



TERMS OF REFERENCE

CONSULTANCY FOR PROJECT DOCUMENTARY FILM

Relief and recovery after Typhoon Yagi at Lao Cai and Yen Bai provinces

1. BACKGROUND

Oxfam is a global movement of people fighting inequality to end poverty and injustice. There are currently 21 member organizations working in 80 countries. We have a vision of a just and sustainable world. A world where people and the planet are at the centre 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 contributes to a shift from the current growth-based development model to a Human Economy that cares about People and the Planet.

On 7 September 2024, super typhoon Yagi struck Viet Nam as the strongest storm in the region in decades. The powerful storm also resulted in accumulated heavy rains, affecting millions of women, men, and children across 26 Northern provinces with large-scale flooding, devastating landslides, and critical flash floods¹. These events appear to be increasing in number and severity adding complexities to climate vulnerability and overwhelming local capacities to respond. **Lao Cai and Yen Bai provinces** are among the hardest hit provinces and **declared a state of emergency due to natural disaster on 9th Sept 2024**. The Ministry of Agriculture and Rural Development appealed to the international community to support relief and recovery efforts, with UN agencies, national and international NGOs. Oxfam was contacted on 9th September for emergency assistance as the situation exceeded national response capacity.

Oxfam's response is implemented with local partners – the provincial chapters of the **Red Cross in Yen Bai and Lao Cai** – to effectively contribute to urgent unmet humanitarian needs and gaps that are excluded in the government's immediate assistance packages. Partners will be responsible for implementation of activities with Oxfam providing coordination (within the project and with external actors including government and other international organisations), technical support and contract management including reporting and compliance. This is consistent with Oxfam's global approach to localisation in both humanitarian and development programs. Oxfam in Vietnam has established **humanitarian partnership with the provincial Red Cross in Yen Bai and Lao Cai provinces**, plus an in-house Emergency Response team that covers a wide range of expertise across humanitarian areas (Livelihoods, WASH, Emergency Food Security and Vulnerable Livelihoods - EFSVL, and Market Access).

The intervention will focus on three key areas - **Emergency Food Security and Sustainable Livelihoods (EFSSL); Water, Sanitation and Hygiene (WASH), and Gender and Protection** with two phases. Phase one (3 months) will focus on immediate relief; and Phase two will focus on long term recovery (12 months after the event).

¹ Reports from Vietnam Dykes and Disaster Management Authority (VDDMA) for damages and casualties: <https://phongchongthientai.mard.gov.vn/Pages/bao-cao-nhanh-cong-tac-truc-ban-pctt-ngay-14-9-2024.aspx>

Oxfam is recruiting one team of consultants to accompany the project and produce 01 full documentary film and 03 short films for the project in Lao Cai and Yen Bai.

2. PURPOSE OF THE FILM

The films aim to document the resilience and recovery process after Typhoon Yagi, highlighting the contributions of stakeholders and demonstrating the efficacy of the interventions implemented in Lao Cao and Yen Bai provinces. The films will be used in communication materials and channels of Oxfam in Vietnam, to enhance visibility and foster a deeper understanding of the project's impact on affected communities. Additionally, the films will serve as an advocacy tool to influence policy decisions and attract further support from both international donors.

The films will primarily target relevant government agencies, social organizations, donors, and the public.

3. MAIN CONTENT REQUIREMENTS

The films will have to reflect the main activities of the project, which includes:

- Providing unconditional cash support to people in need
- Providing water containers and hygiene kits
- Conducting communication activities on clean water, sanitation, and promoting hygiene practices among villagers and students
- Training sessions on agricultural production techniques, disaster prevention, search and rescue, contingency planning, etc. for farmers
- Cash-for-work activities in renovating clean water and sanitation facilities at the community level, dredging drainage canals, etc.
- The transparent and public voting system to select beneficiaries; and the feedback mechanism established by the project
- Project's launching & closing workshops

