TERM OF REFERENCE

Storytelling, documentation, and photovoice for the project on "Thriving Together: A Community of Care for Families with Children with Disabilities."

1. Introduction

Children of Vietnam (COV) is a 501(c)(3) charitable organization based in the United States and legally registered to operate as an international non-governmental organization in Vietnam. Established in 1998, COV is committed to ending child poverty in Vietnam through comprehensive support programs for children, families, and communities. COV's vision is to build a Vietnam where every child can fully develop and make positive contributions to society.

This project, "Thriving Together: A Community of Care for Families with Children with Disabilities," engages 200 caregivers who are current beneficiaries of Children of Vietnam (COV)'s Hope System of Care (HSC) in Da Nang, Vietnam. Designed to align with COV's strategy, the initiative aims to empower caregivers with enhanced knowledge and skills in caregiving, early intervention, and mental health, while fostering peer-to-peer learning through a sustainable support network. By equipping caregivers with practical resources, digital communication skills, and leadership capacity, the project not only strengthens their ability to advocate for children with disabilities (CWD) but also lays the foundation for expanding the HSC model to new communities. Ultimately, caregivers will be better prepared to ensure their children's rights and contribute to a happier, more inclusive family life.

Following digital communication training, caregivers began practicing photography by documenting their children, families, and everyday surroundings. They shared their photos and reflections in Zalo groups, where COV staff and trainers provided ongoing feedback to improve both technical skills and storytelling. This process prepared caregivers to participate in **Photovoice**, a creative activity where their photos and narratives highlight lived experiences and amplify community voices.

To support awareness raising and communications, COV is seeking a qualified national consultant or team of consultants to produce the storytelling and a photovoice package that captures the key project's achievements and changes/impacts brought about by the intervention.

2. The objective of the assignment

The objective of this assignment is to:

- Develop storytelling documentation that highlights the project's key achievements and impacts in empowering caregivers of CWD, strengthening peer-to-peer learning, and building sustainable support networks.

USA Headquarters
PO Box 18039
Greensboro, NC 27419
Tel: 336.235.0981

www.childrenofvietnam.org
info@childrenofvietnam.org

Vietnam Office
60 Nai Nam St., Hoa Cuong Ward,
Danang City, Vietnam
Tel: 0236.3634337

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- Produce visual stories of change using the photovoice approach, showcasing caregivers' lived experiences, resilience, and advocacy for their children's rights.
- Support awareness raising and communications by creating materials that amplify community voices and promote inclusive family life.

3. Scope of work

The assignment to be carried out by the consultant(s) would include, but not be limited to, the following:

- Content planning: Develop the structure of the storytelling documentation and the photovoice concept, including an implementation plan and narrative outlines.
- Collaboration: Discuss and agree on the proposed approach with COV.
- Production: Collect, compile, and edit selected photos and narratives into cohesive visual stories that meet professional standards.
- Review and feedback: Present draft versions to COV, incorporate feedback, and finalize all materials.
- Confidentiality: Ensure all project information and participant identities are handled with strict confidentiality and respect.

4. Deliverable and timeframe

The consultant(s) are expected to deliver the following outputs:

- Storytelling documentation capturing project achievements, caregiver journeys, CWD's rights, and the impact of Training.
- Photovoice package: A set of high-quality visual stories of change combining photos and narratives.
  - Photos featuring individuals must include captions indicating name, location, and activity.
  - All portrait photographs must be accompanied by a signed consent form and an acknowledgement of release.

Notes:

- All intellectual property and image rights will be retained by COV. The consultant must ensure all project information is kept strictly confidential.
- COV encourages imagery that showcases diversity, positive expression, and the leadership and confidence of the caregivers and their children.

Submission timeframe:

- Draft storytelling and photovoice: March 2026
- Final products: April 2026

5. Requirements for consultant(s)

The consultant(s) should have:

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- Proven experience in documentation, development communications, participatory photography, and storytelling for social projects.
- At least three years of professional experience in writing, editing, and producing stories of change.
- Familiarity with disability inclusion, caregiving, mental health, and community development is highly desirable.
- Understanding of gender sensitivity, ethical practices, and participatory approaches.
- Excellent professional writing skills in Vietnamese (English proficiency is an advantage).
- Ability to work independently under pressure and deliver high-quality outputs on time.

6. How to apply

Interested consultant(s) should submit application documents via email to Ms. Lan (landuong@childrenofvietnam.org) and Mr. Thuat (thuat@childrenofvietnam.org) with the email title: **"HSC – Storytelling and Photovoice."**

Applications must include:
- Curriculum Vitae: Detailing relevant experience and profile.
- Technical proposal: Outlining methodology, framework, team structure, and implementation plan.
- Financial proposal: Specifying consultancy rate and estimated working days.

COV is committed to preventing any form of harassment, exploitation, abuse, or misconduct, and to promoting the welfare of children, young people, and adults. All consultants are expected to adhere to COV's Code of Conduct and demonstrate alignment with organizational values.

Closing date for applications: 01 February 2026
Only shortlisted applicants will be contacted for an interview.

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