TERMS OF REFERENCE

Consultancy: AHA Centre Corporate Profile Video Production
Reporting to: Communications Officer
Duration: 1 March – 20 May 2022

BACKGROUND

The AHA Centre – ASEAN Coordinating Centre for Humanitarian Assistance on disaster management – is an inter-governmental organisation established by 10 ASEAN Member States – Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam - to facilitate the cooperation and coordination among ASEAN Member States and with the United Nations and international organisations for disaster management and emergency response in the region.

The AHA Centre was established on 17 November 2011 during the 19th ASEAN Summit in Bali, Indonesia, through the signing of “the Agreement on the Establishment of the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre)” by the ASEAN Foreign Ministers, witnessed by all ASEAN Heads of State/Government.

The AHA Centre is the operational manifestation of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), which was signed by the ASEAN Foreign Ministers on 26 July 2005, in Vientiane, Lao PDR, and entered into force on 24 December 2009. Article 20 of AADMER serves as the AHA Centre’s formal basis and outlines the objective of the establishment of the AHA Centre. The AADMER is a regional framework for cooperation, coordination, technical assistance, and resource mobilisation in all aspects of disaster management.

In order to capture the activities, achievements, challenges, and lessons learnt of the Centre, we wish to engage a production house or agency as a consultant to help produce a high-quality video. The consultant will work to ensure AHA Centre’s key achievements, challenges, and other activities are well-captured and visualised in the video.

TASKS FOR THE CONSULTANT

Working closely with the Communications Officer of the AHA Centre, the tasks of the consultant are:
1. Support the AHA Centre throughout the pre-production, production, and post-production phases;
2. Draft script and storyboard for the video;
3. Co-develop a production timeline;
4. Shoot and conduct interviews on-locations, if necessary - in accordance with the approved storyboard;
5. Edit footages into a short video profile of the AHA Centre (duration: estimated max. 5 minutes length);
6. Provide animated graphics as well as texts in the video;
7. Provide voice over in English – to be included in the video;
8. Organise existing footage and video archives;
9. Share and submit all raw materials upon the finalisation of the video;
10. Ensure that all videography consultancy meet the deadlines;
11. Ensure that correct video formats are used as requested by the AHA Centre;
12. Other tasks as guided by the Communications Officer and Executive Director of the AHA Centre and agreed by both parties.

APPLICATION REQUIREMENT

1. Letter of Application;
2. Proposal that includes:
   a. Proposed timeline;
   b. Proposed concept and storyboard – please consider that during the current pandemic situation, shoot and interview on-locations may be limited;
   c. Proposed budget for implementation.
3. Portfolio and/or company profile.

COMPETENCIES

The videographer or production house needs to have the following set of skills:
- Bachelors degree in journalism, filmmaking or related field – for individuals;
- At least 5 years of experience in filmmaking;
- Excellent skills in concept development, video production and editing;
- Excellent command of English;
- Good expertise and understanding of video publishing and various file conversions;
- Have Adobe Premiere Pro editing expertise (and other professional editing software i.e. Adobe After Effects);
- Knowledge of lighting for video;
• Willingness to understand and comply to the AHA Centre’s brand guidelines.

TERMS AND CONDITIONS

The length of this assignment will be starting from 1 March to 20 May 2022. Distant-working during the production process is possible.

APPLICATION

Interested applicants are invited to submit their proposal, portfolio, and other relevant documents to: procurement@ahacentre.org with cc. to human.resources@ahacentre.org and moch.syifa@ahacentre.org by 18 February 2022. Only shortlisted candidates will be notified. Please be informed that shortlisted candidates may be invited to pitch their ideas or concepts virtually.