4. SCOPE OF WORK

a. Local mobilization and ad-hoc filming

- The consultant team is required to coordinate with and mobilize local focal points in Lao Cai and Yen Bai provinces. These focal points will handle on-the-ground shooting and filming operations, responding promptly to ad-hoc requests from Oxfam or its partners. The crew must be capable of providing timely and flexible filming services to capture key developments and events related to the project as they occur, with very short notice.
- The consultant team is responsible for quality control throughout the filming process.

b. Acquisition of footage

- The consultant team is required to procure footage that depicts the devastation caused by Typhoon Yagi before the commencement of Oxfam's interventions. It is crucial that the consultants ensure all footage is fully licensed for use and that they will handle any disputes or claims related to copyright and usage rights. Proof of legitimate licensing and ownership of the footage must be provided to Oxfam.

c. Production of the final films

- The consultant team will produce 01 main documentary that aligns with the objectives and requirements detailed in this TOR. The consultants are responsible for the entire production process, from initial footage review to post-production editing. They must ensure that all

content is of high quality and meets professional standards suitable for both local and international audiences.

- The consultant will produce three short films, based on the main documentary's content, focusing on specific aspects that resonate with Oxfam's goals and the interests of donors. The short films will be designed for distribution across social media platforms and inclusion in presentations.

Besides, the consultant will work with Oxfam's Humanitarian and Communication teams to understand the project's interventions and workplan, and how the film contributes to the project's objectives. The team is also required to present financial documents necessary for the procurement process.

5. DELIVERABLES:

a. Main documentary:

- 01 film
- Genre: Documentary
- Duration: maximum 10 minutes
- Authentic, touching & storytelling, and innovative filming and postproduction techniques
- Make use of infographic, animation, and other techniques to produce cohesive films, storytelling, and easy-to-understand
- Oxfam encourages visuals that show positivity and diversity in the people we work with
- The film will have 02 versions: Vietnamese and English voice-over
- High quality in audio and visual effects

b. Short films:

- 03 films
- Genre: Documentary
- Duration: maximum 03 minutes
- Authentic, touching & storytelling, and innovative filming and postproduction techniques
- Make use of infographic, animation, and other techniques to produce cohesive films, storytelling, and easy-to-understand
- Oxfam encourages visuals that show positivity and diversity in the people we work with
- Each movie will have 02 versions: Vietnamese and English voice-over
- High quality in audio and visual effects

The consultant team will provide the final films that fully meet the above requirements and all the original footage. The films must be in HD quality. Videos must be sent to Oxfam in MP4 format.

All information in the films needs to incorporate consent, authenticity, sensory, and cultural relevancy factors. Oxfam owns the copyright and has editorial control over the content, footage, and movies produced. All information provided to the consultant must be kept confidential.

The consultant team must warrant that all materials to be produced shall not infringe upon the intellectual property rights of any third party, including but not limited to copyrights, trademarks, patents, trade secrets, and moral rights.

6. TIMELINE

TASK	TIME
Work with Oxfam's teams	W3 Oct, 2024

Develop a workplan and a shooting plan	W4 Oct, 2024
Local mobilization and ad-hoc filming	Nov, 2024 – Mar, 2025
Acquisition of footage	As soon as possible
Production of the final films	April 2025

7. CONSULTANT QUALIFICATION REQUIREMENT

- Proven track record in documentary filmmaking, especially in capturing impactful stories related to humanitarian relief
- Ability to convey compelling narratives, emotions, and the broader impact of initiatives. Demonstrated sensitivity and respect in portraying stories of beneficiaries
- Proven ability to collaborate effectively with diverse stakeholders.
- Capacity to establish rapport within community contexts and work seamlessly with project leaders and beneficiaries.
- Consultants must follow Oxfam’s Safeguarding policy and other policies required for them.

How to Apply: The Proposal and documents [could be written in English or Vietnamese](#) and should submit by email to HR.Vietnam@oxfam.org with the subject entitled: **“YAGI Recovery Project Film_NAME”**

The closing date for application: 25 October 2024

We regret that only those candidates selected for an interview will be contacted.

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 is 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.