



TERMS OF REFERENCE

Consultancy services for documentation products for the Fair for All project

1. Background

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Our global confederation includes 21 member organizations working in 79 countries.

We have a vision of a just and sustainable world. A world where people and the planet are at the center of our economy. Where women and girls live free from violence and discrimination. Where the climate crisis is contained. And where governance systems are inclusive and allow for those in power to be held to account.

Oxfam in Vietnam believes that a reduction in poverty, injustice, and inequality will occur through the interaction between active citizens, accountable states and the private sector and that it is fundamental to Vietnam's development.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#).

Fair for All (F4A) is a global program funded by the Dutch Ministry of Foreign Affairs and dozens of partner organizations implemented from 1 January 2021 until 31 December 2025. The main purpose of the global program is to promote value chains and trade in 14 countries more inclusive and sustainable. To realize this objective, Oxfam in Vietnam collaborates with a diverse range of stakeholders, including social organizations, research institutes, private sector, and local and national government bodies.

The Fair for All project in Vietnam is in its final year of implementation. The project is looking for consultant(s) to conduct several documentation products including: **a collection of stories of change, photographs, and a documentary film** in the project's area (Quang Tri, Lao Cai, Thai Nguyen provinces) to introduce best practices of community-led change process in sustainable livelihood and green agriculture.

2. Objective

These documentation products aim to demonstrate evidence of change and inspire the replication of best practices.

Target audience:

- Primary audience: Community people, commune and provincial authorities, social organizations.
- Secondary audience: Central level government agencies, international development organizations, the media, donors, and general public.

3. Scope of Work

The consultants will review F4A project's reports, research, and other project materials; work closely with Oxfam team; travel to Quang Tri, Lao Cai, Thai Nguyen provinces to meet and interview community members and project partners to product the following products:

1. 08 – 10 stories (1000-1500 words each)
2. At least 400 good quality and well-purposed photos
3. A draft of a book using the collected stories, illustrated with photos
4. A documentary film (10-12 minutes)

Specification of products:

Product	Quantity	Specification
1. Stories of change/ Best practice	08-10	<p>Present best practices of community-led change process in sustainable livelihood and green agriculture in 03 project provinces.</p> <p>Human interest stories.</p>
2. Photos	At least 400	<ul style="list-style-type: none">• Photos illustrating for human stories, community life, and thematic contexts from the project's areas (Quang Tri, Lao Cai, Thai Nguyen provinces):<ul style="list-style-type: none">○ illustrate best practices of community-led change process in sustainable livelihood and green agriculture through daily life stories○ portray community members and project partners in the project's activities○ capture community landscape and community life○ illustrate thematic findings and recommendations from the F4D's research on circular-economy initiatives and impacts of extractive industry.• Each must be at least 3MB in size, with a resolution of 300 dpi, and a minimum dimension of 3,000

		<p>pixels in width for landscape photos or 3,000 pixels in height for portrait photos.</p> <ul style="list-style-type: none"> Portrait photos must include captions with the following details: name of the subject, location, and activity with the subject's consent.
3. Draft of storybook	01	<p>Curate the collected stories into a story photobook to present best practices of community-led change process in sustainable livelihood and green agriculture in 03 project provinces.</p> <p>Combine narrative text with high-quality photographs to illustrate impact and personal experiences.</p> <p>Graphic design layout is not required.</p>
4. A documentary film	01	<p>Format:</p> <ul style="list-style-type: none"> Length: 10-12 minutes (short documentary format) Style: Documentary with a mix of interviews, voice-over narration, ambient sounds, b-roll footages Tone: Inspirational, authentic, and community-centered Language: 01 English voice over, 01 Vietnamese voice over Resolution: Full HD or 4K <p>Production requirements:</p> <ul style="list-style-type: none"> On-site filming in 02 provinces Interviews with key stakeholders and community people Professional sound recording and lighting <p>Final deliverables:</p> <ul style="list-style-type: none"> A full-length film (10–12 min) (01 version with English voice over, 01 version with Vietnamese voice over) A short teaser (1-1.5 min) for social media Still images extracted for use in reports and photobooks All original footages captured during production

4. Timeline

Deliverable	Timeline
A workplan finalized	31 October 2025
Field trips	1 – 12 November
First batch of photos (raw)	17 November
Final batch of photos	20 November
First draft of the photobook	24 November
Final draft of the photobook	28 November
First version of the film	19 November
Final film and other related products	30 November

5. Qualifications

- Minimum 5 years of experience in the relevant areas of expertise (i.e. development communication, journalism, storytelling, professional photography, documentary film in the context of community development, agriculture, or environmental sustainability).
- Proven experience in writing human-interest stories or case studies, especially in rural or marginalized communities.
- Proven track record of producing high-quality documentary films or visual stories for NGOs, international organizations, or community-based projects.
- Proven experience in photo documenting community life, human-interest stories, and landscapes.
- Experience working with INGOs, development agencies, or community-based organizations.
- Strong content development skills in English and/or Vietnamese, with the ability to produce engaging, accurate, high quality content products.
- Good time management and organizational skills to meet deadlines and deliver a large volume of products.
- Ability to conduct field interviews, gather qualitative data, and synthesize information into compelling narratives.
- Basic understanding of green agriculture, sustainable livelihoods, and community-led development approaches.
- Good understanding of Vietnam's socio-economic and cultural context, especially in rural areas.
- Knowledge of stakeholder engagement and how to tailor content for different audiences (community, government, donors, media).
- Awareness of ethical considerations in storytelling, photography, and filming including informed consent and respectful representation.

- A degree in communications, journalism, development studies, and social sciences is an asset.

6. How to apply

Interested consultants may apply for all four products or select only the products of interest.

Application should include technical and financial proposals in English, including:

- **Curriculum Vitae (CV) of the team** highlighting relevant experience.
- **A brief technical proposal** outlining the content, implementation plan, methodology, and examples of similar work previously conducted.
- **A proposed budget plan**, including consultancy fees, travel expenses, and any other costs required to complete the assignment, inclusive of personal income tax.

The proposal should be submitted by e-mail: hr.vietnam@oxfam.org.

Deadline for submission of application: 15 October 2025

Please note, only short-listed candidates will be notified for interview. Thank you!