

## TERMS OF REFERENCE

<b>Assignment:</b>	Production of video animations for Young Women's Leadership Program
<b>Organisation:</b>	CARE Vanuatu
<b>Project:</b>	Gender Equality Together (GET)
<b>Location:</b>	Port Vila, Vanuatu
<b>Position reports to:</b>	Elissa Webster, Communications Technical Advisor & Juliet Matansawan
<b>Contact:</b>	<a href="mailto:elissa@interfusegroup.com">elissa@interfusegroup.com</a> / <a href="mailto:Juliet.matansawan@careint.org">Juliet.matansawan@careint.org</a>

### 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

CARE International's Young Women's Leadership Program (YWLP) is the central component of the Gender Equality Together project which aims to: ***strengthen the collective leadership, capacity and coordination of civil society and government actors in Vanuatu to more effectively work towards the promotion of gender equality and the elimination of violence against women and girls with and without disabilities in peacetime and disasters.*** The YWLP includes mentoring, internships, a small group action project and a series of workshops to build the knowledge, skills and confidence of the young women aged 18-30 in leadership, gender equality and eliminating violence of women and girls. CARE works in partnership with Sista to implement the YWLP.

### The Assignment

The objective of the assignment is to produce three x 2-3 min video animation summarising three key content from the YWLP. These key messages include (1) communication styles, (2) types of leadership and (3) power styles adapted from the Introduction to Leadership Workshop Module.

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 Gender Equality Together team and Elissa Webster (remote)
- Review Pre-development of animation storyboard and develop example sequences
- Editing and production of 2-3 min film in a format that can be readily shared online and via other media channels
- Amendments based on reviews by the GET 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 Young Women’s Leadership Program and Alumni leadership journeys
- 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:**

- Identify YWLP Alumni to participate in the YWLP Alumni Journey
- Briefing meetings and feedback as required, in addition to reviews and final approval

### **Schedule and Workplan**

	<b>Activity</b>	<b>Timeframe</b>
1	Review of background information and concept	3 August 2022
2	Briefing with CARE team	4 August 2022
3	Introduction & Preparation Alumni and Video Producer	5 August 2022
3	Video recording of the Open Forum	11 August 2022
4	Submission of draft films	26 August 2022
5	Video shooting of YWLP Alumni	25-26 August 2022
6		
7	Review of film by CARE team and donors, with revisions by consultant	2 September 2022
8	Submission of all final film files	16 September

**Please note:** Schedule is indicative only – sharing of film components (or individual films) throughout development for feedback is encouraged. However, the final delivery date is not negotiable.

Comprehensive testing of the videos will take place as part of a future project. Wherever possible the materials should be developed in a format which might be revised based on the outcomes of testing.

### **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](mailto:elissa@interfusegroup.com) by **29 July 2022**.

**Approved by**  
**Isabelle CHOUTET - 20 July 2022 - Interim Program Manager**