

TERMS OF REFERENCE

Assignment:	Production of a short video case study of the Communications and Community Engagement (CCE) Sub-Cluster's work to strengthen disaster communications before, during and after TC Harold
Organisation:	CARE Vanuatu/GTS
Project:	Communications Preparedness and Accountability for Disaster Response in Vanuatu and Fiji
Location:	Port Vila
Position reports to:	Elissa Webster, Technical Advisor
Contact:	elissa@interfusegroup.com

About CARE Vanuatu

CARE Vanuatu partners with the CDAC Network and Ground Truth Solutions (GTS) to deliver the Communications Preparedness and Accountability for Disaster Response in Vanuatu project.

Project Context

The Communications Preparedness and Accountability for Disaster Response in Vanuatu and Fiji project is National Disaster Management Organisation (NDMO) led and jointly operated by CARE Vanuatu, CDAC and GTS with funding from the Australian Department of Foreign Affairs and Trade (DFAT).

The overarching aim of the project is to assist local, national and regional organisations in Fiji and Vanuatu ensure effective communication and community engagement for disaster preparedness and response. The project draws linkages across the humanitarian emergency relief and longer-term development spaces. It is hoped the project will also provide evidence to the wider humanitarian community of the merits of investment in communication and community engagement for locally-led responses.

The project focuses on two outcome areas:

- i) Building on existing structures, two platforms for communication and community engagement are pre-positioned and lead to better preparedness and response.
- ii) National and local responders are better prepared to systematically listen and respond to the perceptions of people impacted by crises and to adapt programming accordingly. Perceptual data from crisis-affected people will feed into and inform the nationally lead platforms in each country.

More background on the project is also available here:

https://www.youtube.com/watch?v=wksO7zNZa_M&feature=youtu.be

Through this project, a Communications and Community Engagement (CCE) Sub-Cluster has been established and embedded within Vanuatu's Cluster system, under the National

Emergency Telecommunications Cluster. The NDMO is the lead and the Vanuatu Red Cross Society is the co-lead. A National CCE Coordinator, Bronwyn Olul, is funded by the project and seconded to the NDMO to support the CCE Sub-Cluster's work. She is part of the NDMO's Communications Team, which also includes the Information Manager and the Provincial Liaison.

The Assignment

The objective of the assignment is to produce a 5-7min video case study of the CCE Sub-Cluster's work to support the NDMO and Cluster system to strengthen disaster communications before, during and after TC Harold and the impact that had on disaster affected communities and the ongoing communications capacity of the NDMO as well as other partner organisation.

The primary audience is the project donor and other potential donors, with other humanitarian responders as an important secondary audience.

Scope, Approach and Methods

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

- Review of concept and relevant background information, such as project reports
- Consultation with CCE team, including Frida Sam, Bronwyn Olul, Astrid Kersten and Elissa Webster (remote)
- Coordination of filming with identified people to be interviewed, arranging for suitable locations and settings (on Efate)
- Filming of interviews and appropriate B roll, including capturing of written, informed consent
- Sourcing and securing of other appropriate B-roll or imagery as needed
- Editing and production of a high quality, engaging 5-7 min film, in a format that can be readily shared online and via social media
- All footage, packaged files, and the final video will become the sole property of CARE Vanuatu

The film must:

- Reflect and celebrate the 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)
- 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 NDMO staff, partner organisations and community members

Schedule and Workplan

	Activity	Timeframe
1	Review of background information and concept	26-30 April
2	Briefing with CCE team	26-30 April
	Arrangement of filming/ interview logistics – in consultation with CCE team	26-30 April
	Filming	26 April – 7 May
	Editing and other production	10-14 May
	Submission of draft film	17 May
	Initial review of draft film by CCE team, with revisions by consultant	17-21 May
	Review of film by CCE team, NDMO and donors, with revisions by consultant – please allow for at least 4 rounds of review	24-28 May
	Submission of final film	31 May

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

- 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

Your expression of interest should demonstrate your ability to meet the selection criteria, including links to similar products you have produce, as well as a quotation.

Please send completed application package to: Elissa Webster at elissa@interfusegroup.com by 28 April 2021.

Approved by