



TERMS OF REFERENCE

CONSULTANCY FOR FILM PRODUCTION

For “Biomass Gasification Technology – Sustainable Energy Solution for Agri-Food Processing and Waste Management in Rural Areas of Vietnam (BEST)” Project

1. Background Information:

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Oxfam confederation currently has 21 member organizations working in 79 countries. We share 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 contributes to a shift from the current growth-based development model to a Human Economy that cares about People and the Planet.

The “**Biomass Gasification Technology – Sustainable Energy Solution for Agri-Food Processing and Waste Management in Rural Areas of Vietnam (BEST)**” Project is funded by the European Union, implemented by Oxfam in Vietnam and the Center for Creativity and Sustainability Study and Consultancy (CCS) in Lao Cai, Thai Nguyen, Tuyen Quang, and Yen Bai from 2020 to 2024. The project aims to promote sustainable agri-food processing and contribute to enhancing waste management in Vietnam by facilitating the adoption of Volumetric Continuous Biomass Gasification (VCBG) as renewable energy among agri-processing micro- and small enterprises (MSEs).

The VCBG is a technology that turns biological materials (biomass) into syngas through burning them in the absence of oxygen, the syngas is then burned to generate heat for agri-food processing purposes. The BEST project supports and promotes the widespread adoption of VCBG technology in the agri-food processing sector in to reduce production costs, enhance product quality, lower greenhouse gas emissions, and contribute to better waste management in rural areas of Vietnam.

Oxfam is looking for a competent film-making team to **produce a project documentary film using existing footages.**

2. Purpose of the film

The final project film is expected to convey the interventions, achievements, and impacts of the project, as well as the changes it has brought to the lives of stakeholders within the VCBG technology ecosystem (agri-MSEs, mechanical and biomass service providers).

This film will primarily be used for communicating about the project and VCBG technology to the three ecosystem parties, to local government agencies in the four project provinces, and at the national level, as well as to development organizations and donors. The secondary target audience is the general public.

3. Storytelling approach

Our approach for this project documentary will prioritize storytelling from the stakeholders involved in the ecosystem, taking into account gender sensitivity. The documentary will initially focus on their experiences, achievements, and lessons learned. Stories should also incorporate views from relevant stakeholders such as workers, local partners (provincial cooperative alliance), local authorities, and technical experts. Subsequently, we will expand the narrative to encompass the impacts of the project at broader scope, such as replication potentials in other industry and at province wide level.

The project's main interventions and achievements will include (but not limited to):

- Through the application of VCBG, agri-MSEs in four provinces achieve improved product quality, reduced production costs, improved and healthy working environment and
- Increased availability, affordability and access to mechanical and biomass supply services, and increased incomes for service providers
- Views and support from local authorities in efficient energy consumption and contribute to managing rural waste, as well as replication of VCBG in agri-food processing and other industries

4. Scope of work and Timeline

The consultant will:

- Research on the project's documents and communication products, work with BEST team and the communications teams to understand the project and how the film contributes to the project's objectives
- Research on the project's existing footage
- Develop a story plan and detailed script, and conduct additional interviews if necessary
- Produce the final film using existing footages
- Be responsible for all postproduction for the finest quality
- Provide all necessary filming, postproduction equipment, and financial documents

Timeline

No	Activities	Deadline
1	Collect and research on all materials and footages provided by Oxfam	W2, Dec 2024
2	Propose story plan and detailed script	W3, Dec 2024
3	Conduct additional interviews if necessary	W3, Dec 2024
4	Complete the first draft	W3, Dec 2024
5	Final film	W4, Dec 2024

Delivery Date: Week 4, December, 2024

5. Deliverables:

- 01 film
- Genre: documentary
- Duration: maximum 10 minutes
- Authentic & creative storytelling, and innovative filming and postproduction techniques
- Make use of infographic, animation, and other techniques to produce films that are cohesive, storytelling, and easy-to-understand
- Oxfam encourages visuals that show positivity and diversity in the people we work with
- The movie will have 2 versions: Vietnamese voice-over and English voice-over
- High quality in audio and visual effects

The consultant team will provide a final film that fully meets the above requirements, and all the original footage (if incurred). The final film must be in HD quality. Videos must be sent to Oxfam in MP4 format.

All information in the movie needs to incorporate consents, 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. Consultant technical requirements

- Proven track record in documentary filmmaking, especially in capturing impactful stories related to social justice initiatives.
- Ability to convey compelling narratives, emotions, and the broader impact of initiatives. Demonstrated sensitivity and respect in portraying stories of beneficiaries.
- Proficient in the technical aspects of filmmaking. Expertise in equipment operation, lighting, and post-production editing.

- 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.

7. How to apply:

Interested candidates should prepare an application package including:

- CV of each member of the consultant team
- 01 Team portfolio listing relevant past work, with links to reference videos
- 01 Proposed budget plan, including consultancy fees, travel expenses, and other costs necessary to complete the work, inclusive of personal income tax.

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: “**BEST – PROJECT DOCUMENTARY FILM - NAME**”

The closing date for application: 6th December 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 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.