

ANNEX 1: TERMS OF REFERENCE

Project name: Strengthening flood early-warning systems in Cambodia's high-risk regions

Assignment Title: Consultancy for Video Production

Background

Basic information about PIN

We are a non-governmental, non-profit organization founded on the ideals of humanism, freedom, equality and solidarity. We consider human dignity and freedom to be fundamental values. We believe that people anywhere in the world should have the right to make decisions about their lives and to share the rights expressed in the Universal Declaration of Human Rights.

People in Need (PIN) is a Czech non-governmental organization providing relief and development assistance while working to defend human rights and democratic freedoms in over 40 countries around the world. Throughout the 30 years of its existence, People in Need has become one of the biggest non-profit organizations in Central Europe. In addition to humanitarian aid and human rights, it now also targets education and helps people living in social exclusion.

We are part of Alliance 2015, a strategic network of seven European non-governmental organizations engaged in humanitarian aid and development projects. This collaboration increases effectiveness, both in working in the target countries and in campaigns aimed at influencing the attitudes of politicians and the public in Europe.

Basic information about PIN Cambodia

We have been in operation in Cambodia since 2008 providing development and emergency assistance in rural and urban areas, specifically in three main sectors: environmentally friendly market development for improved livelihoods, climate resilience and disaster risk reduction, and inclusive employment.

About the Project

Almost every year, severe flooding threatens the lives and livelihoods of the Cambodian population, creating critical humanitarian needs across all sectors of response - shelter, food security and nutrition, water sanitation and hygiene, health, protection and education. There is a need to respond upstream to the challenges posed by floods,

investing in disaster risk reduction through, for example, improved flood risk information, dissemination, management and preparedness.

Since 2013, People in Need (PIN) has been supporting the Royal Government of Cambodia (RGC) in disaster risk reduction, flood resilience and water management through the development of Cambodia's first national early warning system (EWS) – known as EWS1294. [EWS1294](#) is a life-saving system that provides accurate and timely flood information to national and provincial authorities to support the most appropriate decision-making in terms of flood emergency response.

The project focuses on improved climate change resilience of selected target communities (4 provinces) by improving their access to life-saving early warning systems, and in turn, enhancing their capacity to take informed and timely early action. The project will build on the existing partnership with SMART and develop, test and pilot an innovative SMS-broadcasting modality integrated into PIN's EWS1294 platform. This new dissemination tool will significantly increase EWS1294 coverage in the target areas and, thanks to rigorous testing and performance data compilation, will provide a roadmap for national scale-up of this modality in 2024.

Project location (implementation): *Banteay Meanchey, Oddar Meanchey, Preah Vihear, and Battambang Provinces*

Objective and Scope of the Service

PIN seeks a service provider to support with video production services for the promotion of Cambodia's Early Warning System (EWS).

The objectives of the video aim to:

- To promote the early warning system and its different dissemination channels. (Note: The selected province is in Battambang, hence, the service provider will **also need to focus** on the public loudspeakers in the video).
- To understand the different and relevant stakeholders and their roles in disseminating early warning messages.

The key message(s) for the video should cover:

- Information about the Early Warning System and its dissemination channels.
- Encourage the audience and listeners to subscribe to the different dissemination channels of EWS.
- Identify the benefits of the system.

The service provider is to deliver the following tasks:

- Completed deliverables specified in table below.
- Propose innovative ideas for the video.
- Provide ideas and draft contents for the video.
- Provide samples for storyline for review and approval by PIN team.
- Submit **at least 2** draft videos (which includes script in Khmer and English and draft video with sign interpretation).

- Work closely with PIN EWS Project team and PIN Comms Team throughout the assignment.
- Adhere to PIN Code of Conduct and Key Policies, and other relevant guidelines.

The main deliverables are outlined below:

#	Title	Materials
1	Concept and script for video (in English and Khmer)	Digital copy
2	Draft of the video (with at least 2 revisions) <i>The draft video should include the sign interpretation.</i>	Digital copy
3	Final video in 2 formats (16:9 and 9:16), each format should be made with English subtitles and another without subtitles. *The vide should be no longer than 5 minutes. *The video should also include sign interpretation. <i>This is under the responsibility of the service provider.</i> *The video should also include a sign interpretation (to be covered by the service provider. **In total there will be 4 videos <ol style="list-style-type: none"> 1. 16:9 format with English subtitles (with sign interpretation) 2. 16:9 format without subtitles 3. 9:16 format with English subtitles (with sign interpretation) 4. 9:16 format without subtitles 	Digital copy

Qualification Requirements

- An agency/media company with at least 5 years of experience in producing high quality and substantive content videos;
- Knowledge in areas of social communication/awareness raising; and
- Working experience with development agencies, NGO, International NGOs, UN Agencies is an advantage.
- An ability to manage workload to adhere to set deadlines.
- Willingness to travel to provinces outside of Phnom Penh (Battambang) for the shooting of the video.

Facilitation

PIN will assist the service provider with communication with relevant stakeholders if needed and provide necessary information for designing the storyboard/storyline of the video.

PIN will not cover the travel cost for the service provider. Hence, the quotation should include the travel expense.

Intellectual Property

All outputs produced in this action shall remain the sole property of People in Need who shall have exclusive rights over its use.

Cost, Contract Duration and Deadlines

The total contract amount is subject to VAT 10% according to the Cambodian Tax Law or 15% of the Withholding Tax law of Cambodia (for individual/unregistered service provider) from the total fee.

Service Provider Expected Timeline

Item	Activity	Deadline
1	Application deadline	27 th March 2024
2	Concept and script writing for Television talk show	1 week
3	First draft of the video	2 weeks
4	Final videos	3 days

Location: The service provider will be based in Phnom Penh with travel to Battambang province for video shooting.

Start of contract: 1st April 2024

Completion of the work: 3rd May 2024

Application Process

Deadline for submission of application: **27th March 2024 before 5:30pm.**

Candidates to submit:

- Resume of candidate(s) or company's project team;
- Financial proposal included VAT 10% according to the Cambodian Tax Law or 15% of the Withholding Tax law of Cambodia (for individual/unregistered consultant) from the total fee.
- Technical proposal (including a work plan);

- Sample work, demonstrating an understanding of styles for academic textbooks.

Tender offers should be sent either:

- via email in pdf format to PIN e-mail address:
procurement.cambodia@peopleinneed.net

or

- via registered mail to PIN Cambodia office at House No. 33 (4th floor), St 71, Sangkat Tonle Bassac, Khan Chamkar Morn, Phnom Penh, Cambodia

to be received **before the closing date.**

Bids received after the closing date will not be considered.

Contact person for any inquiries

- Project-related inquiries: Mr. Heng Bunmanut, Project Manager at bunmanut.heng@peopleinneed.net
- Communications-related inquiries: Ms. Johanna Legarta, Communications Manager
johanna.legarta@peopleinneed.net