

TERMS OF REFERENCE for Consulting Services

1. Background

The Land Information Working Group (LIWG) is an informal thematic sub-working group of the INGO network in Lao PDR. LIWG has been raising awareness and understanding of the social, economic and environmental impacts of land-related projects, by gathering and disseminating information, facilitating dialogue and carrying out studies. This aims at supporting rural communities towards better management and control over their natural resources. In the past ten years, one of its powerful tools in disseminating information is the “calendar”.

The Legal calendar is a tool to provide legal information and content on policies and laws in an easy to understand format. It is a simple tool for disseminate information to local people at grass root level. It also can be a legal reference that provides guidance for communities to use to follow the laws and regulations.

The Legal calendar has been produced since 2009 by the LIWG network with the common goal of Lao CSOs and INGOs to provide information on laws, decrees, regulations, and policies related to land and natural resources. This year, 2023, is the 14th edition of legal calendar production. In the past years, the LIWG calendar played an important role in awareness raising and disseminating information to the public and hence every year its attracts more and more organizations including many government agencies and CSOs to be involved and support the production and dissemination of the calendar.

Each year the titles and the contents of the calendar are different in terms of which laws and policies are included. The calendar is designed to connect to the development of sustainable livelihood for local people who are often affected by a variety of large projects related to land, forest and natural resources.

The overall objectives of the legal calendar are to:

- Participate in making awareness of published regulations and laws of the Lao PDR in the domain of land and natural resources management and some basic rights of the Lao citizens.
- Help reduce conflicts between local communities and foreign investors arising from land concessions, contract farming and other related issues.
- Promote legitimate rights of Lao citizens as provided by effective regulations and laws of the Lao PDR.

2. Objectives and specification of video

General objective is to explain/clarify the legal calendar 2023 breakdown in each title/page in the form of visual video and audio. This including its format, content and pictures to strengthen the use of calendar at local level by LIWG members and other stakeholders in participating in making awareness of published regulations and laws of the Lao PDR in the domain of land and natural resources management and some basic rights of the Lao citizens through the legal calendar 2023.

While the specific objective is as follows:

- Support the use of the legal calendar 2023 for awareness raising activities; Facilitate the dissemination of the LIWG legal calendar 2023 in a video and audio support during training, awareness raising sessions and via social media.

The consultant will produce a video focusing on explaining the meaning of the contents and pictures in each calendar title/page.

Specification of Video:

The overall film minutes for the video would be around 4 minutes for each title/page – in total of 6 titles. The consultant is expected to produce good qualified video in Lao to explain the meaning description of each calendar title/page, and the level to which it is considered easy to understand by local people to help make it useful in the members/partners' work activities e.g. calendar training. Therefore, there is a need for consultant to understand both the content and the illustrations of legal calendar 2023 in order to produce good quality video. General information of the legal calendar and its usefulness should mention at the beginning of the video.

After the final video production in Lao version, there are also interest to have the video in Khmu and Hmong languages. Please give us also the additional time and cost-quotation in term of the consultant continuing to convert/translate the video into in Khmu and Hmong languages.

Timeline and Duration:

Place of work: The consultant needs to travel to the LIWG office in Vientiane capital for several occasions to plan the videos, discuss the finalized video and as well joining the meetings with the Calendar Task Force (CTF).

The consultant shall produce a video in Lao language; this work is estimated to represent **xxx** full work days planned in **February - April** 2023. A first draft of a video product will be submitted, after an approval from LIWG committee/CTF of the final version in Lao language. A final version will be submitted **xxx** days after having received the LIWG steering committee's/CTF's comments. After the final video production in Lao version, possibly will follow by the converting/translating the video into in Khmu and Hmong languages.

Further Specification of the Video:

No.	Video	Content	Audience	Place of Video
1	LIWG legal calendar (~4 mins)	<ul style="list-style-type: none"> Discussion meeting with Calendar Task Force (CTF) members Discuss with LIWG secretariat 	Staff, trainees of the potential LIWG members during the event of providing training activities; and villagers, local gov. officers (optional).	Mainly Vientiane.

