



International
Labour
Organization

Terms of Reference

For the livestream, photo and video documentation of the launch of the first water system built under the ILO-Japan Water and Sanitation Project

Background

The COVID-19 pandemic has increased the need for safe and clean water to prevent infection, while making it more difficult for some remote and vulnerable communities to access supplies.

The International Labour Organization (ILO), with the support of the Government of Japan built a water system in South Upi, Maguindanao. This is in collaboration with the local government of South Upi, the Timanan Central Elementary School Parent-Teacher Association and the Ministry of Labor and Employment (MOLE). The partnership aims to improve water supply and sanitation services, provide decent work and contribute to peacebuilding.

The ILO-Japan Water and Sanitation Project will host the virtual launch of the first water system built on 9 November 2020 via Zoom. The local government together with partners and beneficiaries from the community have prepared a short programme for the launch along with their own video to tell their story and journey under the ILO-Japan Water and Sanitation Project.

The need to observe safety protocols and maintain physical distance due to COVID-19 are crucial during the virtual launch. This will not be possible if the local community will only use a default laptop camera or webcam. Moving from the water system, showing the community, partners, beneficiaries and the water tank are vital to provide a virtual tour and experience of the launch. More important to consider is the weak and limited internet connectivity in the area, which can affect the live feed and virtual launch.

The project will therefore engage the services of a professional multimedia production to provide livestream and webcasting with their own internet connection, as well as to document the launch through photos and videos with side interviews and testimonies of partners, workers and their families as beneficiaries who are present.

The launch will be held on Monday, 9 November 2020 at the Timanan Central Elementary School (TCES) in South Upi, Maguindanao.

Objectives

To provide livestream and webcasting services, to ensure full photo and video documentation of the launch, and to produce good quality photos and a fully edited high-definition video featuring highlights, interviews, testimonies and other key elements from the launch of the first water system based on the following objectives:

1. To create awareness the ILO-Japan Water and Sanitation Project, its pilot site and the importance of the first water system built at the Timanan Central Elementary School.
2. To develop better understanding and appreciation of promoting decent work, providing safe water and contributing to peacebuilding in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).
3. To build support for the ILO-Japan Water and Sanitation Project towards wider implementation among those joining the virtual launch, as well as to draw and document the commitment of local partners, beneficiaries, and nearby communities to sustain efforts and to maintain the first water system built.

Tasks

1. Provide livestreaming and webcasting with own internet connection.
2. Take good quality photos with detailed captions of the launch and the first water system built, highlighting its importance and impact to the community.
3. Produce a fully edited high-definition video featuring highlights, interviews, testimonies and other key elements from the launch using original music or full copyright/clearance obtained.

Deliverables

Livestream

1. Test and technical run via Zoom hosted by the ILO prior to the launch.
2. Livestream and webcast of the launch with own internet connection.
3. Film, stream and record the launch from the project site using professional audio and video equipment.

Video Documentation

1. Raw footage documenting the launch in full high-definition with a shot list.

FOLDER	FILE NAME	TIME CODE	SHOTS	TYPE OF SHOT	BRIEF DESCRIPTION
Rice field	MVI_0001	00:00-00:20	Rice field in Barangay Isidro	Establishing shot	Rice field with farmers harvesting rice. A carabao on the mud. Motorcycles passing. Rice field with sunny sky.

Rice field	MVI_0001	00:20-00:30	Children playing on the rice field in Barangay Isidro.	General view shot Close up shot	Five children playing on the rice field, laughing and running. A young boy smiles as he looks at the farmers harvesting rice.
Rice field	MVI_0002	00:00-00:20	Community leader visits the farmers' rice field in Barangay Isidro	Medium shot	Juan dela Cruz, a farmer and community leader meets fellow farmers harvesting rice.

- At least nine (9) short interviews and testimonies with translations in English consisting of a female worker, male worker, elderly woman, elderly man, teacher, PTA, student (if possible), BARM regional official and local government official on the impact and importance of the water system, and how it helped change lives of individuals and their community.

Note: Please ask and record full consent prior to the interview by asking the standard question: *“Do you agree to be interviewed by the ILO and grant the ILO permission to use this interview without limit and unconditionally in print or electronic format, including through ILO social media sites?”*

FOLDER	FILE NAME	TIME CODE	FULL TRANSCRIPT	ENGLISH TRANSLATION
Interview Juan dela Cruz	MVI_0001	00:00-00:20	(Get recorded consent)	(Get recorded consent)
Interview Juan dela Cruz	MVI_0001	00:20-00:28	Ako po ay si Juan dela Cruz, 35 ang edad at isang magsasaka.	I am Juan dela Cruz, 35 years old and I am a farmer.
Interview Juan dela Cruz	MVI_0001	00:28-00:40	Nagtatanim po ako ng palay. Meron din po akong tanim na gulay gaya ng kalabasa at ampalaya.	I plant rice. I also plant vegetables like squash and bitter gourd.

- Fully edited high-definition final video (maximum 3 minutes) featuring highlights, interviews, testimonies and other key elements from the launch using original music or full copyright/clearance obtained.

Photo Coverage

- At least 100 photos from the launch, minimum of 6 million pixels of landscape and portrait ensuring gender balance.

2. Selection of images for the website, social media and Flickr. Full consent will be part of the registration or attendance of the launch.
3. Detailed captions in Word or Excel based on the sample format below:

FILE NAME	PHOTOGRAPHER	DATE	LOCATION	CAPTION
DSC_0153	Marcel Crozet	18 Nov 2013	Iligan City, Philippines	People affected by Tropical Storm Washi (Sendong) acquired new skills in construction with the help of the ILO AusAid Emergency Employment Programme. Workers hired under the programme received wages and benefits like social security and health insurance.
DSC_0212	Marcel Crozet	18 Nov 2013	Iligan City, Philippines	Ruel Mahilac left his family to find a job in Marawi after Tropical Storm Washi (Sendong). Now 42-year old Ruel is back in his hometown as a construction worker. He acquired new skills in construction with the help of the ILO AusAid Emergency Employment Programme.
DSC_0925	Marcel Crozet	19 Nov 2013	Iligan City, Philippines	Merlyn Manos, 52-year old was among the farmers trained and hired to apply the Sloping Agricultural Land Technology (SALT). The ILO AusAid Emergency Employment Programme used SALT to rebuild farming communities after Tropical Storm Washi (Sendong). SALT helps increase productivity and prevents floods or damages to crops.

All files can be transferred wirelessly through Wetransfer.com or similar platforms or stored in two (2) external hard drives for submission to the project and the ILO Country Office for the Philippines.

Payment

First payment (40 per cent; not later than 4 November 2020): upon submission of work plan outlining detailed approach, shot list or production plan, budget and timeline

Second payment (30 per cent; not later than 10 November 2020): Upon the successful conduct of the following:

- Technical dry-run
- Livestream of the event
- Submission of raw photos and videos immediately after the event (same day)

Third and final payment (30 per cent): upon submission of all deliverables as stated, completed to the satisfaction of the ILO.

The payment is inclusive of professional fees, transportation costs and travel allowances, meals and provisions for any incidental expenses and other costs incurred during the period of the engagement and completion of all deliverables.