



## TERMS OF REFERENCE

### CONSULTANCY FOR PROJECT DOCUMENTARY FILM

#### Strengthening Climate Resilience in the Mekong Sub-region (SCR) project

##### 1. BACKGROUND

**Oxfam** is a global movement of people fighting inequality to end poverty and injustice. There are currently 21 member organizations working in 79 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 aims to influence the current growth-based development model to shift to a Human Economy Development Model, putting people and the planet before profits.

**The Strengthening Climate Resilience in the Mekong Sub-region (SCR)** project aims to improve the capacity of Mekong riverine communities and local government authorities to minimize the impact of disasters and climate risks. The project is implemented from 2022 to 2025, in Cambodia, Lao PDR, Thailand, and Vietnam, focusing on developing socially inclusive climate change adaptation and disaster risk management plans. In Vietnam, the project is implemented in Soc Trang province by Soc Trang Agriculture and Rural Development in collaboration with Soc Trang Farmer and Women Unions.

**Oxfam is recruiting a team of consultants** to produce 01 documentary film to conclude the project.

##### 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 people involved.

It will also serve as a learning document for other organizations to adopt and replicate effective community-based models from the project. It aims to encourage government agencies to support scaling up these models where relevant.

Additionally, the film will act as a track record of achievements, strengthening Oxfam's credibility and positioning for future prospective projects and partnerships in climate change nature-based solutions.

The primary audience includes development practitioners, local authorities, government agencies, communities, and donors.

##### 3. MAIN CONTENT REQUIREMENTS

The storytelling approach for the film should focus on human stories to illustrate local challenges and how the project has supported people and communities to make meaningful changes happen, then zoom out to project-level impacts and broader change. The consultant team is expected to propose other approaches if relevant.

Main angles required:

- a. **Local context through human stories:** Highlight the local realities of climate change (e.g., salinity intrusion, natural disasters) and their impacts on traditional agriculture and livelihoods, such as soil erosion and declining yields.

- b. **Projects' interventions:**

Showcase disaster preparedness, climate adaptation in social economic planning in the communities, Disaster Risk Management taskforces in SCR's project locations and community-based resilience models.

- c. Capture impactful changes upon the project's logframe. This can be illustrated through human stories, successful models, evidence of collaboration between communities, local authorities, and other stakeholders.

- d. **Highlighting how the project's empowering approach has enhanced the agency of people and their communities for longer-term impact.**

- e. **Other requirements:**

The video must be gender-sensitive, culturally relevant, and inclusive, showcasing diversity in terms of gender, ethnicity, and social backgrounds.

The consultant must obtain written consent from all individuals appearing in the video, ensuring compliance with Oxfam's ethical considerations.

#### 4. **SCOPE OF WORK**

- Research on the project's documents and communication products, work with the project and 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 detailed production plan, including storyline, script, filming schedule, in consultation with Oxfam.
- Conduct field visits to project sites to capture high-quality footage and stakeholder interviews.
- Incorporate relevant illustrations/graphical effects to visualize specific models.
- Be responsible for all postproduction for the finest quality.
- Deliver all raw footage and final edited versions in agreed formats.
- Present financial documents necessary for the procurement process.

#### 5. **DELIVERABLES:**

- 01 film
- Genre: Documentary
- Duration: maximum 7 minutes
- Innovative filming and postproduction techniques
- Mood & tone: authentic, educational, professional, empowering
- Technical specifications:
  - o 01 version for cinematic showing (horizontal)
  - o 01 version for social media (vertical/square)

- The film will have 02 versions: Vietnamese and English voice-over
- High quality in audio and visual effects

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

All information in the film needs to incorporate consent, authenticity, sensory, and cultural relevancy factors. Oxfam owns the copyright and has editorial control over the content, footage, and film 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

**Locations:** Soc Trang province and Hanoi

**Timeline:**

TASK	TIME
Work with Oxfam’s teams	W4, Mar, 2025
Develop a workplan and a shooting plan	W1 April, 2025
Field trips	Apr- May, 2025
Production of the final film	May 15, 2025

## 7. CONSULTANT QUALIFICATION REQUIREMENT

- Proven track record in documentary filmmaking, especially in livelihoods, climate change, water management in the Mekong region.
- 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.

## 8. 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 technical proposal that suggests the storytelling approach and art direction for this video
- 01 financial proposal, 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](mailto:HR.Vietnam@oxfam.org) with the subject entitled: “**SCR Project Film\_NAME**”

**The closing date for application: 27<sup>th</sup> March, 2025**

**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.*