

TERMS OF REFERENCE

Consultancy for Video Production

Mid-term Report Video - Project Flowing Forward

1. BACKGROUND INFORMATION:

Habitat for Humanity International in Vietnam (HFHV) has supported low-income families in Vietnam for more than two decades, focusing on safe and decent housing as a foundation for improving livelihoods, health, education, gender equality, and resilience. In collaboration with Japan Tobacco International (JTI), HFHV implements project “Flowing Forward: Building Sustainable WASH Solutions for Vulnerable Communities in Central and Southern Vietnam” - a three-year project that seeks to build sustainable safe, and hygienic communities. The project’s overall objective is to enhance water, sanitation, and hygiene (WASH) conditions in vulnerable communities in central and southern Vietnam through a People-Environment-Market (PEM) approach.

As the project’s implementation achieved 50% progress, HFHV is seeking a qualified consultant to develop a mid-term video report of this project.

OBJECTIVES

The consultancy aims to:

- Feature the project’s progress, impacts on the well-being of the beneficiary households.
- Highlight project’s key achievements, community transformation stories and capacity-building outcomes.
- Document project model and promote for a bigger scale replication.
- Promote JTI’s CSR engagement by showcasing project impacts.

2. PROJECT SITES

The project “Flowing Forward: Building Sustainable WASH Solutions for Vulnerable Communities in Central and Southern Vietnam” is being implemented in An Giang province (Giong Rieng and Hoa Thuan commune), and Da Nang city (Phuoc Tra and Tra Giap commune).

3. DELIVERABLES

Consultancy shall deliver the following outputs in formats and technical specifications agreed with HFHV:

- One Short Report Video: duration 2-3 minutes, suitable for documentation and high-level reporting.
- Photo album: high-quality photos (minimum 80 photos per project site), capturing project’s activities and highlight moments.

All deliverables shall include English subtitles. Voice over and background music shall be subject to HFHV approval prior to finalization.

4. SERVICE REQUIREMENTS

1. Scope of work	The service provider, either as an individual or a team, will: - Work with HFHV to understand the project objectives, target audiences, key messages, and ethical requirements - Develop a creative concept and storyboard for HFHV review and approval prior to filming. - Leverage existing materials (photos of the project’s milestone and event) as provided by HFHV - Travel to the project sites to film interviews, and capture observation footage - Produce professional video editing, including subtitles, voice-over, and background music. No filming, photography, or interviews may proceed without prior consent from HFHV, its local partners and relevant community participants.
2. Period of service/ Plan to implement	Project timeline: 5 weeks, from 29 Oct - 4 Dec 2026 Tentative field work: 17-18/11/2026, two days in two locations (simultaneously) A detailed work plan and production schedule shall be agreed upon contract signing
3. Locations	Field work will be conducted simultaneously at two project sites: - An Giang province: Giong Rieng and Hoa Thuan commune - Da Nang city: Phuoc Tra and Tra Giap commune
4. Outcome of service	The service provider will deliver: - 01 high-quality report video with English subtitle - Photo album Final products shall be delivered in high resolution master files and editable formats, according to HFHV technical requirements.

Ownership and Intellectual Property	All raw footage, photographs, audio recordings, edited materials, and final products produced under this consultancy shall be the exclusive property of HFHV. The service provider shall not reproduce, distribute, publish, or use any materials produced under this assignment for commercial or promotional purposes without prior written consent from HFHV. HFHV retains full and perpetual rights to use, adapt, translate, edit, and distribute the materials for nonprofit and communication purposes.
Confidentiality and Data Protection	The service provider shall treat all information obtained during this assignment as confidential. Personal data, interview content, and visual materials involving community members shall be collected and stored in compliance with HFHV safeguarding and data protection requirements. No content identifying beneficiaries or community members may be publicly released without documented informed consent approved by HFHV.
5. Requirements/ Selection criteria	- Proven experience in professional video production. - Experience in capturing project’s highlighted activities, progress and producing impact videos or case studies for development projects, preferably in Central and/or Southern Vietnam. - Have advanced professional equipment to be able to carry out the work.
6. How to apply	Interested applicants shall submit: - Technical proposal including approach, work plan, team composition, and deployment schedule. - Financial proposal including daily fees and estimated total cost for two options: - o Field work coverage for both locations; and - o Field work coverage for only An Giang province. - Portfolio or sample of similar video work. - At least two professional referees. Please send your application package to the email address: procurement@habitatvietnam.org with the subject “Production Service for JTI Project’s Mid-term Report Video”.

	The deadline for application is 23 October 2026 . We regret that only applicants shortlisted for interviews will be contacted.
7. 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. HFHV reserves the right to withdraw from signing the consultancy contract with the applicant if the reference check yields concerning results.
8. Criminal Record Certificate	Provide Criminal Record Certificate No. 1.
9. 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.