

Call for Expressions of Interest and Proposal

VN018 – A local producer to provide pre-production, production and post-production services to support WHO Viet Nam in developing videos

1. Background:

Storytelling is one of the communication tools that effectively profiles people and their compelling stories at the time of the pandemic. As Viet Nam moves towards vaccinating its priority groups, the use of human-interest stories could promote trust in new vaccines and drive home the message at the personal level.

WHO Viet Nam continues to support the Ministry of Health in advancing strategic communications as a critical part of the pandemic response. With the promotion of vaccination as one of the tools to fight the pandemic, we aim to present stories that profile people that have been vaccinated, and their personal feelings and what they felt before and after vaccination. These stories are aimed at trust building through acknowledging that there are personal concerns that people go through at the individual levels. These products will be done in collaboration with the Department of Communication and Reward of the Ministry of Health and will be made available to wider audiences through social media.

The video producer will also support ad-hoc monitoring visits for the COVID-19 vaccination, and document WHO's support in the field in some of the provinces to be identified by the Government counterparts.

To help promote WHO's work in the country and to prepare for the upcoming operational planning workshop by MoH/WHO on PB 2022-23, a short documentary on Viet Nam's summary of achievements, challenges and lesson learnt for 2020 - 2021 will also be produced, in collaboration with technical counterparts.

2. Planned timelines (subject to confirmation)

Start date: 05 May 2021

End date: 10 October 2021

3. Work to be performed

Method(s) to carry out the activity

The contracting partner should produce outputs and deliverables specified below under the supervision of Coordinator, DC-WHE, in close collaboration with the Lead, Communications Team, WHO Representative Office in Viet Nam.

Methods of collaboration include:

- (a) Develop storyboard based on the content concepts from the WHO Viet Nam team and provide technical advice on all pre-, during, and post-production processes
- (b) Present production plan to WHO Viet Nam team, including pre-production, production and post-production plans and key actions
- (c) Travel to film locations, as needed, to take video footages
- (d) Provide editing and other necessary post-production support

The contracting partner will be required to work from his/her own office using own equipment and relevant software.

The contracting partner should follow WHO technical guidance.

Output/s

High-quality video production service provided to the WHO Representative Office in Viet Nam to develop a number of audio-visual materials:

- Deliverable 1.1: First draft of videos that will be agreed with the WHO Viet (By June 2021, dates are subjected to be revised)
- Deliverable 1.2: Second draft of videos (By June 2021, dates are subjected to be revised)
- Deliverable 1.3: Final version of videos incorporating WHO comments/inputs; copies of raw and working files should be submitted to WHO (By June 2021, dates are subjected to be revised). **WHO owns the copyright of all videos taken as part of this Consultancy.**

4. Specific requirements

- Qualifications required:
 - Undergraduate degree in film and audio-visual communications, journalism, media studies and other relevant field.
 - Postgraduate degree or special training on film production an advantage.
- Experience required:
 - At least 10 years of professional experience, with a track record in individually producing video documentaries.
 - Experience in producing videos for development organization/s an advantage.
 - A portfolio of the producer's best work is required to be submitted along with a price offer.
- Skills/technical skills and knowledge:
 - Professional-level skills in using videography equipment and relevant IT applications (e.g. Adobe Premiere Pro).
- Language requirements:
 - Vietnamese: advanced both in reading, writing and speaking
 - English: intermediate both in reading, writing and speaking

5. Competencies

- Communicating in a credible and effective way
- Knowing and managing yourself
- Producing results
- Moving forward in a changing environment
- Fostering integration and teamwork

6. Place of assignment

- Hanoi, Viet Nam
- The contracting partner will be required to work from his/her own office, with occasional meetings with the WHO Viet Nam team in Green One UN House (304 Kim Ma St, Ba Dinh, Hanoi).

7. Medical clearance

- Required

8. Travel

- When needed, all travels related to filming footages will be arranged by WHO Viet Nam.

9. Budget

Please take note of the following when submitting application:

- The contractor will be responsible for paying taxes, if any.

Full proposal with estimation of costs, description of technical team, and supporting documents should be received **on or before 30 April 2021** and should be addressed to:

Administrative Officer
World Health Organization
UN Building, 304 Kim Ma Street,
Hanoi, Viet Nam

OR

wpvnmaplicants@who.int

For further information on this TOR, please contact:

wpvnmwr@who.int