

TERMS OF REFERENCE

Assignment:	Content gathering and production
Organisation:	CARE Vanuatu
Project:	Pacific Partnerships for Gender Equality/ ANCP
Location:	Central Tanna, Vanuatu
Position reports to:	Elissa Webster, Technical Advisor
Contact:	elissa.webster@careint.org

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.

Project Context

The Pacific Partnerships for Gender Equality project aims to strengthen women's economic justice and contribute to a resilient civil society in the Pacific by promoting gender equality and disability inclusion. By addressing barriers to women's participation, decision making and leadership, the project seeks to ensure women and girls with and without disabilities have increased economic resilience as a result of engaging in improved income generating activities.

The project, which builds on CARE's other gender programs, is delivered in partnership with VWC, VSPD and Nasi Tuan and funded by the Australian Government through the Australian NGO Cooperation Program (ANCP).

The Assignment

The objective of the assignment is to capture photos and stories that show how TC Judy and Kevin have impacted the lives of women and girls, their families and their communities in Central Tanna, and how the Pacific Partnerships for Gender Equality project is helping these women and girls to meet the challenges and thrive. These photos/videos and stories will be used in a range of products and forums to engage people with the project's key messages through powerful photography and captions. This will involve 5 days of travel to project areas in Central Tanna and 2 day to compile all products for submission. A total of 7 days altogether.

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

All products must be delivered by 30 June 2023.

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 the community, with a focus on damage and impact from TC Judy and Kevin, as well as project activities and participants, staff, and island context and the project's impacts on individuals and communities.
3. 6-10 b roll clips with a focus on damages and impact of TC Judy and Kevin and island context.

5-10 min interviews + a roll of four individuals or communities on positive impacts of the projects activities on their lives after the disasters.

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 CARE team and Elissa Webster (remote)
- Capturing of photography and caption information
- Writing of donor-ready photo essay captions
- Amendments based on reviews by the CARE 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, 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, and accommodation. Per diems should be factored into the consultancy rate

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:

- A short overview of the contractor's suitability to complete the assignment (no more than 2 pages)
- 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 Central Tanna
- 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 : Bridgette Thorold, Country Director

A handwritten signature in black ink, appearing to read 'Bridgette Thorold', written in a cursive style.