



ONE ASEAN ONE RESPONSE

TERMS OF REFERENCE

Consultancy/Requirement : **Videographer for ASEAN-ERAT Video**
Reporting to : Communications Officer
Duration : 1 September – 31 October 2021

BACKGROUND

ASEAN-Emergency Response and Assessment Team (known as ASEAN-ERAT) is designed to support National Disaster Management Office (NDMO) of the disaster affected country during the first phase of disaster emergency. The members of ASEAN-ERAT come from ten ASEAN Member States and managed by the AHA Centre. They are drawn from NDMOs and other related government authorities, as well as from civil society, Red Cross and Red Crescent Societies, the private sector and academia.

ASEAN-ERAT is trained with the standardised methodologies to perform its core functions to support the affected ASEAN Members State(s) in assessment, facilitating incoming relief assistance and coordination through many various levels of courses, i.e., Induction Course (level 1), Advanced Course (level 2) and Team Leader Course (level 3). ASEAN-ERAT also participated in regional and national disaster simulation exercises, assisted the NDMO(s) of ASEAN Member States in times of emergencies.

In order to capture all the details of the ASEAN-ERAT as well as promoting their services and dedications in emergency disaster response, the AHA Centre wishes to engage a videographer or a production house as a consultant to design and develop a video of ASEAN-ERAT. The consultant will work to ensure all ASEAN-ERAT details information, activities, and documentations, are well-captured and visualised in a high-quality video.

TASKS FOR THE CONSULTANT

Working closely with the Communications Officer and ERAT PMT of the AHA Centre, the tasks of the videographer are:

1. Support the AHA Centre throughout the pre-production, production, and post-production phases;
2. Draft script and storyboard for the short video;
3. Co-develop a production timeline;
4. Shoot and conduct interviews if necessary - in accordance with the approved storyboard;



ONE **ASEAN** ONE **RESPONSE**

5. Edit footages into a short video of the ASEAN-ERAT (Duration: max. 6 minutes);
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 of the AHA Centre.

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 or strictly prohibited;
 - 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:

- Bachelor's degree in journalism, filmmaking or related field – for individuals;
- At least 5 years of experience in filmmaking – for company/production house;
- 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.



ONE **ASEAN** ONE **RESPONSE**

TIMELINE

The length of this assignment will be **2 months (1 September – 31 October 2021)**. 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 latest on **6 August 2021**. Only shortlisted candidates will be notified. Please be informed that shortlisted candidates may be invited to pitch their ideas or concepts virtually.
