

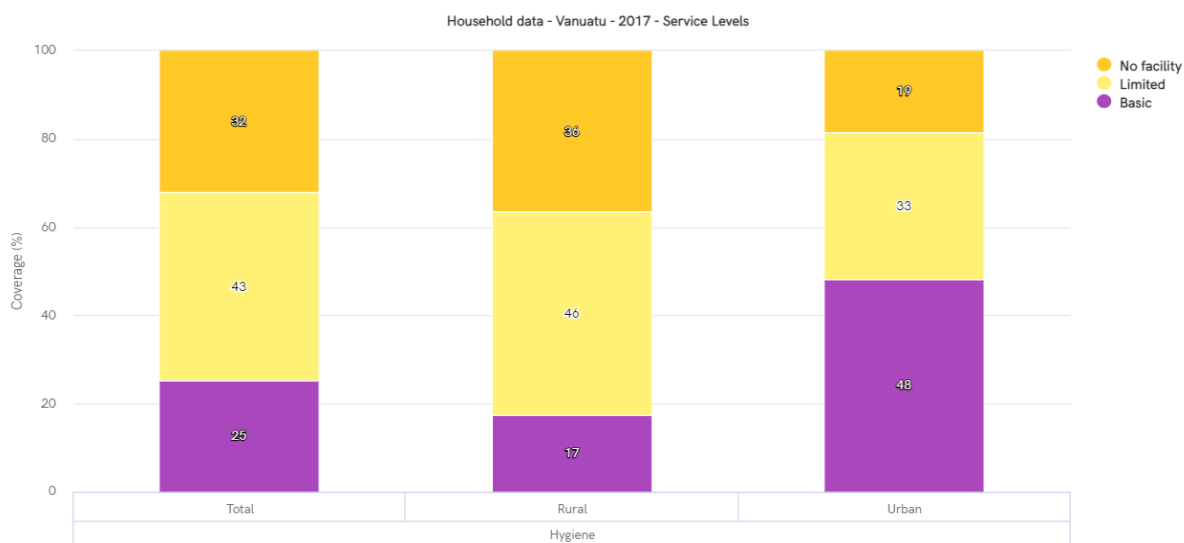


TERMS OF REFERENCE (ToR)

Position:	Video Production Specialist (Individual Consultant)
Location:	Monitoring and Evaluation Unit, Department of Water Resources, Ministry of Lands and Natural Resources, Port Vila, Vanuatu
Hiring agency:	Department of Water Resources (DoWR) Ministry of Lands and Natural Resource (MoLNR), Government of Vanuatu
Reporting to:	Public Relations Officer
Duration:	1 month
Expected start date:	5 th October 2022

1. Background

The 2017 latest UNICEF/WHO Joint Monitoring Program estimate is that just 25% of households in Vanuatu have a hand-washing facility. The [2013 Vanuatu DHS](#) notes that 74% of households in urban areas have soap and water for hand washing compared with only 45% in rural areas. Before COVID, some felt there was a stigma against handwashing.



In 2017, UNICEF Vanuatu funded a handwashing study to identify the hygiene practices, barriers, and bottlenecks of Ni-Vanuatu. Completed by Live and Learn for the Ministry of Health, the study revealed that when men wash their hands frequently, they are called “feminine” in a negative way. Some school children reported feeling pressured by friends not to wash their hands at school. Handwashing didn’t occur before meals even at WASH workshops and it was a common experience to struggle to find a way to wash hands in health care facilities. Admittedly, it is very difficult to use limited water to wash hands



during a drought – an experience that is becoming more frequent due to climate change for the 44% of rural households' dependent on rainwater for drinking.

Government officials have leveraged the opportunity brought by the COVID-19 pandemic to develop handwashing programs in the country. While it was not monitored previously, almost no businesses had handwashing facilities for customers. This changed when on March 31, 2020, the National Disaster Management Office (NDMO) issued Directive Notice 10, stating that, “all business houses are required to set up handwashing facilities or handwashing stations”. Business houses were defined as all shops, nakamals (a gathering place that sells a traditional drink called kava), restaurants or any institution that generates any form of revenue. Data analysis showed that 64% (685/1070) of the business house visited were compliant with the handwashing emergency directive in the capital of Port Vila. At least, 2% (20/1070) did not have soap at the handwashing station at the time of visit and 10% (102/1070) were broken. The remaining 25% (263/1070) did not have a handwashing station. In addition, at least 55% (590/1070) had a hand-washing poster of some kind reminding people to wash their hands. Of those that noted if drainage was appropriate 30% (50/165) of enumerators noted the runoff water from the handwashing station went into adequate drainage. Unfortunately, usage is declining. Four observations in July 2020 showed that just 8% of people entering some of the largest supermarkets in Port Vila were washing hands.

