

## **PHILIPPINE RED CROSS**

Volunteer Services  
National Headquarters

### **TERMS OF REFERENCE**

#### **I. Title**

RC143 Promotional Video

#### **II. Background**

Preparedness for Effective Response (PER) is a project funded by the Canadian Red Cross. It is an approach in analyzing PRC's capacity to prepare and respond to disaster and / or emergencies. This is implemented and observed across the different departments to live up to the PRC's mandate to effectively respond to emergency situations. This project is earmarked by Canadian Red Cross for offices with high priority to improve the organizational response capacity.

#### **III. Objective/s of the assignment**

Main objective for improved volunteer engagement and awareness on volunteerism and humanitarian values.

- I) High quality video of the RC143 program, communities, process, activities and context for the use in publications, websites and any other purposes.

#### **IV. Scope of work, tasks and deliverables<sup>1</sup>**

- Travel to pre identified chapters to conduct the interviews (?) production shoot (?) for the compilation of the video shoot.

#### **Technical specification for the video:**

- Film, edit, and produce short film related to the RC143 Program.
- Time duration: 3 minutes (max.)
- Language: Local language of interviewee
- Subtitles: English

Format Required: Avi format in DVD for website and public screenings (hard drive, flash disk or DVD)

- The information of the video should be provided with the specific details such as geographical location, name of the persons (as per authorization of use) in the video or any other relevant information for easy identification.

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<sup>1</sup> Copyrights: The PRC will possess all the copyright of the photographs taken and video produced. Any violation of copyright law will be pursued appropriately.

- The consultant will edit the videos along with subtitles and voice overs where required from the PRC
- The consultant will provide the story board and or flow and script of the video base on PRC's recommendations (at least 2)
- All stock footage should be provided in electronic form in external hard drive / flash disk.

#### V. Required Qualifications

- Has at least 3 years of previous experience in documenting case studies of development projects and/or production of short films
- Demonstrable experience in interview, article, lay-out, filming, editing, photography and production
- Involved in the developing of IEC materials or producing videos for community awareness

#### VI. Expected Timeframe

Deliverables	Working Days <sup>2</sup>	Deadline
video production	5 days	Nov 2 – 13, 2021
Editing, layout	Start to finish	Nov 15, 2021

Additional deliverables

- Turn-over of all files and products (raw and final)

#### VII. PRC Inputs

- Provide context of project and areas pre-identified
- Provide questionnaire format
- Accompany consultant in field interviews
- Provide timely feedback to deliverables for its finalization

#### VIII. Documents for Submission

The interested candidates are requested to submit:

- Application letter, specifying the deliverable being applied to
- CV with contact information of references (at least 3)
- Portfolio of previous works
- Financial proposal which includes estimated field costs<sup>3</sup>

#### IX. Mode of Payment

Deliverables	Percentage of Contract Price
First Video Output	35% - Php 31,500

<sup>2</sup> Excluding weekends <sup>3</sup>

Fees may be deducted of certain tax due to PRC's privilege as stipulated in R.A. 10072, section 5, paragraph c.

Second Video Output	35% - Php 31,500
Final Video Output	30% - Php 27,000
<b>Total</b>	<b>100% - Php 90,000.00</b>

**X. Liquidated Damages**

Delivery after agreed date and/or non-conformity to ToR will be subject to a deduction of 5% of total contract value.

Non-submission of deliverables will lead to termination of consultancy and may be subject to other penalties as determined by PRC Human Resource.