

TERMS OF REFERENCE

Developing video guidance on typhoon and flood-resilient housing construction techniques

1. Background:

Since its inception in 2001, Habitat for Humanity International in Vietnam (Habitat Vietnam) has been actively involved in Vietnam. Habitat Vietnam has consistently pursued a comprehensive and integrated housing approach, dedicated to improving living conditions, immediate safety and security, privacy and dignity, and facilitating access to additional services by empowering communities to take ownership of the improvement process. Our housing support services have fostered collaboration with various stakeholders, facilitating the support of families and community members to indirectly and cumulatively impact human development through health, livelihood, social cohesion, education, gender, food security, economic development, equality, and environmental risk reduction and resilience. We deliver our work through inclusive housing, safe and resilient communities, housing affordability, and government-people engagement. Our project footprint currently extends across 16 provinces in the Northern, Central, and Southern Regions of Vietnam.

Vietnam is highly vulnerable to typhoons and floods and houses of vulnerable communities have been damaged annually by these typical disasters. Thus, providing appropriate disaster-resilient housing construction techniques to community members, especially to local masons is essential to reduce the impact of disaster on housing. Habitat Vietnam is seeking consultant teams to develop a video *guiding typhoon and flood-resilient housing construction techniques* which will be shared for community members and local masons to refer to when building houses.

2. Objective:

The overall objective of this consultancy is to develop a series of high-quality, instructional videos that provide clear, practical guidance on building typhoon- and flood-resilient houses in Vietnam. The content should be easy to understand, culturally relevant, and technically accurate, targeting local communities, builders, and technical staff.

Depending on the creative approach proposed by the consultant, the videos can be produced in real scenes (live-action) or animation-based format, ensuring the techniques are demonstrated clearly and effectively.

The expected outputs include:

1–3 video episodes (10–15 minutes each) demonstrating essential construction techniques for resilient housing. The key content of the document will be referred to the Habitat Vietnam internal document which can be accessed from the following provided link

https://drive.google.com/file/d/1G767OrKbEx15ab19_dYdhQUa0WJloWad/view?usp=sharing

and in consultation with the technical team of Habitat Vietnam. The video needs to meet the following requirements:

- Clear visual explanations of best practices, key technical details, and common mistakes to avoid in disaster-resilient construction.
- Practical and culturally appropriate examples shot in local contexts or visualized through animation for enhanced understanding.

3. Scope of work:

The consultant team will be responsible for the following:

3.1 Pre-Production

- Develop a detailed work plan and storyboard in consultation with Habitat Vietnam.
- Propose the preferred format—real scenes (live-action) or animation—or a combination of both.
- Conduct desk research and review materials on resilient housing techniques.
- Identify shooting locations (if live action is chosen) and recruit relevant experts/masons for demonstration.

3.2 Production (Depending on the Format Chosen)

- **Live-Action:** Film on-site demonstrations of construction techniques, ensuring visual clarity and accuracy.
- **Animation:** Create visually engaging animated content to explain technical details step by step.
- Capture relevant interviews and testimonials from technical experts and local beneficiaries (if applicable for live action).

3.3 post-production

- Edit and produce high-quality video(s) with Vietnamese narration and English subtitles.
- Incorporate visual effects, graphics, and text for better comprehension.
- Share draft videos with the project team for review and incorporate feedback.

3.4. The final:

- Submit the final video(s) in high-resolution format (MP4 or other required formats) suitable for online and offline distribution.
- Provide separate files for all raw footage in high resolution if requested.
- Ensure all content aligns with the organization’s branding, accessibility, and knowledge-sharing objectives.

4. Deliverables and Timeline:

The consultant team will be required to deliver the following within the timeline specified below:

Deliverable	Deadline	Remarks
Detailed work plan and storyboard	11 th April, 2025	For review approval by Habitat Vietnam
Draft version of videos (all episodes)	02 nd May, 2025	For review and feedback
Final videos with narration and subtitles	10 th May, 2025	Submission of all final products

The final product must be in high-definition (HD) video format, suitable for online and offline distribution.

5. Required Qualifications

The consultant team should meet the following criteria:

- Proven experience in video production (live-action or animation), particularly instructional or educational content (portfolios are required).
- Proficiency in 2D/3D animation, motion graphics, and infographics with familiarity with adaptable software: Adobe After Effects, Adobe Premiere Pro, Blender, or similar tools.
- Knowledge of housing disaster-resilient construction techniques is required.
- Experience working with communities in Vietnam is preferred.
- Ability to deliver high-quality products on time and within budget.
- Proficiency in English and Vietnamese as well as in-depth of cultural and regional contexts.
- Ability to work with cross-department teams, including engineers, local stakeholders, videographers, etc.
- Strong organizational skills to manage production schedules, budgets, and deliverables.

6. How to apply

- Consultants of interest are invited to send the following documents to procurement@habitatvietnam.org with the subject “**Video- Resilient Housing Construction Techniques**”. The deadline for application is March 21st, 2025. We regret that only applicants shortlisted for interviews will be contacted.
- The submission package includes:
 - ✓ A full portfolio of related work
 - ✓ CVs of Team Members
 - ✓ The Financial Proposal
 - ✓ The Technical proposal describes how you will accomplish the tasks including a time frame and methods.

7. Safeguarding

7.1. Reference check requirement	A reference check on the successful applicant (at least 02 referees) will be conducted for safeguarding purposes to ensure the successful applicant does not have a history of exploitation and abuse in working with vulnerable groups, especially People with Disability (PWDs), children, and women. Habitat Vietnam reserves the right to withdraw from signing the consultancy contract with the applicant if the reference check yields concerning results.
7.2. Criminal record requirement	Aside from the reference check mentioned above, a police certificate (lý lịch tư pháp) will be required for consultants if they physically contract with communities to complete the service.
7.3. Signing Codes of Conduct	If selected, the consultant team is expected to sign two Codes of conduct (Ethical Covenant and Child Protection) with HFHV to ensure community safeguarding during the assignment implementation.
7.4. Safeguarding due diligence.	As a requirement, SG due diligence will be conducted on the partner before the service contract is signed. This is applied only to the contract holder of an organization/company.