



SCOPE OF WORK (SOW)

Providing service of producing 02 videos on good practices of teachers, parents, and students on Explosive Ordnance Risk Education

1. OVERVIEW

Catholic Relief Services (CRS) has been operating in Vietnam since 1994. In partnership with Government, Civil Society and Communities, CRS implements programs in 10 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Emergency, Disaster Risk Reduction (DRR) and Climate Change Adaptation; Disabilities; Mine Action and Landmine Survivors' Assistance.

The project "Towards Sustainable Mine Risk Education for Primary and Secondary School Children" (SMRE) under Mine Action Program is being implemented from 2020 – 2024 in 5 provinces in Central Vietnam, including Quang Binh, Quang Tri, Quang Nam, Da Nang, and Thua Thien Hue (TTH) with the cooperation of provincial Departments of Education and Training (DOETs) in these five provinces, and the Primary Education Department of provincial Universities (TTC) in Quang Binh, Quang Nam and Thua Thien Hue provinces. This four-year project will further promote Explosive Ordnance Risk Education (EORE) integration in schools with initiatives to adapt to the new educational reform requirements and prepare for a sustainable EORE transition to its partners through capacity building and advocating for a national EORE framework. The project provides in-class EORE integrated lessons, EORE extra-curriculum activities for both students and parents and EORE game applications for students in schools. During this process, the project also conducts the EORE training for teachers and lecturers so that they could convey EORE lessons to their students in primary and secondary schools and undergraduates in the TTCs. The EORE orientation sessions also provide to parents through different parent meetings in primary and secondary schools to help parents with raising awareness of EORE. As a result, the project will serve approximately 649,975 students from Grade 1 to Grade 9 and about 23,052 teachers in 1,285 schools from 40 districts of the project provinces, totaling an estimated 654,857 students and teachers, about approximately 1,000 to 2,000 parents per school years.

To enhance the awareness of parents in EORE, the project will develop two filming documentation on EORE good practices. One filming documentation is for students and for parents. This material supports to emphasize the importance of parents' responsibility in protecting their children from EORE.

In addition, to support the good practice on EORE integration application, the project will develop another filming documentation on EORE good practices for teachers. This material will support sharing of the lesson learned of teachers in integrating the EORE content to share experiences to



support other teachers in applying EORE skills and knowledge as well as inspiring them to continue integrating EORE in schools.

This filming documentation will also be evidence to show the project success stories, which enables us to share in the relevant workshops/forums.

To support this filming documentation process, the project is looking for a qualified consulting firm to provide filming and video production services.

2. TIME FRAME

The consultancy service will be provided within the time frame of August 1st, 2023 to December 30th, 2023.

3. OBJECTIVE AND APPROACH

This assignment objective is to:

- Filming and producing 01 video on EORE good practices for students and for parents
- Filming and producing 01 video on EORE good practices for teachers

The approach will include, but not be limited to the application of several participatory tools, such as:

- **Consultation meetings** with the CRS Mine Action Program Manager, CRS MEAL & PQ Lead, and Communications Manager/CRS Mekong Sub-regional
- **Research and Concept Development** in the consultation discussion with CRS Mine Action Program Manager, CRS MEAL & PQ Lead, and Communications Manager/CRS Mekong Sub-regional
- **Pre-production:** Planning, logistics and finalize tools for film production
- **Interview and filming:** On-site filming in Quang Binh province, capturing footage, which may include interviews, observational shots, reenactments, or archival material
- **Post-production:** providing the refining process with graphic, visual sound design and music.

4. SCOPE OF WORK

4.1. The selected consulting firm is expected to perform the following tasks but not limited to:

- Desk study on the CRS Mine Action Program, SMRE project, and similar EORE products
- Join the kick-off meeting with the CRS Mine Action Program team for detailed discussions on requirements, agreement on the way of working, and other issues that may come up.
- Propose storyboards (list of scenes) and the detailed scripts to be filmed and the work plan to seek for CRS team's review and approval. Develop, revise, and finalize the video script with CRS's feedback and approval. The consulting firm should provide the script in both English and Vietnamese.
- Conduct 02 filming based on the agreed storyboards and scripts, which include doing interviews with the successful case studies of two below groups at the project site complying with CRS's regulations:

- Group 1: parents and students
- Group 2: teachers
- Producing 02 videos of 5 minutes for each video that uses:
 - Footage filmed by the consulting firm
 - Graphics and motion graphics to best illustrate the contents
 - Subtitle soundtrack, and voice-over (if needed) with CRS’s review and approval
- The consulting firm should be responsible for the soundtrack license used throughout the video. The copyright should be clear and will not cause any copyrights disputes when it is published.
- The consulting firm will seek reviewing feedback from CRS, integrate feedback on the editing video, then resubmit to CRS for final reviewing and approval.
- The consulting firm should produce 02 (two) versions for each video: 01 in Vietnamese with subtitles in Vietnamese, 01 in Vietnamese with subtitles in English.
- Consulting firm finalize the video then copy high-quality video file for CRS.

