuatu community, particularly women, people with disabilities, and their families, as well as project donors.

All products must be delivered by 3 December 2022.

Expected outputs

1. 4 x photo essays, including 8+ photos and captions each focused on an individual or community that has been positively impacted by the project
2. A collection of 200-300 general photos of project activities and participants, staff, the community and island context and the project's impacts on individuals and communities.

Scope, Approach and Methods

The consultant will be responsible for all technical production and editing, including:

- Review of concept and relevant background information, including approved messaging
- Consultation with V4C team and Elissa Webster (remote)
- Capturing of photography and caption information
- Writing of donor-ready photo essay captions
- Amendments based on reviews by the V4C team
- Delivery of all final products in a format that can be readily shared online and via other channels

It is expected that the final products will:

- Be produced in English
- Reflect and celebrate the Vanuatu context
- Uphold CARE's principles of protection, dignity, respect and inclusion, including documented consent for any people who are captured in photos, videos or stories
- Become the sole property of CARE Vanuatu and Vanuatu Volleyball Federation, including all footage and packaged files

CARE will provide:

- Briefing meetings and feedback as required, in addition to reviews and final approval
- Assistance to identify and coordinate people to interview and photograph
- Consent forms
- Travel arrangements and costs, including flights, accommodation and a per diem

Payment

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 products and other files.

Proposal submission guidelines

Proposal submissions should be no longer than one page and include:

- An overview of the contractor's suitability to complete the assignment
- Examples of previous work

- A budget proposal outlining all costs for production and delivery. Travel costs do not need to be included in the proposal.

Selection Criteria

- Technical ability in photography
- Experience in producing similar communications products of a high quality
- Ability and availability to delivery outcomes within tight timeframes
- Bislama language skills
- Willingness to undertake 1 content gathering trip to Santo
- Commitment to CARE's Code of Conduct, including Child Protection and Prevention of Harassment and Sexual Exploitation
- Competitive costing
- Understanding of the aid and development sector
- Understanding of the Vanuatu and Pacific context

Approved by Glenise Levendal, Program Director 1 September 2022