Terms of Reference/Call for Proposals
Production of Documentary video and photos taking for GENTLE project

Deadline proposals:
May 15th 2019

1.1. Contracting Authority / Tendering Organization

- This call is issued by VVOB Vietnam, represented by its Programme Manager, Mr. Wouter Boesman.
- Address: 46B Che Lan Vien Street, Ngu Hanh Son District, Danang City, Vietnam
- The call will be followed up by Nguyen Thi Quynh Chau, Communication and Translation Coordinator. All correspondence with regard to the content and procedure of this call should be sent to Ms. Nguyen Thi Quynh Chau via email: chau.ntq@vvoeb.be.

1.2. Background on the organization

**VVOB – education for development** is an organisation based in Belgium with more than 35 years of experience in sustainably improving the quality of education systems. VVOB has received support for this from multiple [leading funding partners](#), adding up to a total annual budget of over 13 million euros. VVOB reinforces the capacity of ministries of Education and their institutions to implement their education policies as effectively as possible. This guarantees the sustainability of results. The geographical, thematic and operational choices VVOB makes in each programme are informed by relevant research and the policy priorities of VVOB's partner countries and formulated in partnership with their governments.

From 2017 to 2021, VVOB Vietnam is working on an early education programme financed by Belgium in close cooperation with the Departments of Education and Training (DOETs) of Quang Nam, Quang Ngai and Kon Tum provinces in Central Vietnam. The programme aims at improving the quality of teaching and learning of all 3-to-5-year-old children in preschools. More specifically, it focuses on enhancing the knowledge and skills of the DOETs to strengthen the capacities of preschool teachers and school leaders to mitigate children's barriers to learning and participation (e.g., barriers related to gender, environment, culture, language,) for better participation and well-being. VVOB supports targeted disadvantaged and ethnically diverse districts to enhance needs-based and school-based in-service teacher professional development towards process-oriented child monitoring and reflective learning communities in preschools.


2.1. Context of the Consultancy

VVOB Vietnam is engaged in a 5-year program that aims to identify and mitigate the main barriers to learning in early years in 3 central provinces (BaMi program). Simultaneously it is implementing a 3-year project to address gender stereotypes and prevent gender-based violence through gender-responsive early childhood education (GENTLE project) being co-funded by European Union and Belgian Government.

The GENTLE project has started since June 2018 and end in May 2021. It transforms preschools in 15 districts in central Vietnam into environments of gender-responsive play-based learning, involving parents (and fathers in particular) to the fullest in the process. The project centres on developing the capacity of preschool teachers and school leaders to challenge social and gender norms, create new rules, and support children in adopting new, more equitable attitudes and behaviours. They are provided with tools to effectively implement gender-responsive play-based learning at school and to advocate for this approach at home too with the parents of their young learners.

2.2. Objectives and scope of the consultancy

The overall objective of the assignment is to produce a documentary film and taking photos of the GENTLE programme highlighting best approaches, best practices, achievements and real impacts in the programme focal areas to summarize and report to donors and partners, use on internet, communication channels and presentations in the coming time.

Audiences are domestic, international and local partners.
2.3. Deliverables and Timeframe

Deliverables:

- Present draft documentary to VVOB Vietnam at the end of the field mission and incorporation of comments;
- Present a complete documentary film version and hand over master copies to VVOB Vietnam;
- Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories;
- All photos captured in activities that requested by VVOB Vietnam.

Total number of working days is minimum 10 days and maximum 20 days (including 3 - 5 days for editing and post-processing stage).

Service provider is requested to join some activities of GENTLE project listed below to take photos and record videos. VVOB Vietnam will inform at least 2 weeks in advance for service provider to prepare. Please notice this is just a tentative agenda.

