

Recruitment of a Short-Term Videographer and Film Editor Consultant for Hagar International in Vietnam

Assignment Title:	Short-Term Videographer and Film Editor Consultant for Hagar International in Vietnam
Organization name	Hagar International in Vietnam
Contract Type:	Consultant
Duty Station:	In Ha Noi
Contract Duration:	07 days in June 2025

1. Overview

Hagar is an international non-governmental organization on a mission to restore life and dignity for survivors of human trafficking, slavery and abuse. Our global programs are led by skilled local teams and implementing partners in the Asia-Pacific region.

Hagar International in Vietnam established its representative office in Hanoi in 2009. We provide a range of support services for individuals affected by human trafficking, violence, and abuse, tailored to their needs and grounded in a trauma-sensitive approach to healing and recovery. In addition to offering comprehensive support to individuals, Hagar implements community projects to replicate its support model, strengthen the capacity of local authorities and related organizations, and prevent the risks of trauma caused by violence, abuse, and human trafficking.

50 million people around the world are victims of human trafficking and modern slavery. The trauma of exploitation and abuse can have lasting and devastating impacts on survivors. Hagar's work is rooted in the belief that every individual deserves freedom, dignity and a life free of exploitation. At Hagar, we are committed to walking the whole journey of restoration alongside survivors of human trafficking, slavery and abuse. From the moment an individual enters our care, we use a trauma-informed care approach to assess their needs, provide intensive services, and rebuild trust and resilience.

Survivor Care: Hagar supports thousands of people, including youth with holistic, trauma-informed care. This includes counselling, case management, medical care, family reunification services, legal aid, livelihood, vocational training and much more. Our Survivor Care programs use a trauma-informed approach, keeping the whole person front and central and addressing each individual's unique needs. The effects of trauma often run deep. That's why Hagar provides long-term, empowering care. This commitment transforms the lives of survivors, their families, and their communities.

Prevention: We train and equip survivors, family members, community leaders and government representatives to know the signs of exploitation and stop abuse before it starts. Traffickers often target impoverished rural communities where they coerce and manipulate women and children into exploitation and abuse. By equipping local leaders, survivors, and their families with the knowledge and tools to fight exploitation, we help prevent trafficking and abuse from happening at all. We invest in economic empowerment and income generation opportunities for survivors and their families to reduce vulnerability to abuse and exploitation. Education is key to prevention. Through widespread prevention campaigns, Hagar educates vulnerable people to avoid abuse, human trafficking and exploitation.

Strengthening Systems: Hagar works with survivor leaders, local communities, and global partners to keep communities free and safe from trafficking and exploitation. Our frontline programs are led by local leaders who know their culture and context. We work with survivors to evaluate and implement best practice programs and creates pathways for survivor leadership and to influence and change policies to protect women and children.

With its trauma-informed care (TIC) approach, Hagar works intensively with individuals suffering from the trauma of human trafficking, slavery and abuse to heal trauma. At the program and project level, Hagar ensures survivors have access to high quality, culturally appropriate trauma-informed services. At the systemic level, Hagar advocates bringing an end to the practices of slavery, trafficking and abuse.

2. Necessity and assignment of the consultancy

Hagar International in Vietnam (Hagar Vietnam) is implementing the Animal Bank Project as part of a broader initiative to heal trauma and transform the lives of individuals affected by trafficking, exploitation, and abuse, while also reducing the incidence of human trafficking in the community.

The project focuses on two key outcomes:

- Providing livestock and animal husbandry support to help vulnerable women increase household income and improve their livelihoods.
- Raising awareness about human trafficking, abuse, and exploitation among community members to foster prevention and resilience.

To effectively document and communicate the project's impact, Hagar Vietnam seeks a videographer and video editor to produce high-quality video content based on field activities and guided scripts.

3. Content of Consultancy

The primary tasks of this consultancy involve, but are not limited to, conducting the following contents:

- Capture project activities related to livestock support and community awareness-raising.
- Produce short, compelling videos that reflect the project's goals of trauma recovery, livelihood improvement, and trafficking prevention.
- Support Hagar's communication and advocacy efforts through impactful visual storytelling.