4.2. Formats of the video and hand-over of files:

The final files should be rendered and exported with the following requirements for format:

Format SD Files	Format HD Files	Format Ultra HD (4K) files	AVI format files
<ul style="list-style-type: none"> • H264 MP4 Hip level 3 at 10Mb/s • Resolution: 720*576, 25 pictures / 50 fields per second ("PAL") • Aspect ratio: 4/3 or 16/9 (no letterbox, if transmission on EbS is intended) • Chroma 4.2.0 • Audio: Stereo 2.0 • 1 file for each product 	<ul style="list-style-type: none"> • MOV (DV100) file, H264 MP4 • Resolution 1080i25 • Audio: Stereo 2.0 • 1 file for each product 	<ul style="list-style-type: none"> • Resolution: 3840 x 2160 • Audio: Stereo 2.0 • 1 file for each product 	<ul style="list-style-type: none"> • Full resolution: 640x480 resolution • Contain both audio and video data in a file container that allows synchronous audio-with-video playback. • Support multiple streaming audio and video • 1 file for each product

If there are any other requirements for the file format to be published on digital platforms, the Consulting firm should fully support delivering the qualified product.

4. COPYRIGHT

- The final product is the property of the CRS/Mine Action Program and should be handed to the CRS/Mine Action Program after the production is completed.
- All rights and copyrights of the final products lie with the CRS.

- Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in the performance of the contract, shall be owned solely by the CRS.

5. DELIVERABLES AND TIMELINES

The contractor will deliver the following outputs:

Item	Deliverables	Assignment Completion Percentage	Deadline
Filming and video production for the EORE good practices: one video for students and parents and one video for teachers			
1	Detailed script with a list of scenes to be filmed, and the detailed work plan in English and Vietnamese for both videos	20%	September 5 th , 2023
2	Raw data on filming and interviews with the successful case studies of 1) students and parents and 2) teachers at the project site	40%	September 30 th , 2023
3	Final video approved by CRS team, including 01 version in Vietnamese with subtitles in Vietnamese, 01 version in Vietnamese with subtitles in English for each video	40%	December 15 th , 2022
4	Handovers of the final files		December 30 th , 2023

All final products are to be submitted in Vietnamese with Vietnamese and English subtitles (*please refer to the requirement in item 4.1 and 4.2. Production of Video clip*).

The consulting firm is required to meet the deliverable deadline of the above items. Penalties for delay shall be subjected to CRS's regulations and will be stipulated in the contract.

6. COORDINATION AND REPORTING

The consulting firm will report to the CRS/Mine Action Program Manager. During the assignment, the Consulting firm will work and coordinate closely with:

- CRS/Mine Action Program Manger in terms of technical issues
- CRS's Procurement Officer regarding quotations/proposals and PO/contracts/agreements.
- Work with Mekong Sub-regional Communication Manager on the branding aspect

7. DESIRED QUALIFICATIONS

The Consulting firm should have appropriate equipment and experience for filming and producing videos. The Consulting firm should also provide a team of experienced experts who possess relevant skills, expertise, and experience to conduct the assignment. The consulting firm has experience working with the community, vulnerable groups and follows CRS's safeguarding policy.

The expert team should include at least (1) 01 Film Director; (2) 01 Content Writer / Script Writer; (3) 01 Video Editor; (4) 02 Cameraman. The required profiles of the key experts for this Contract are as follows:

Key expert 1: Film Director

- Having related education background in film studies, cinematography, media production or similar field
- 05 years of experience in video clip production and editing documentary films or communication videos
- Language skills: Working knowledge of English and Vietnamese

Key expert 2: Content Writer/Script Writer

- Having related education background in Journalism / Communication or similar
- 03 years of experience in writing scripts for communication video
- Language skills: Good command of English and Vietnamese language

Key expert 3: Video Editor

- 03 years of experience in media production or filming making
- Proficient in using Premiere Pro/ After Effects/ Final Cut Pro/ Illustrator/ Photoshop or similar

Key experts 4: Cameraman

- Having education background in filming, media production, photography, film or television or related field
- 03 years of experience and knowledge in filming for video clip production

8. APPLICATION REQUIREMENTS/SUBMISSIONS

- Technical proposal: The technical proposal needs to be in English and should include (1) Experts' CVs with a clear indication of the role of experts in the team, (2) Business license; (3) Company profile with at least 03 reference links of filming documentation produced by the company for its previous clients, and (4) A work plan with brief ideas proposed for this assignment.
- Financial proposal: Financial proposal should be submitted as a breakdown of costs. The price should be in Vietnam Dong with VAT included.

Proposals should be duly signed, stamped, and sent to this email address: vn_rfp2@crs.org

Closing date for submission: **by 25th June 2023**