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Tentative time</th>
<th>Duration</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GENTLE planning workshop</td>
<td>5/2019</td>
<td>1 day</td>
<td>Quảng Nam</td>
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<tr>
<td>2</td>
<td>2-day workshop to share the findings of the survey</td>
<td>6/2019</td>
<td>1 day</td>
<td>Quảng Nam/Quảng Ngãi</td>
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<tr>
<td>3</td>
<td>Testing of supportive video and photo materials, illustrations, reference booklets and games</td>
<td>Combine with a training or coaching visit</td>
<td>1 day</td>
<td>Quảng Nam/Quảng Ngãi</td>
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<tr>
<td>4</td>
<td>Training for 6 districts in Quang Ngai</td>
<td>8/2019</td>
<td>2 days</td>
<td>Quang Ngai</td>
</tr>
<tr>
<td>5</td>
<td>Coach the teachers and school leaders</td>
<td>10-11/2019</td>
<td>1 day</td>
<td>Quảng Nam/Quảng Ngai</td>
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<tr>
<td>6</td>
<td>Workshop on &quot;supportive environments for gender-responsive play-based learning-how to develop schools plans &amp; teacher plans&quot; for school leaders and teachers 4 districts in Quang Nam</td>
<td>5/2019</td>
<td>1 day</td>
<td>Quảng Nam</td>
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<tr>
<td>7</td>
<td>Training on how to set-up gender-responsive 'invitations &amp; provocations' for teachers and school leaders in 4 districts in Quang Nam</td>
<td>Q4/2019</td>
<td>1 day</td>
<td>Quảng Nam</td>
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<td>8</td>
<td>Peer learning workshop for 15 model schools: 1 day in Quang Nam</td>
<td>12/2019</td>
<td>1 day</td>
<td>Quảng Nam</td>
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<tr>
<td>9</td>
<td>TPD planning workshop for 15 model schools: 1 day in Quang Ngai</td>
<td>Q1/2020</td>
<td>1 day</td>
<td>Quang Ngai</td>
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<tr>
<td>10</td>
<td>Visit to the model school: Each BOET organizes a visit to the model schools for non-model schools</td>
<td>Q1/2020</td>
<td>1 day</td>
<td>Quảng Nam/Quảng Ngai</td>
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<tr>
<td>11</td>
<td>One day training for school leaders and teachers from 15 model schools on parent/guardian involvement for 6 model schools in Quang Ngai</td>
<td>Combine with activity No. 4</td>
<td></td>
<td>Quang Ngai</td>
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<tr>
<td>12</td>
<td>DOET/BOET support 156 schools in integrating the model in 156 schools through coaching, launching and implementing local initiatives on parent/guardian involvement in gender-responsive play-based learning, and school cluster meeting</td>
<td></td>
<td>1 day</td>
<td>Quảng Nam/Quảng Ngai</td>
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<tr>
<td>13</td>
<td>Annual 2-day field visit for 1 leading DTEA to learn about and from the actions' progress</td>
<td>May combine with activity No. 12</td>
<td></td>
<td>Quảng Nam/Quảng Ngai</td>
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<tr>
<td>14</td>
<td>One-day symposium with MOETs, DOETs and INGOs in Ha Noi.</td>
<td>4-5/2021</td>
<td>1 day</td>
<td>Ha Noi</td>
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<td></td>
<td>TOTAL</td>
<td></td>
<td>13 Days</td>
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2.4. Profile of the consultant(s)

The service provider will be required to have the following:

- More than 3 years of experience working in similar field
- Extensive experience in producing development work related documentaries for international organisations with the aim of reaching both local and international audiences
- Experience in working with NGOs and other international organizations.
- Excellent technical capacities (state of the art filming equipment preferably High Definition) to ensure smooth and high-quality production

2.5. Duration of assignment

- The assignment is from May 2019 to June 2021 with minimum and maximum 20 working days.

2.6. Background documentation

You can also refer to these websites for additional/background information:

- [https://www.vvob.org/](https://www.vvob.org/)
- [https://vietnam.vvob.org/](https://vietnam.vvob.org/)

Or VVOB Vietnam Youtube channel at [https://www.youtube.com/VVOBVietnam](https://www.youtube.com/VVOBVietnam)

2.7. Application requirements / Expectations regarding proposals

Applicants are required to submit the following:

- A full set of capacity records of the service provider including: Introduction; Vision; main expertise; What makes your company different from others in the same field; your experiences; The Products that you made for other clients.
- 03 references: Contact information of 03 customers that your company has cooperated (email, phone number) to produce similar products.
- Financial proposals for production costs and unit costs (daily unit prices of all costs).

