

TERMS OF REFERENCE

Consultancy: Media products to capture the impact of the project “Improving the Quality of Lives of Persons with Disabilities in provinces heavily sprayed by Agent Orange”

Location: Dong Nai province

Project: Improving the Quality of Lives of Persons with Disabilities in provinces heavily sprayed by Agent Orange

Time: August-September 2025

1. Background

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS’ relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

The Project “Improving the Quality of Lives of Persons with Disabilities in provinces heavily sprayed by Agent Orange”, is funded by the United States Department of State and project owner is the National Action Center for Toxic Chemicals and Environmental Treatment (NACCET). CRS implements the Project in Dong Nai province in collaboration with the Vietnamese government and four experienced partners.

To promote the project’s impact and amplify the voices of its participants, CRS seeks to hire a qualified consultant (individual or team) to collect high-quality photographs and produce a short video highlighting the achievements and impacts of the project. The products will be used to document project activities, disability inclusion and increase the visibility of the need for supports provided through the project.

2. Objectives

The purpose of this assignment is to:

- Capture a minimum of 100 high-resolution photographs that illustrate key project activities, interventions, and outcomes.
- Produce a short 3 – 5 minute video (with subtitles and background music) that highlights stories of transformation through the project.

The visual products will be used in reports, project materials, presentations, and public outreach to raise awareness of the project’s impact and promote disability inclusion.

Collection of these photos and video is to be carried out in a manner that is disability inclusive, respects the persons dignity and uses appropriate language.

3. Scope of work:

The Consultant team leader will form a team of qualified members if necessary. The following is a non-exhaustive list of anticipated primary activities to realize the objective highlighted above:

- Work with CRS to gain a clear understanding of the assignment, agree on the objective of each products, target groups, CRS branding standard and discuss the requirement for final products;
- Coordinate with CRS to plan a field visit and select story subjects aligned with six key intervention areas:
 1. *Delivering holistic care for persons with disabilities through multidisciplinary teams*
 2. *Promoting Livelihood and Social Integration of Persons with Disabilities*
 3. *Engaging families and caregivers in home-based rehabilitation to promote continuity of care for sustainable impact*
 4. *Supporting social engagement of persons with disabilities through disability clubs*
 5. *Assistive Devices and Technology as practical innovations for independence and inclusion*
 6. *Driving policy change to improve access for persons with disabilities*
- Conduct a field visit to Dong Nai to:
 - Take photographs of project activities and participants
 - Record video footage and interviews with selected participants
 - Collect quotes and consent forms from all featured individuals
- Producing high resolution photographs
 - Taking project activities photos (project intervention, photos for communications activities and human interest stories)
 - Selecting photos, editing photos, writing captions, quotes from project participants and submitting to CRS.
- Produce a video capturing the project results. The video is to take into consideration accessibility requirements wherever possible.
- Revise all deliverables based on feedback from CRS and ensure they comply with CRS branding and ethical standards.

4. Tentative timeline

The Consultant(s) will be engaged from August 2024 to 30 September 2025. The consultants will work primarily with the Communication Officer, who will lead on overseeing the work and supporting the consultant as needed.

Below is tentative schedule:

| Activity | Tentative dates | Location |
|--|-----------------|-----------------|
| Initial briefing and plan between consultant and CRS team | 1 day | Home based |
| Studying the project documents to understand project activities and CRS guidance documents. Developing the working content for field trips. | 1 days | Home based |
| Conducting field trips in close collaboration with CRS staff to take project activities photos and videos in Dong Nai province. | 6 days | Dong Nai |
| Post field trip <ul style="list-style-type: none"> - Selecting photos, editing photos and video - Writing captions, quotes - Post production of video - Recording sign language interpretation for the video - Discussing with CRS on draft products for comments and feedbacks | 6 days | Home based |
| Final photo package and video submission <ul style="list-style-type: none"> - Writing script - Post production of video - Discussing with CRS on draft products for comments and feedbacks - Add subtitle and translation as required | 7 days | Home based |

The total number of working days is: 21 days

5. Deliverables

- One hundred high resolution photographs capturing the project approach, areas of intervention, good practices and results, with captions. All the photos need to ensure visual guideline and data protection regulations of CRS, including signed consent forms.
- A 3–5 minute video, in MP4 format, subtitled in English and sign language, including branding, music, and basic motion graphics

All deliverables must adhere to CRS's branding guidelines, data protection, and ethical storytelling standards.

6. Consultant qualifications

The following is a non-exhaustive list of key profile attributes of the consultant/supplier:

- Have professional skills and experience in taking photos in a similar assignment and with similar clients i.e. development communication campaigns or social behavior change activities;
- Have professional equipment to take photos and videos with high quality;
- Experience using graphic and/or publication design programs;
- Be a good team player with strong facilitation skills whilst being open to feedback and comments;
- Be responsive and comply with required deadlines through strong time management;
- Be flexible and be able to travel to the field in Dong Nai;
- Experience working with people with disability and using inclusive language to support the dignity of project participants.
- Experience working in the development sector would be an advantage.

7. Application Requirements

The application submissions should be sent by **COB 30 July 2025** to Catholic Relief Services via email: vn_rfp1@crs.org.

Questions related to this consultancy should be sent to Ms Huyen Vu via email: huyen.vu@crs.org.

Applications should include:

- A tentative work plan with an indicative budget.
- The budget should include consultancy fees with a detailed breakdown of the daily rate in Vietnamese Dong, including tax (VAT/PIT) and travel-related expenses.
- Please note that CRS Vietnam is obligated to with-hold all relevant taxes, on the entire cost of the proposal, for direct payment to the Government. Proposals must be inclusive of tax obligations.
- Budget should also include allowances to reimburse for people's time for participation in this collection
- Portfolio with samples of similar work or links to work samples.
- CVs/ Company profile demonstrating relevant capacity and experience.