



TERMS OF REFERENCE

Consultant/Agency for Video Production

“Civil Society Space for Good Governance in Vietnam” Project

1. Background

Oxfam is a confederation of 20 organisations working together in more than 90 countries. We are part of a global movement for change, empowering people to create a future that is secure, just, and free from poverty.

Oxfam in Vietnam is working to seek transformative changes in policies, practices and beliefs in ways that will fundamentally improve the lives of poor and marginalised women and men and ensure that all citizens have the same opportunity to enjoy their rights. Oxfam in Vietnam current country strategy contributes to shaping the debate on extreme inequality in Vietnam and globally, our four-programme includes women rights’, building resilience to disaster, climate risks and emergency response, sustainable food and fair sharing of natural resources, and good governance.

Oxfam’s project on “Civil Society Space for Good Governance in Vietnam” aims at enhancing capacity of civil society actors and their actions toward expanding civic space and contributing to national and local policy processes in this regard. It also aims towards an enabling environment for civil society playing a meaningful role in good governance and sustainable development in Vietnam.

The project will be completed by October 31st, 2020. Following that, the project **is looking for a consultant or an agency to produce a set of videos about data protection and privacy rights.**

2. Description of products

The consultant/agency is expected to hand in the final products comprising of:

- 01 set of 02 reporting videos
 - Duration: 5-8 minutes per video
 - Main contents: the current situation of privacy rights violation, the opinions of policymakers and specialists on the importance of data protection and privacy rights and the roles of involved parties
 - Target audience: general public
- 01 set of short clips extracted from the two report videos for social media
 - Duration: 02-03 minutes per video
 - Target audience: general public
- 01 set of 03 videos

- Video type: short interviews, instruction video, and animation video that can go viral (quotation for each type of products)
- Duration: 02-03 minutes per video
- Main contents: raising awareness for young people about privacy violation, the right to privacy and data protection
- Target audience: young social media users (16 to 23 years old)

General requirements for all videos:

- Appealing storytelling, creative film production and post-production;
- Vietnamese as the main language; English subtitle.
- 4K or HD quality.

3. Consultant’s responsibilities

The consultant/agency is required to:

- conduct a desk review based on provided materials to understand the goals of the project and the purpose of the videos;
- develop a working plan that includes a script, filming and production plan;
- conduct interviews and filming according to the approved plan;
- complete the films with full post-production
- prepare all necessary filmmaking equipment;
- provide relevant financial documents for the video production per request;
- strictly follow Oxfam’s safeguarding policies and obtain consents from involved parties in the process.

4. Tentative timeline

Date	Details
15 September 2020	Script and plan sign-off
15 October 2020	Hand-off of the final products to Oxfam

5. Submission of interests

We are looking for a consultant team who

- have a strong profile and experience in videography;
- understand development work and relevant issues, especially on privacy rights and data protection;

- have experience making different types of videos, especially viral videos that are fun to watch, youngster-friendly, and follow newest trends;

Interested consultants/agencies should send the following information:

- CV(s) of the consultant/agency, with relevant experience;
- A technical plan to achieve the expected targets in the mentioned timeframe, with description of procedures, techniques, and any initial ideas;
- A proposed budget plan, including consultancy rate, travel expenses, and other fees to complete the task, including VAT (please specify the proposed number of working days and consultancy rate);
- Example(s) of similar works and products, with details of work procedures.

Applications should be submitted via e-mail (in Vietnamese or English) to the following address: hr.vietnam@oxfam.org, with the subject line “[Your name] Civil Society Space Filmmaker”, no later than **September 10th. 2020.**