



TERMS OF REFERENCE

Consultants for professional photography and filming

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Our global confederation includes 21 member organizations working in 70 countries.

We have 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 the 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 built around eight core concepts, (1) measure what matters with multi-dimensional poverty and inequality, unpaid care work, environment, (2) manage markets, not being managed by them; (3) end extreme concentration of wealth, (4) progressive taxation, (5) universal public services, (6) gender equality and women's agency, (7) decent jobs with fair and living wages for employees, (8) responsible and inclusive business models, (9) citizens' participation.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and 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. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.

I. BACKGROUND

The Justice Initiative Facilitation Fund (JIFF), funded by the European Union (EU), is designed to provide small grants to social organizations to implement judicial initiatives in order to protect rights and enhance access to justice for vulnerable groups, especially women, children, ethnic minorities and the poor. The first JIFF grant supports 14 initiatives that contribute to addressing issues related to gender equality, marriage and domestic violence; the second grant supports 19 initiatives related to employment, and administrative procedures

on health and education services; the third grant supports 12 initiatives regarding environment protection for vulnerable groups.

To implement the 2022 workplan, the JIFF Secretariat will have monitoring visits, experience sharing and assessment workshops in 6 provinces from July to November 2022 (please see details in attached plan). The objectives are: Sharing experiences in project implementation and project management with regard to: administrative procedures, coordinating with local authorities to manage the project, and seeking solutions to difficulties and obstacles during the implementation of justice initiatives in provinces; Exchanging coordination and mutual support mechanisms between organizations and localities to enhance the operational quality and influence of the project

In July, JIFF Secretariat will organize two simultaneous Monitoring & Evaluation trips to 7 provinces. **We will need two teams of consultants** to accompany us, one to Hanoi, Hoa Binh, Quang Binh (Team 1), and one to Nghe An, Ho Chi Minh city, An Giang, Dong Thap (Team 2). The two teams of consultants will **document and provide high quality photos and videos of the activities during those trips.**

II. OBJECTIVES

The photos and videos will be used in all JIFF’s communication products for:

- promoting next grant calls,
- annual reports and newsletters to donors,
- social media and website of Oxfam in Vietnam and JIFF
- other communication materials to evoke discussions among grantees relating technical/project issues and reaching out other stakeholders.

III. SCOPE OF WORK

Work	Details	Product requirement
Photography	<p>Take documentary photos of the visits and workshops, including but not limited to:</p> <ul style="list-style-type: none"> - Meetings and group activities of grantees during the workshops; - Activities in the project sites; - Landscape and daily life in the project sites <p>For documenting success stories/specific cases, take photos of:</p> <ul style="list-style-type: none"> - Portraits of people - People doing their daily tasks - People in their natural working environment, and in their community 	<p>The photos should be meaningful, soulful, in high quality, with captions according to the photography brief agreed with Oxfam.</p> <p>Retouch photos to be ready for use in different production purposes</p> <p>JPEG format, each in two versions: minimum 1.5MB, and 300-500KB for digital comms.</p>

Work	Details	Product requirement
Shooting videos	<p>Shoot videos of project activities including:</p> <ul style="list-style-type: none"> - Meetings and group activities of grantees during the workshops; - Activities in project sites; - Interviews of people according to Oxfam's arrangement - Interview of beneficiaries about their changes - Footage of beneficiaries in their daily life/job 	<p>High quality audio and visuals of the interviews and the context.</p> <p>Raw materials with 4K or HD quality, easy for using these materials to make a film later.</p>
Producing videos	<p>01 video recapping the 2 trips (5 minute long) including:</p> <ul style="list-style-type: none"> - brief introduction of JIFF project (its objectives, activities) - grantee's activities - beneficiaries, authorities commenting on JIFF's projects - the cooperation between stakeholders <p>01 video introducing the JIFF Fund (3-4 minute long):</p> <ul style="list-style-type: none"> - Objectives - Activities - 4 calls - Major outcomes <p>This video will also have to make use old footage from JIFF.</p>	<p>4K or HD quality. Vietnamese voice-over, with English subtitles.</p>

IV. TIMELINE

Task	Est. time	Location
Research on JIFF's documents	Before trips	
Meeting with JIFF team to understand the purpose of the trips and expected outcomes	3 days before trips	Oxfam office/online
Draft scripts for the 02 videos	3 days before trips	

2 teams go on trips	11 – 15 July	- Team 1 to Hanoi, Hoa Binh - Team 2 to Hanoi, Nghe An
	18 – 22 July	- Team 1 to Hanoi, Quang Binh - Team 2 to Hanoi, HCMC
	25 – 29 July	Team 2 to An Giang, Dong Thap
Send edited photos	2 days after each trip	
Finalize the script for the first video	7 days after all trips have finished	
Send draft of the first video	5 days after script	
Finalize the first video	5 days after draft	
Finalize the script for the second video	7 days after first video	
Send draft of the second video	5 days after script	
Finalize the second video	5 days after draft	

V. OUTPUT

- 1 package of professional, high quality, soulful photos, including at least **300 usable & edited photos**
- 1 video recapping the M&E trips, 5 minute long, with Vietnamese voice-over and English subtitles
- 1 video introducing the JIFF Fund, 3-4 minute long, with Vietnamese voice-over and English subtitles.
- All raw photos and footages will be handed over to JIFF after the trips.

VI. CONSULTANT QUALIFICATION REQUIREMENT

- Consultants have evidenced good experience of their photography, filming and film making products, especially in development topics.
- Consultants have all good quality necessary equipment required for the work.
- Consultants must follow Oxfam's Safeguarding policy and other policies required for them.
- All photos and videos must follow Oxfam's creative briefs and obtain Consent from people who are captured/recorded before taking.

VII. How to apply

The applicant package must include:

- The consultants/company's profile/CVs and related experience
- 01 technical proposal that provides a detailed description and explanation of proposed methodologies, work plan and timeline, team members and their qualifications, role/tasks of members, and any other resources that the consultant will make available to execute the assignment
- 01 financial proposal that specified number of working days required with consultancy rate and proposed budget for logistics
- 03 contacts for references
- Samples of relevant works preferred

The Proposal could be submitted in either English or Vietnamese by email to hr.vietnam@oxfam.org before 7th July 2022.

Note: Only those candidates selected for an interview will be contacted.