4. Scope of Work

- Collaborate with Hagar's staff to understand the objectives, key messages, and storylines for the video.
- Travel to Tram Tau District and other project sites to film activities.
- Edit and produce a short video (3–5 minutes) based on provided scripts and creative direction.
- Perform post-production tasks including cutting, color correction, sound editing, subtitling, and basic visual effects.
- Ensure all video and audio content meets Hagar's branding guidelines

- A version optimized for social media platforms must also be produced
- Deliver final products in required formats and within agreed timelines.

5. Implementation schedule

5.1. Timeline: in June 2025

5.2. Number of Consultant: 01 consultant

5.3. Consultant Days and Deliverables

No	Deliverables/Outputs	Estimated Duration to Complete	Review and Approvals Required <i>(person who will review outputs and confirm acceptance)</i>
1	Planning & Coordination <ul style="list-style-type: none"> - Meet with Hagar's communications and project staff - Understand project objectives, key messages, and target audience - Review available materials and agree on deliverables 	0.5 day	Program Manager and Communications Officer
2	Script Development & Logistics Preparation <ul style="list-style-type: none"> - Draft video script/storyboard based on guidance from Hagar - Finalize filming schedule and logistics (locations, contacts, permissions) - Prepare equipment and travel arrangements 	1 day	Program Manager and Communications Officer
3	Field Filming <ul style="list-style-type: none"> - Travel to Tram Tau District, Yen Bai - Film project activities, interviews, and capture additional footage and community/environmental context 	2 days	Project staff
4	Initial Editing & Review <ul style="list-style-type: none"> - Organize and review raw footage - Begin editing based on script - Share rough cut or key scenes with Hagar for feedback 	1 day	Program Manager and Communications Officer
5	Final Editing & Subtitling <ul style="list-style-type: none"> - Incorporate feedback - The video uses narration in Vietnamese. 	2 days	Program Manager and Communications Officer

	<ul style="list-style-type: none"> - Add subtitles in English, transitions, music, and branding elements - Finalize 2–3 short video minutes 		
6	Delivery & Handover <ul style="list-style-type: none"> - Submit final videos in required formats - Provide raw footage and behind-the-scenes photos (if any) - Complete handover and transfer of usage rights 	0.5 day	Program Manager Country Director
	TOTAL	7 days	

6. Accountability and Structure

- The role is accountable to Country Director, Programme Manager and Communication Officer for updating the progress and result of the review.
- The consultancy must closely work with Program Manager and Communication Officer to secure the timeframe of deliverables, rights of property and branding.
- The consultancy may need to meet and present the results to the Programme team. Communications Officer and Country Director in Hanoi if required.

7. Workplace and travel:

The assignment will take place in Tram Tau district, Yen Bai and Hanoi city.

8. Costs & Payment

8.1. Costs

- Hagar will pay consultant's fee, reasonable travel, food and accommodation at the project site (based on approved Hagar travel policies and cost norms).

8.2. Payment & Payment Schedule

- 10% after satisfactory of the first deliverable: submit and approved Script Development & Logistics Preparation plan
- 40% after submission of the first draft video.
- 50% after satisfactory completion, approval and submission of the final video product

9. Qualifications and professional requirements

- Minimum 5 years of experience in videography and video editing.
- Proficiency in using professional or semi-professional filming equipment.
- Skilled in editing software such as Adobe Premiere Pro, Final Cut Pro, or equivalent.
- Ability to work independently and travel to field locations.
- Strong visual storytelling skills and attention to detail.

- Experience working with NGOs or development projects is an advantage.

10. Timing

It is expected that a consultancy will begin in the first week of June 2025.

11. Submission

Interested candidates are invited to submit their application to Hagar International in Vietnam via email at vietnam@hagarinternational.org. The application should include:

1. **Cover letter** (clearly stating why you are the most suitable candidate for this position)
2. **Curriculum Vitae (CV)**
3. **Portfolio** of similar previous work
4. **Proposed consultancy fee** for this assignment
5. The deadline for submission is **May 27, 2025**. All applications will be treated with strict confidentiality. Due to the high volume of applications, only shortlisted candidates will be contacted for an interview.