



TERMS OF REFERENCE

Photographer & Videographer

Project:	Gender Responsive Humanitarian Assistance
Duration:	Approximately 15 working days
Location:	Sittwe and Pauktaw Township
Report to:	Programme Coordinator

1) Organization Background

LWF proactively works with partners to address displacement, poverty, and injustice, including the promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, poor, and marginalized populations. LWF Myanmar engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

LWF Myanmar is dedicated to promoting children's rights and ensuring that their welfare and physical security are recognized, safeguarded, and protected by UNCRC; and international, regional, and national standards. LWF Myanmar commits itself to creating and maintaining an environment that promotes its core values and prevents children from physical abuse, neglect, emotional abuse, and sexual abuse. Employees are expected to adhere to LWF Child Protection Policy and safeguard children and Protection, Sexual Exploitation and Abuse (PSEA).

2) Objective of the Assignment

This Project "Gender Responsive Humanitarian Assistance" aims to improve access to quality basic services through their active engagement, and rights holders. Especially, women and girls are empowered in managing their individual, household, and community development by accessing their rights and entitlements. The project focuses on three main sectors of Water and Sanitation Hygiene (WASH) and Sexual and Reproductive Health and Rights (SRHR), Non-Food Items and Shelters, and Camp Management and Social Cohesion in the IDP Camps and Host Villages in Sittwe and Pauktaw Township. The project goal is to empower and ensure capacity building and empowered women and youth women development groups through sustainable development goals in the community in Sittwe and Pauktaw Township.

The assignment is to take video and photo documentation on the process and the success of empowering women and youth girls about the knowledge of sexual and Reproductive Health and Rights and Sexual Gender Based Violence in the IDPs Camps and Host Communities. This is to be used for training communities and programme staff, reporting to donors, and advocating for educational

awareness of sexual and Reproductive Health and Rights. So, the output is for a Myanmar audience (in Burmese language or subtitles if in ethnic language) and an international audience (English Subtitles).

It is important to learn about the challenges faced, how they were overcome, and especially how lives are transformed – including intangibles like self-confidence or the ability to dream of a brighter future. So, it is important to focus on the process, the story of the project achievement for women and girls of gender-based activities at the partner communities in the project targeted area.

It is important to interview the youth as well as the women from both IDP camps and villages, and two communities (IDP and host) at the partner communities. It is necessary to interview and get quotations from all sectors and other project-related persons.

Questions to ask include: (All below questions are prepared by the donor organisation, Global Affairs Canada/Canadian Lutheran World Relief.)

Question form, Women (One youth girl) – LWF, Myanmar

- Name, Age, family members, family occupation, etc.
- Who is in your family/Whom do you live with?
- What do you like with your family/parent/caretaker/siblings?
- Have you always lived here?
- If, not, when, and why did you come here?
- How is life here?
- What are the best and what are worst things in your everyday life?
- What is your favourite thing to learn at the women and girl centre?
- Is there anything difficulties when you join some training on SGBV and SRHR?
- How do you feel about your trainer or facilitator?
- How do you feel about other participants at the GBV Awareness session?
- What does your family think about joining some training at the Women and Girls Centre?
- What do you do when you are not at your house?
- What is your personality do you like the most?
- Do you help each other at the training, you and your classmates?
- Does anybody else support you with training tasks?
- In what way do you think and LWF are needed here where you live?
- What makes you most happy in your life?
- Is there anything else you want to tell us about anything?

Question form, (One Incentive Staff) - LWF, Myanmar

- Name, Age, family members, family occupation, etc.
- How is your life here?
- When, how, and why did you come here?
- Where did you go to school?
- How do you feel about your childhood, can you tell us a bit about it?
- How did you feel about your time as staff at the women and girl centre?
- Which do you feel are the most important things for a woman/girl during their menstruation?
- What do you see is the most difficult about living here for women/girls?
- How engaged are parents in the work of the period times, what contact do you have with parents?
- How did you become a facilitator here and how do you feel about it?
- What is your favourite thing about teaching the participants?
- What is the hardest thing about your job?