<table>
<thead>
<tr>
<th>QUOTATION</th>
<th>(Please give the unit price per working day)</th>
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<tbody>
<tr>
<td>No.</td>
<td>Activity</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
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<td>Human resource</td>
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<tr>
<td>Production</td>
<td></td>
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<tr>
<td>Traveling</td>
<td></td>
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<tr>
<td>GRAND TOTAL</td>
<td></td>
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</table>

Deadline for proposal submission: 15/5/2019

Hard copies can be delivered at the following address:
VVOB Vietnam
46B Che Lan Vien, My An ward., Q. Ngu Hanh Son Dist., Danang city, Vietnam

Proposals can also be emailed to chau.ntq@VVOB.BE
For any further information on the content of the request for proposals please contact VVOB on: chau.ntq@VVOB.BE
3. Administrative Provisions

3.1. Eligibility criteria

- Call is open to consultant who meet required experience, expertise, skills etc. as specified higher
- Sub-contracting is not permitted.
- Compliance with all administrative requirements (such as travel documents, tax obligations, work permits…)
- Compliance with all legal obligations (withholding tax, fiscal obligations and social obligations…)

3.2. Awarding criteria and procedure

Proposals that meet the administrative requirements will be {reviewed by an evaluation committee and} ranked on the following criteria:

- Technical proposal (70 points)
  
  Consultants’ qualifications on the basis of CVs, list of previous relevant/similar work…
  
  - Proven experience
  - Expertise
  - Skills

Only proposals that have at least 70% of the maximum points on the technical part, will be considered for evaluation of the financial part.

- Price (30 points): lowest proposal gets the maximum points
  
  Calculated as: 30 x (price lowest proposal / price proposal)

VVOB will establish an internal committee to evaluate and rank the received proposals based on the above criteria. If deemed necessary or advisable, VVOB may decide to further negotiate the proposal with one or more service provider in one or more rounds. These negotiations may result in an adapted proposal by the consultant and subsequent modifications in evaluation and ranking of the proposals by the committee.

All qualified respondents will be notified about the final decision. The consultant with the winning proposal shall be offered a contract stipulating standard VVOB contract terms and the Terms of Reference.

VVOB reserves the right to re-advertise the Terms of Reference in case no suitable proposal was received.

3.3. Payments / Payment schedule

- The service provider’s payment shall be based on the financial proposal developed for this consultancy.
- The service provider’s payment shall be based on the actual number of working days that being invited by client to provide service.
- Payment shall be made in three installments of;
### 3.4. Information, confidentially and intellectual property

The consultant undertakes for the duration of the consultancy to grant VVOB immediate and free access to any documents, in written, printed, electronic, or magnetic form, in his/her possession, that may contain information with respect to the consultancy. Upon termination of the consultancy, the consultant shall immediately and on his/her own initiative return to VVOB any documents, in written, printed, electronic, or magnetic form, in his/her possession, that may contain information with respect to the consultancy. The consultant commits him/herself not to disclose to any person any confidential information; disclosed during the implementation of the consultancy. Nor will he/she use this confidential information for own or other’s purpose.

The consultant must promptly notify VVOB of all intellectual property arising in connection with the consultancy services. VVOB shall own and control all intellectual property that, after the date of the consultancy, is created or conceived by or for the consultant, or otherwise arises, in connection with the consultancy services; and the consultant shall not contest that ownership, or control, with respect to Vietnam or elsewhere. VVOB solely and exclusively has the right, from the creation of any such intellectual property and during and after the term of the consultancy, to publish, disclose, sell, dispose of, exploit commercially and otherwise deal with or use it, and may do so in any way that VVOB sees fit. Any intellectual property or licence costs shall be included in the financial proposal.

### 3.5. Supervision and monitoring of the consultancy

The consultant shall report to Ms. Nguyen Thi Quynh Chau who will be in charge of the supervision and monitoring of the consultancy services. This includes:
- Technical and administrative follow-up of the delivered services until completion
- Assessment and acceptance of the deliverables
- Review of payment claims and invoices

She will be assisted in these tasks by the steering group/committee set-up for this assignment.
Terms of Reference for a consultancy on Production of a Video Documentary and photos taking 7/7