Hand hygiene is key to stopping the spread of COVID-19 and other diseases, smart investments now will prepare us better for any future disease outbreak. Adopting strong hand hygiene strategies is the single most effective intervention to prevent disease and death due to antimicrobial resistance (AMR). Hand hygiene also protects against a range of other diseases, including common colds, flu, diarrhea, and pneumonia. The global “**Hand Hygiene for All**” initiative calls for: Governments High-level political leadership from the ministry of health, other ministries (water and sanitation, education, local government, labor and employment, commerce and industry, transportation, finance, etc.) to join forces behind comprehensive national roadmaps for hand hygiene. National and sub-national governments and implementing agencies are to strengthen internal capacity to deliver on hand hygiene and mobilize service providers, institutions, employers and the public through incentives and regulations. The Government of Vanuatu is committed to developing an inter-sectorial policy roadmap with steps to accelerate attention and action to scaling-up hand hygiene. The development objective of the Project is to (i) improve access to and resilience of infrastructure and services in selected settlements, and (ii) strengthen relevant public institutions’ systems to manage human settlement. The project will involve four components as follows:



2. Implementation Arrangements

Institutional and implementation arrangements are shown diagrammatically in Figure 1 below:

A. Project Coordination : DoWR Procurement team and PRO

B. Technical Assistance: UNICEF

C. DOWR: Responsible for facilitating the meetings and shootings for the video between selected persons with the various Government Departments and Ministries.

3. Purpose of the Assignment

To promote handwashing practices to prevent infection and spread of infectious diseases including COVID-19 and flus in Vanuatu.

3. Reporting

The Video Production Specialist will report to PRO of DoWR and coordinate closely who is serving as a key focal point for project. Deliverables shall be as indicated or implied under the 'Scope of Activities and Responsibilities'.

4. Scope of Services

The Video Production Specialist will manage and supervise the Project, and is responsible to:

1. Liaise with DoWR to develop interviewee's script and organize appointments with respective interviewees
2. Videographer will shoot videos in Bislama
3. Develop several one-minute videos that can be shared on social media channels on the importance of handwashing practices
4. The videographer will edit a first draft which includes light graphics, music, and text
5. DoWR, MoH and MoET provide feedback to Videographer
6. Videographer provides updated draft.
7. Points 4 and 5 will be repeated until the video is approved.

5. Reporting Obligations

The Video Production specialist will report to the PRO. The deliverables will include, but are not limited, to:

- BROLL and final edit of products
- Shoot and edit videos of community influencers (youth groups, religious leaders, community leaders, political leaders etc) providing messaging on COVID19/ handwashing challenge to be used on TV and social media



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- Shoot and edit a short video of UNICEF staff or community mobilizer funded by Polio responding to COVID-19 response.
 - The report will be delivered on an external drive or online.
 - The finished product must be in line with UNICEF branding style

6. Working hours

Normal working hours are Monday to Friday from 08:00am to 05:00pm. Work outside these hours may be required.

7. Remuneration

Appropriate compensation will be offered to the right candidate.

8. Qualifications, Experience, and Skills Required

Qualifications and Experience

- At least five years of production experience, including planning & pre-production; must have access to production equipment and software
- Demonstrated ability to develop compelling, persuasive video stories that incorporate animated data visualizations or infographics

Experience or familiarity with humanitarian, or development work on behalf of GoV, or development partners (a minimum of 2 knowledge video products) produced for a similar general audience.

(a) Professional

Essential

- Qualifications in economics, video production.
- Progressively increasing responsibilities in adapting and overcoming obstacles.
- Experience working in two or more similar contracts.
- Experience working with UNICEF in the similar field of video production
- Capability to perform efficiently and effectively in a demanding and often constrained working environment, meeting tight deadlines.
- Capability to manage and coordinate across multiple teams in different locations.
- Strong written and spoken communication and presentation skills with proven ability to work well with public officials and communities in developing countries.
- Computer literacy (excellent working knowledge of spreadsheets, word processing and presentation software).
- Good mathematical skills.
- Good report writing skills.

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Desirable

- A Vanuatu citizen or resident living in Vanuatu.
- Computer literacy skills with data management software and own software for video editing and production.
- Good or some understanding of the Bislama language.

(b) Personal

Essential

- Able to speak and write in English.
- Ability and willingness to manage and work with people, to motivate individuals and teams.
- Self-reliant and well organized.

Referees of the preferred candidate will be contacted to verify prior experience, performance, and character traits.