Main responsibilities of the Consultant:

Equipment

- All equipment that is needed for the video-making is in the responsibility of the consultant (i.e. cameras, microphones, cables etc.) and has to be included in the price of the quotation

Video Filming

- The consultant is responsible to attend all meetings concerning the video production with the CTF/LIWG team to discuss the production of the videos as well as to present the finalized videos and collect feedback from the team
- The consultant is responsible to develop the outlines of the videos, the angles how to film specific activities and for the overall planning of each video
- The consultant is responsible to develop draft scripts for the video, in consultation with the CTF/LIWG team that can then further developed with the feedback of the team

Video Cutting and Processing

- The consultant is responsible for all film material processing and video cutting
- The consultant is responsible for the Lao language spoken in the video

Output

The final video that have been approved by the CTF/LIWG in Lao Language.

3. Methodology and Framework

Methods:

Preparatory meetings as well as meeting to gather comments on the draft videos with the LIWG calendar task force members will be held in Vientiane Capital. Recording video or voice of LIWG/CTF members.

A detailed framework and methodology to video-recording is to be developed by the consultant at the design phase of the work mission in cooperation with the LIWG secretariat. The data should be collected and analyzed.

Output/deliverable	Time required (estimated)	Deadline
Preparatory work:	xxx days	... 2023

Introductory discussions with the LIWG Secretariat, review of documents, developing a plan for implementation, finalizing the plans together with the LIWG Secretariat.		
Conducting voice and video recording in Vientiane and in the fields	xxx days 2023
Submit the first draft video	xxx days	... 2023
Submit the final Lao video	xxx days	... 2023

4. Consultant

A Consultant will assign to carry out the mission. A gender balance should be respected where possible, but priority is placed on the consultant having sufficient knowledge and experience of the issues and of the working Laos context. Lots of experience of video producing with strong development skills are required.

5. Video Products

The responsibility for the contents of the final video product lies with the consultant for which its content will address the following aspects:

In brief (less than 1 minute):

- Introduce the legal calendar to the audience: made by whom and for whom
- Reflect good practice(s) of the use of the calendar (training, how is it use as an awareness raising tool at local level with villagers, local authorities, partners, staff etc...)
- Show and reflect the degree to which the role of calendar has been impacted out;

In more details/focus on:

- Explain the contents and calendar pictures page by page
- Its usage

Outline of Video product:

The video should last **about 4 minutes for each title/topic** and not exceed 5 minutes. The video should produce in Lao language. The video should contain the different elements mentioned below.

6. EXPRESSION OF INTEREST

Qualifications:

- At least 3 years experience in professional video production and processing
- More preferred for those who had degree in Film-making, media, media communication, communication or another relevant field

- Experience in developing videos for development projects and development partners and international partners, such as CSOs, NPAs, INGOs or UN organizations
- Experience in developing promotional videos for various partners
- Experience in developing teaching videos for several contents, an asset is teaching videos in the natural resources and environment or agricultural sector
- All needed equipment for the development of the requested videos is available to the applicant
- Experience in working in Lao PDR
- Ability to travel to the provinces for video-making
- Demonstrated ability to think, analyse and synthesize information, to plan and meet deadlines according to workplan and together with a team
- Excellent interpersonal and cross-cultural and communication skills
- Strong personal ethics
- Asset: Fluent Lao and English Speaking (working Knowledge will be both Lao and English)

If you are interested in carrying out this work, please send a Curriculum Vitae and a tender including the following elements:

1. A proposal (3 pages maximum) including the methodology proposed to comply with the requirements of the work.
2. Detailed agenda and timing plan for the implementation (based on the work plan).
3. Full budget presenting the costs for the video producing. The quotation needs to be in either USD or LAK. There are two possible ways to present a quotation: list all specific items, such as per diem, accommodation, transport, equipment, consultant days etc. or present a lumpsum quotation for a video production.
4. The Curriculum Vitae and the Tender have to be sent by email by the **23 Jan 2023** to the following address: asc@laolandinfo.org

Organisation:

Land Information Working Group
Ban PhonthanNeua, Saysettha District
Vientiane Capital
Lao PDR
Tel : 030 9815657

Contact Person:

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