- What do you do if a woman/girl shows signs of not feeling good, signs of violence in the home, sexual abuse, gets bullied by other people, or if suddenly a girl stops coming to join awareness sessions at the women and girl centre? Do you have any support from LWF in these situations?
- What do women/girls mean to you?
- Can you tell us about a special memory, maybe a special girl or a special situation in your job where you felt that you could make a difference or that you in some other way felt strongly about?
- How do you see that LWF, and you can make a life for women/girl better?
- How many participants are in general in your class/classes?
- How many boys/girls?
- Do you see any differences in the life situations of girls and boys?
- If so, what differences are there and why do you think that is?
- What do you teach?
- What does a general day at your job which it looks like?
- What do the women/girl do in their free time?
- What do you hope for in the future? (For yourself, for participants at the awareness session)
- Is there anything else you want to tell us?

Question form, One Community Member (People with Specific Needs) - LWF, Myanmar

- Name, Age, family members, family occupation, etc.
- How is your life here?
- When, how, and why did you come here?
- Where did you do in your daily life?
- How do you feel about your childhood, can you tell us a bit about it?
- How did you feel about your time in your house/house?
- Which do you feel are the most important things for a person who is living in a rural area?
- What do you see as the most difficult situation living here?
- How engaged are parents in the work or what contact do you have with family?
- How did you become a PSN here and how do you feel about it?
- What is the hardest thing in your life?
- Do you get any assistance or help from LWF in these situations?
- What kind of help, guidance or assistance did you receive from LWF?
- How does that assistance make you feel or get better?
- Can you tell us about a special memory that you are living with?
- How do you see LWF, and do you think that LWF can change your life?
- What do you hope for in the future? (For yourself, for your students)
- Is there anything else you want to tell us?

Question form, the community leader for the camp management and social cohesion schemes - LWF, Myanmar

- Name, Age, family members, family occupation, etc.
- How is your life here?
- When, how, and why did you come here?
- Where did you go for your business and vacation?
- How do you feel about your childhood, can you tell us a bit about it?
- How did you feel about your time in your work /business? How can we encourage community cohesion?
- Which do you feel are the most important things for a person who is living in a rural area together with two ethnic groups?
- What do you see is the most difficult about doing on engagement and community cohesion?

- What is the purpose of community cohesion?
- What are your favourite social cohesion schemes here?
- What factors promote social cohesion?
- How does social cohesion affect the growth of the community?
- What is the hardest thing between two communities to be harmonious?
- How can societies succeed in achieving social cohesion?

Success Story video of Gender Responsive Humanitarian Assistance Project in Rakhine State

The story video should be documented based on the interviews with all the stakeholders or participants involved with the LWF Gender Responsive Humanitarian Assistance project.

Problem statement:

- What was the level of Gender Responsive situation in the communities here before starting to cooperate with LWF?
- What kind of challenges did they have to explore about Gender Responsive knowledge in the communities?

About the IDPs community getting started to join with LWF:

- How did the communities start to cooperate with the LWF's Gender Responsive Humanitarian Assistance Programmes?
- Why did the people start to be interested to join awareness sessions at the women and girl centre?
- How does the empowerment process start at the village and what are the steps involved?

About LWF assistance:

- How did they hear or learn about LWF support in the Rakhine State?
- What kind of support does LWF provide in their community? How do plan those steps?
- What did women and girls are utilizing that was delivering by LWF for their dignity kits and NFIs?
- How did they feel about those changes and improvements?
- What similar assistance do they think LWF should provide or others in the future?
- What kind of inputs were provided by LWF (e.g., equipment, small grant, dignity kits, etc.)?

Challenges & solutions:

- What were the challenges they faced at the beginning of joining time for the gender-based violence awareness session at the women and girl centre?
- How did they overcome those challenges? Which practice did they use to address those issues?

Gender-responsive activity output:

- How did they improve or achieve their knowledge level of gender-responsive activities within a year?
- How do partner communities think or feel about improvement in gender awareness sessions?
- How do they want to learn or be interested at most in a new subject of SGBV and SRHR, and why?

