

## SHORT FILM PRODUCTION

### *“Community Forest Management and Livelihood Improvement Project”*

Co-funded by European Commission, Implemented by Mlup Baitong Organization

Grant contract number: DCI-NSAPVD/2012/298-498

## TERMS OF REFERENCE

Title : Film maker

Filming topic: *The importance of the Community Forestry Management Plan (CFMP) development process (សារៈប្រយោជន៍នៃការរៀបចំផែនការគ្រប់គ្រងសហគមន៍ព្រៃឈើ)*

Contract type: Individual Contract

Duration : *Start in October and complete by end of November 2017*

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### 1. BACKGROUND

#### 1.1. Implementing Agency

**Mlup Baitong**, literally translated as “green shade”, is a Cambodian non-governmental organization (NGO). Mlup Baitong started its operation in the Kingdom of Cambodia in 1998 aiming to collaborate with the royal government of Cambodia and other development partners in addressing environmental issues and supporting environmental sector by focusing on public education about environment, natural resource conservation, and livelihood improvement. In August of 2003, Mlup Baitong was conferred official recognition by the Ministry of Interior as a Cambodian nongovernmental organization headed a Cambodian Executive Director.

Mlup Baitong is inviting bids from production houses and individuals for the production of a film with the topic “The importance of the Community Forestry Management Plan (CFMP) development process” for Mlup Baitong.

#### 1.2. Assignment Objectives:

Production of a maximum 10 minute film which showcases the [development of a Community Forestry Management Plan \(CFMP\)](#) at **O Soam Community Forestry, Salavisay commune, Prasat Balang district, Kampong Thom province**. This community is one of the 63 target communities that Mlup Baitong’s project “Community Forest Management and Livelihood Improvement” supported during its implementing period 2013-2017. The below overall project description gives an overview over said project.

#### 1.3. Overall Project Description

**Project Title:** Community Forest Management and Livelihood Improvement

**Project Location:** Cambodia, Kampong Speu Province, Kampong Thom Province, Siem Reap Province, and Stung Treng Province, multiple communes.

**Project Duration:** 1<sup>st</sup> January, 2013 to 31<sup>st</sup> December 2017

**Overall objective:** To contribute to sustainable natural resource management and poverty alleviation in Cambodia through right-based empowerment.

**Specific objective:** Empowered communities exerting their land rights, managing their natural resources sustainably and obtaining improved livelihoods.

**Project Direct Beneficiaries:** Rural communities whose livelihoods rely on forest and natural resources: Approximately 355 members of Community Forestry Management Committees (CFMCs) and 27,900 household-members of 53 Community Forestry (CF) sites; 3,000 members of 204 Self Help Groups (SHG);

**Project Final Beneficiaries:** All community members who join the Community Forest Management and Livelihood Improvement project and forest- dependent families who have accessed to forest resources, local authorities, community leaders and other communities engaged in land negotiations with local authorities or attempting to implement locally led livelihood improvement schemes (an estimated 75,000 community members).

A logical framework matrix of the project, which is a guide for design of the evaluation methodology and consultation fee estimation, is available at Mlup Baitong Head Office.

## **2. FILM DESCRIPTION**

### **2.1. Scope**

Under the overall guidance and supervision of Mlup Baitong the film production house or individual will be responsible for the following:

- Ensure delivery of all end filming products that meet the deadlines as specified below
- Ensure delivery of all footage obtained for production
- Copyright of all footage filmed
- Ability to travel to the community in Kampong Thom province
- Ensure pre-production filming and post production at the highest quality
- Contact people on location and ensure their availability and willingness for filming
- Coordinate the filming and interviews
- Conduct interviews with selected people including Government Officials, Mlup Baitong's Executive Director and staff members, local authorities, community members and relevant stakeholders.
- Liaise with Mlup Baitong on production schedule, filming, filming format and location access.
- Produce video clip conversation in Khmer and subtitles in English

### **2.2. Deliverables**

- A work plan and a story board based on inputs from Mlup Baitong
- Unedited rough version upon which Mlup Baitong will provide initial feedback
- First and second edited version of film upon which Mlup Baitong will provide feedback
- Delivery of all footage filmed for the production on soft copy
- Final [full HD video](#) version of [5 DVDs](#)

**Mlup Baitong retains full rights of all footage filmed for the production.**

### **2.3. Duration of Assignment**

The duration is expected to start in October 2017 and [deliver the filming video production by 30<sup>th</sup> November 2017.](#)

### **2.4. Fee proposal**

The fee for this filming must be estimated and proposed by applicants and bidding will be conducted among shortlisted applicants.

### **2.5. Expertise and Qualifications**

The production house or individual contractor should have the following knowledge and experience:

- Have extensive experience in producing news and documentary films.
- Able to produce high quality broadcast video.
- At least 2 years of experience of proven technical experience for the cameramen/ editors involved in the production.

## **3. REQUIREMENTS**

- Broadcast quality full HD video
- Professional sound recording
- HD DVDs as final products

## **4. EXPRESSION OF INTEREST**

Interested applicants (production houses or individual contractors) should tender a bidding proposal clearly highlighting the qualification of the bidder, their understanding of the task, [a tentative work plan and a detailed financial breakdown of the film production fee](#) including the [withholding tax \(15%\) of the service fee](#) to the following contact person no later than 5:00 pm of **Thursday, October 12<sup>th</sup> 2017.**

Contact Person's Name: [Ms. Huot Sylvie](#)

Address: #194, St. 371, Boeung Tompun, Mean Chey, Phnom Penh, Cambodia

M/P: (855)-12-419-877; (855)-12-413-857

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