



**OXFAM**

# **TERMS OF REFERENCE**

## **CONSULTANT TO PRODUCE A DOCUMENTARY FILM ON LAND AND FOREST ALLOCATION PROCESS**

### **Project:**

*Strengthening access of ethnic minorities in the use and management of land and forest*

### **1. General information**

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. There are currently 21 member organizations working in 87 countries. We have a vision of a just and sustainable world. A world where people and the planet are at the center of our economy. Where women and girls live free from violence and discrimination. Where the climate crisis is contained. And where governance systems are inclusive and allow for those in power to be held to account.

Oxfam in Vietnam believes that a reduction in poverty, injustice, and inequality will occur through the interaction between active citizens, accountable states and responsible private sector and that it is fundamental to Vietnam's development. Oxfam in Vietnam aims to influence the current growth-based development model to shift to a Human Economy Development Model, putting people and the planet before profits.

**Project** "Strengthening access of ethnic minorities in the use and management of land and forest" is funded by the European Union and co-implemented by Consultative Institute for Socio-Economic Development of Rural and Mountainous Areas (CISDOMA), Center For Highland Natural Resource Governance (CEGORN), Center for Rural Development in Central Vietnam (CRD) and Oxfam in Vietnam in Lao Cai and Kon Tum province in the period of 2020 - 2023. The project is implemented in the context of the Party, National Assembly, and Government promulgating several policies on restructuring state-owned forest and agricultural enterprises (SFAEs) and reallocating land and forest to local authority. The purpose is to address issues, concerns related to land, especially residential land and agricultural land of ethnic minorities, to ensure social stability and encourage innovation in land use and management, protect and develop forests according to the provisions of law.

**The project has implemented 04 pilots of land and forest allocation** to the community from the land and forests resource returning to locality in the process of rearranging SFAEs in Kon Ray, Kon Plong district (Kon Tum), Bao Yen, Van Ban (Lao Cai) with **two main objectives**: i) Strengthening access to use and management of about 1,500 hectares of land and forest from SFAEs to 15 ethnic minority communities for effective management and use; ii) Develop 01 policy recommendation on a standard process of land and forest land allocation to communities from SFAEs arrangement with gender equality approach and community participation based on the Free Prior Informed Consent (FPIC) principles.

The project is looking for **Consultant(s) to produce a documentary film on land and forest allocation process.**

## **2. Objectives**

The documentary film needs to portray the process and results of land and forest allocation in a way that is detailed, appealing, and easy to understand. The film will be used to:

- Present in national, local meetings and workshops discussing policy recommendation.
- Use as a reference for relevant levels, sectors and communities when implementing land and forest allocation according to Resolution 112/2012/QH13 in the local area.

## **3. Content of video**

The video should include gender sensitivity and highlight community participation in Lao Cai and Kon Tum.

### **a. Main content**

- Brief introduction on the context of land and forest allocation from SFAEs to local authorities (relevant Resolutions, difficulties, concerns, etc.)
- Project approach & key interventions
- Introduction about 04 pilots of land and forest allocation
- Achievements, impacts on people's lives
- Sustainability of these interventions
- Recommendations for stakeholders on policies and practices to promote effective implementation of Resolution 112/2012/QH13

### **a. Tone**

- Political, serious
- Easy to understand, concise, straight to the point
- Oxfam encourages showing the positivity and diversity in the people we work with.

### **b. Other requirements**

- Genre: documentary film
- Length: 5-7 minutes
- Vietnamese voice over & English subtitles
- Can use infographic effects to make the film easy to follow.

## **4. Deliverables**

Consultant(s) will provide a complete film that fully meets the above requirements. The video must be 4K resolution. The Consultant(s) will also have to send Oxfam all the original footages.

Videos must be sent to Oxfam in MP4 format.

## **5. Work schedule**

Consultant(s) will coordinate with people from the project implementation organizations, and other consultants to carry out the work with the expected deliverables as follows:

| Scope of works  | Deliverables   | Timeframe      |
|---|--|----------------|
| 1. Research project documents, available video materials and develop art direction, production plan   | <ul style="list-style-type: none"> <li>- Art direction</li> <li>- Production plan</li> </ul> | May 2023       |
| 2. Participate in 01 event with CISDOMA and the land allocation consultant to document the land, forest allocation process with gender-sensitivity and community participation in Bao Yen and Van Ban districts, Lao Cai Province   | <ul style="list-style-type: none"> <li>- Video footage</li> </ul>                            | May- June 2023 |
| 3. Join CISDOMA/Oxfam and the consultant evaluating the implementation of Resolution 112/QH13 to record the stakeholders' assessment of progress, results, and lessons learned in Lao Cai province, Kon Tum and 2 provinces outside the project area (North or Central)   | <ul style="list-style-type: none"> <li>- Video footage</li> </ul>                            | May- June 2023 |
| 4. Join CISDOMA/ Oxfam/CRD/ CEGORN to record meetings and dialogues between representatives of the National Assembly's Ethnic Council with local communities in Lao Cai and Kon Tum provinces about land, forest allocation for ethnic minorities.<br><br>(Expect 1 visit/ 1 province)<br><br>(Activities 3 and 4 in Lao Cai and Kon Tum can be combined) | <ul style="list-style-type: none"> <li>- Video footage</li> </ul>                            | May- June 2023 |
| 5. Join CISDOMA/ Oxfam/CRD/ CEGORN to record the process of policy consultation with stakeholders (expect 01 local meeting and 01 meeting in Hanoi)   | <ul style="list-style-type: none"> <li>- Video footage</li> </ul>                            | May- June 2023 |
| 6. Coordinate with experts from CISDOMA/ Oxfam/CRD/ CEGORN and the National Assembly's Ethnic Council, consultant on policy and other related area (Community Forests, Land, ethnic minorities...) to develop and finalise the documentary film.  | <ul style="list-style-type: none"> <li>- Finalise documentary film</li> </ul>                | July 2023      |

## 6. Selection criteria

- Having at least 7 years of experience in producing documentary films for organizations for policy advocacy purposes, especially videos about forestry, land and natural resource management, land and forest allocation to the community;
- Having experience working with ethnic minority communities is an advantage;
- Understanding the latest graphic & editing trends that are friendly and suitable for the target audience;
- Production capabilities: possess equipment that produces high-resolution video, including related editing software;
- Having experience working with NGOs is an advantage.

## 7. Application

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Interested consultant(s) is required to send application documents including:

- CV of team members, with relevant experiences;
- Consultant(s)'s portfolio listing products that are similar to the requirements.
- Technical proposal that achieves all the objectives within the timeframe, a description of how consultant(s) will complete the work including an art direction, timeframe, , and any initial ideas consultant(s) has.
- Financial Proposal: specify the number of working days for each activities described in Section 5- Work schedule; proposed consultant fees and costs related to the consulting process

**Note:** Cost norms of consultant fee and logistic fee are applied in accordance with the project's regulations and do not exceed the budget approved by the donor. Consultant(s) can refer to EU cost norm.

### How to apply:

**Please send your proposal in Vietnamese (or English) to email [hr.vietnam@oxfam.org](mailto:hr.vietnam@oxfam.org) with the subject "GDGR\_Documentary Film\_Name" before 12:00 PM May 7, 2023**

*Please note that we only contact selected candidates for the interview.*

*Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*