



## **Terms of Reference**

### **Making documentary film on Community Sponsorship**

#### **1. Context**

The “Community Sponsorship Project: Developing indigenous communities in Ha Giang Province”, co-funded by Mr. Michael Warning and Plan Canada, has been implemented by Plan Vietnam in 4 communes of Hoang Su Phi district, Ha Giang province (Ban Luoc, Nang Don, Chien Pho and San Sa Ho) since 2010 and will be completed in June 2014. *The project objective* is to ensure that the poorest and most marginalized groups, especially women and youth, participate in and benefit from community development initiatives in Ha Giang province.

#### **The project activities focus on:**

- Strengthen capacity of local communities to undertake local development planning participatory village development projections (VDP) and commune annual participatory socio-economic development plans (P-SEDP);
- Undertake specific activities to ensure that women, children and other poor and marginalized groups actively participate in community development processes;
- Train local government officials to be able to facilitate participatory planning processes at village level;
- Work with local people to agree on local community priorities for funding for approx 36 villages and household development plans (HDP) for 180 poor households through project fund of Community Development Fund (CDF) and Family Development Fund (FDF);

In order to documentise outputs and outcomes of what Plan Vietnam has supported to villages, communes and beneficiaries through project activities, this TOR is to contract with a consultant or a consultant firm in the development of a documentary film featuring changes.

#### **2. Objectives:**

- To review project documentations including photos, available recorded films to draft out a before and after script
- To document after shoots
- To develop a documentary film of changes

#### **3. Expected results:**

A 7 - 10 minute film and a 2 minute trailer (in Vietnamese language and English subtitles) should be produced featuring the project’s achievements, outcomes and impacts with portrait stories of 1-2 beneficiaries . Particularly, the film will:

1. Be easily used by Plan, donors, partners, communities, TV programs and newspapers in training, advocacy, communication, event purposes (e.g. changing knowledge, awareness, attitudes, and behaviors of local authorities and beneficiaries on participation, P-SEDP);

2. The messages of the films must be clear, simple and easy to be received by local communities (including the poor, ethnic minorities, women, children) and local authorities at all levels;
3. Be creative in using sounds, images, stories, and scripts.
4. Be suitable with cultural and socio-economic contexts of project areas
5. The participation of the marginalized groups in P-SEDP process must be emphasized
6. Be used by donors for fund raising purpose

#### 4. Tasks, outputs and tentative time frame

Task	Output	Time frame
Review the project documents and develop the proposal for video	A proposal including: <ul style="list-style-type: none"> <li>• Duration</li> <li>• Detailed budget</li> <li>• Methodology</li> <li>• Role and responsible</li> </ul>	28 April, 2014
Prepare contract and sign off	A consultant contract signed off for implementation	30 April, 2014
Develop the general script of the video	A script is developed for inputs	6 May, 2014
A Pre-visit to selected project areas	A detailed script and casting done	8 May, 2014
Develop the final draft script with comments from Plan	A final draft script produced for inputs and agreed by Plan	16 May, 2014
Shooting at the field		19 May, 2014
Develop the video, get inputs and comments from Plan	A 7 minutes video produced for inputs and agreed by Plan	30 May, 2014
Develop the trailer, get inputs and comments from Plan	A 2 minutes trailer produced for inputs and agreed by Plan	6 June, 2014
Finalize the videos and printed in 10 copies (5 in English and 5 in Vietnamese)	A final product produced for publication and sharing	16 June, 2014

#### 5. Budget:

All related budgets (all costs for consultants and Plan staffs' travel, for design and publish the communication product) will be charged to PO#3578/5R10/1500/00/34/5064.

*Total budget for this communication product will be based on the agreed and approved proposal from consultancy firm.*

#### 6. Consultant requirement:

- Professional film production
- Work on media field with strong relationship with Governmental mass media channels
- At least 5 years experience of audio-visual product producing and broadcasting.
- Experience in the field of participation is preferred.
- Experience working with Plan is prioritized.
- Knowledgeable on Grassroots Democracy Ordinance.

## **7. Submit proposal**

While applying to this consultancy, the consultant/team applicant is requested to submit a full proposal which describes clearly:

### **Methodology / Approach:**

- Technical proposal to be used for this task reflecting the expected results in Section III

### **Costs:**

- Estimated total working days
- Estimated rate and/or costs for this consultancy package only.

### **Human resources**

- List of consultant team members and their expertises and/or organization profession.
- Consultant's CVs/ brief introduction about organization capacity
- Plan of human resource allocation for this task
- Any supporting materials/documents as reference related to this task

## **8. People in charge:**

The work will be managed by both Ms. Tran Thu Quynh – Communication Manager and Mr. Nguyen Quang Thuong – PPDP PPS and directed by Mr. David Trees, Program Support Manager.

### **Prepared by**

### **Reviewed by**

**Dam Hai Van**  
PPDP Project Officer

**Do Ngoc Minh**  
Finance Officer

**Tran Thu Quynh**  
Com. Manager

**Nguyen Quoc Tien**  
PPDP-M

### **Approved by**

**David Trees**  
Program Support Manager