



---

## Terms of Reference

### Consultancy for the production of five

### short videos on Access to Essential Services for women survivors of violence

#### About us

With more than 35 years of experience, Cowater is Canada's global leader in management consulting services specializing in international development. Cowater is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) initiative by the Australian Government to improve the sustainability, quality, and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia.

ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia (RGC) to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

#### Background

The National Action Plan to Prevent Violence Against Women (NAPVAW) 2019-2023 has prioritised the improvement of quality essential services for women subject to gender based violence (GBV). Key strategies for preventing and responding to GBV are promoting best practices in service provision based on minimum service standards, and challenging negative social norms that blame women for GBV. To this end, the Ministry of Women's Affairs (MoWA) has developed and is implementing training packages for service providers participating in GBV Working Groups in ACCESS target provinces.

#### Objective

To contribute to the implementation of quality essential services in the sectors of health, police and justice, legal services and social services ACCESS and MoWA is seeking a professional production team to develop 5 short videos that provide key messages in relevant sectors based on minimum service standards in that sector reinforcing the guiding principles for service provision. In addition, 1 video message will be developed that addresses inequitable gender norms that blame women for GBV.

## Target Audience

The main target audiences of these videos are public and private service providers especially in the areas of health, police and justice, legal services, social services (for women survivors of GBV), and the public audience. These videos can be used by MoWA to support and reinforce the training in each sector and provide positive messages to the public.

## Scope of Work

The services will include:

- 1) Develop the script for the 5 videos in cooperation with the MoWA, ACCESS GBV Advisor and GBV Lead
- 2) Coordinate and set up production team to produce the 5 videos. The duration of each video will be between 3-5 minutes
- 3) Produce the videos.

## Working Arrangement

The consultant will report to the GBV Lead. Technical support on content will be supported by the GBV Advisor of the ACCESS program. The consultant will also work and communicate closely with the ACCESS Communication and Media Specialist.

To ensure comprehensiveness of information captured by the final products, the consultant will be requested to consult with relevant stakeholders including MoWA, and ACCESS Partners

The final products of this assignment will solely be owned by MoWA, ACCESS program and DFAT. Any publication on the supplier's website and social media has to be endorsed by MoWA, ACCESS and DFAT.

## Workplan, Deliverables and Timeline

The total number of working days for this assignment is estimated to be 30 to 40 days spanning over the months February to May 2021.

### 1. Pre - Production (5 to 10 days)

- a. Pre-meeting with MoWA and ACCESS team
- b. Provide draft plan for the production of these 5 Videos
- c. Develop a Script for each video with technical input from the GBV Advisor and GBV lead.
- d. Script revision after receiving inputs from MoWA/ACCESS
- e. Script approval

### 2. Production (20 to 25 days)

- a. Develop storyboard.
- b. Present mock-up version (consult with MoWA, ACCESS)
- c. Develop all videos

### 3. Post-Production (5 days)

- a. Editing
- b. Voice Over
- c. Subtitles
- d. Fine tuning
- e. Delivery of videos

The service provider is expected to meet the quality expectations of the deliverables as determined by ACCESS Program and DFAT according to the following set of deadlines:

No.	Activities	Date	Deliverables/Outputs
1	Conduct video briefing, and develop a draft storyline	Mid-February 201	Draft storyline shared with DAC and ACCESS Program
2	Finalise video storyline	End of February 2021	Final storyline shared endorsed by DAC and ACCESS Program
3	Production of first three videos	Mid-March 2021	Submission of three videos
	Production of final two videos	End of March 2021	Submission of two videos
4	Finalisation of 5 videos Videos based on feedback from MoWA, ACCESS and DFAT	End of May	Submission of final products approved by DAC, ACCESS and DFAT

Description of the final deliverables:

Number of Videos	5
Length of each	3 to5 minutes
Language	Khmer
Subtitle	One version with Khmer subtitle and one version with English subtitle, in accessible format and sign language interpretation
Voice over	Yes
Format	16:9, resolution 1080pand relevant resolution (720p) for social media dissemination.

### Expressions of Interest (EOI)

The ACCESS program is seeking expressions of interest from qualified contractors in all or part of the work described above. EOI should be submitted via email to [jobs@accesscambodia.org](mailto:jobs@accesscambodia.org) with the subject line: Consultancy for the development of Videos. The EOI must include a brief proposal describing your approach to the assignment, CVs of the proposed members of the creative team, portfolio of recent productions, and proposed fees. EOIs will be accepted until February 19, 2021.