

TERMS OF REFERENCE

Assignment:	Video Producer supporting the Young Women's Leadership Program
Organisation:	CARE Vanuatu
Project:	Gender Equality Together (GET)
Location:	Port Vila, Vanuatu
Position reports to:	Juliet Matansawan
Contact:	juliet.matansawan@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

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 two videos 8-10 minutes on (1) YWLP graduation and (2) YWLP Alumni's journey.

Style example: <https://www.youtube.com/watch?v=SS8UvtBhOrE&t=63s>

Scope, Approach and Methods

Filming, editing and production, including:

- Relevant background information about the project
- Consultation with Gender Equality Together team
- Lead video recording of the YWLP Open Forum event (11 August)
- Lead editing and production of the 2 films and 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 Vanuatu and the Pacific context of the project
- Adhere to approved messaging

- 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:

- Video scripts
- Recorded voice over
- Briefing meetings and feedback as required, in addition to reviews and final approval

Schedule and Workplan

	Activity	Timeframe
1	Review of background information and concept	3 August 2022
2	Briefing with CARE team	4 August 2022
3	Video recording for YWLP Alumni	8-12 August 2022
3	Video recording for open forum	11 August 2022
4	Editing and Production of film 1 and submit draft	12-26 August 2022
5	Review of film 1 by CARE team and donors, with revisions by consultant	29-2 Sept
6	Video shooting with TAFEA Alumni	29 Aug-2 Sept
8	Editing and Production of film 2 and submit draft	6-8 Sept 2022
10	Submit films	12 Sept
9	Review of film 1 by CARE team and donors, with revisions by consultant	12-14 Sept 2022
10	Submission of all final film files	15-17 Sept

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.

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: Sylvain Malsungai at sylvain.malsungai@careint.org by **29 July 2022**.

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