Transformative change (activity outcome):

- Now the partner communities share their knowledge and skills with others. If so, what is that like?
- How did they utilise that gender-responsive activities' achievement or learning knowledge in their daily life?
- What other intangible changes have happened from the learning – e.g., leadership skills, confidence, etc.?
- What are the other positive changes that happen after learning of SGBV and SRHR at the women and girl centre for a year?
- What kind of encouragement do you want to share with their IDP community?
- What is their studying plan for gender-responsive activities or hope for the next year?

3) Process

- LWF staff will organize logistics for information capture in the camp in Sittwe Township.
- Close collaboration with LWF's GRHA team and Communications Coordinator in Yangon.
- LWF staff will help develop thematic content/interview questions to guide production.
- Photographer / Videographer will capture according to the guideline and requests of LWF.
- Explain the process, interview Women and girls about why interested, and show the process of gender-responsive activities' achievement and its impact on their daily life.
- Post-production will be conducted with guidance from LWF, including the Programme Coordinator.
- All outputs will follow LWF corporate branding, colour, and language style.
- Photo documentaries will have captions per LWF guidance (who, what, where, when, credit).
- The final editing will be reviewed and approved by LWF.
- Written informed consent is necessary and must be facilitated by LWF.

4) Fees, Timeline and Payment

The assignment is expected to start on 23 January 2023 with a total of 10 working days for the video documentation below during the adjusted timeframe and the payment process will be delivered as per the following schedule. Please note that 100% of fees will be transferred **via electronic banking**.

Activities	Date	Payment Amount
Discussion for the context of the video documentation	27 th January 2022 (1 day)	50% (Upon signing the contract)
Develop scripts for the documentation	1 st -4 th February 2023 (4 days)	
Video interviews, footage of "Youth Women, Incentive staff, one community member (PSN) and leader", and taking photos in the selected camp	5 th to 7 th February 2023 (3 days)	-
Editing and post-production, including English subtitles and photo captions per existing LWF guidelines (File names, language, colour scheme, branding)	8 th to 14 th -February 2023 (7 days)	-
Submit deliverables: <ul style="list-style-type: none"> • 3 photo stories with English captions, (45 photos) 	23 rd February 2023	50%

<p>total_ by Global Affairs Canada guidelines) <i>JPEG of professional quality, edited w/ Photoshop (as needed), approximately 3-7 MB file size</i> <i>(Sewing, hairdressing, animal husbandry)</i></p> <ul style="list-style-type: none"> • Completed interview videos with English captions (<i>To ask the above-given question on selected student and teacher</i>) • Two 3-minute short films with English captions <i>Can be a combination of still photos and video footage that captures community voices</i> • All the unedited photos were taken (<u>JPEG required</u>, not RAW or NEF), including those that did not make the final cut <p>(Photos should be delivered on a memory stick and cloud; videos can be uploaded to staff computers or via the cloud)</p>	<p>(Must be submitted the interview videos and photos for the donor not later than 18th March.)</p> <p>The Success Story videos should be submitted on 23rd February 2023.</p>	<p>(Upon approval of final outputs November from LWF)</p>
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Remark – time frame and location will be changed based on field security and current condition.

5) Prerequisites

Qualifications and Experience

- Bachelor's degree in communications, English language, community development, or a related field
- Four years of experience in producing photo and video documentaries of individuals and groups living in rural Myanmar
- Academic background and working experiences in development communications would bear special value
- Good knowledge and working experiences with non-governmental organizations and civil society organizations.

Required skills and competencies

- Detail oriented with a keen awareness of visual presentation – ***strictly required***
- Professional-level experience in Photoshop, video editing, or similar applications desired
- Excellent command of English and Myanmar language, including translating, story writing, and editing skills
- Excellent interpersonal and communication skills
- High degree of gender awareness and gender sensitivity
- Respect for and ability to work with colleagues from other cultures, religions, socioeconomic status, and educational backgrounds
- CV of consultant
- Proposed daily rates of consultancy charges in **Myanmar Kyats**
- The applications/proposal shall be submitted and sent to the email address: procurement.myanmar@lutheranworld.org
- The deadline for the submission of the applications is **15 February 2023, 5:00PM (MST)**.
- LWF Myanmar reserves the right to accept or reject any or all proposals and applications.

