



TERMS OF REFERENCE

Multi-media (Photo and Video) Documenter

BACKGROUND

The Strengthening Agri-fishery Enterprise through Women and Youth Empowerment Inclusive Business and Climate Resilience (WEE-SAFE) Project is funded by the European Union through the Bangsamoro Agri-Enterprise Program and implemented by SIAD Initiatives in Mindanao–Convergence for Asset Reform and Regional Development (SIMCARRD), Kasanyangan Center for Community Development and Microfinance, Inc. (KCCDMFI), Oxfam Pilipinas, and Oxfam Belgique in Basilan, Sulu, and Tawi-Tawi.

The project promotes economic empowerment for women, youth, and Indigenous people through the development of agri-fishery enterprises using inclusive business models and social entrepreneurship. This work is especially critical in BaSulTa, a resource-rich but economically marginalized region. While farming and fisheries remain the backbone of livelihoods, production is undermined by limited access to technology and financing, weak integration into Halal value chains, destructive fishing practices, and conflict-driven displacements.

BARM records the country's highest poverty incidence (55.9%, PSA 2022), with farmers and fisherfolk among the hardest hit. For women, youth, and indigenous peoples, poverty and exclusion are even more acute, leaving them with fewer opportunities to break the cycle of vulnerability. By addressing these systemic barriers, the project provides pathways for inclusive enterprise growth and more resilient communities.

PURPOSE AND SPECIFIC OBJECTIVES

The consultant/creative team is expected to produce compelling photo and video documentation that capture the technical support provided by the implementers and the stories of change among stakeholders of the WEE-SAFE project.

DELIVERABLES

The consultant is expected to provide the following services during his/her consultancy period:

1. Produce compelling photos and video documentation (with English subtitles) of the WEE-SAFE project with travels in project areas in BaSulTa.
2. Produce and edit **video stories** with transcript about the project implementation and milestones to be used in various media platforms and submitted to donors.
 - a. Submissions include:
 - i. One (1) long-form video story (at least 5 mins long)
 - ii. Accompanying one (1) 45-second to 1-minute cutdown/ teaser version for social media
 - iii. Three short-form videos (1-2 mins each) covering proposed theme
 - b. The material should cover compelling and comprehensive narrative presentation of the support provided by implementers, best practices by the local government because of the intervention, and stories of change from project stakeholders. The videos should cover balanced and equitable representation of key stakeholders (women, youth, indigenous people) and project areas in BaSulTa.
 - c. Includes **raw footage** of the both stakeholders and implementers, with transcripts of the interviews provided in English or Filipino (if done in another language.),

- along with at least fifteen (15) minutes total of “b-roll” footage to help create impactful videos.
- d. Must have sign language interpretation
 3. Provide at least thirty (30) high-quality images in JPEG format that convey the story of the project and highlight how the program leverages local capacity and addresses the needs of women and girls, youth, and indigenous people. Technical specifications include:
 - a. Resolution: 4000 × 3000 px (12 MP)
 - b. File format: JPEG (high quality, minimal compression)
 - c. File size: Target 3–6 MB per image
 - d. Captions: Each photo must be accompanied by a short caption
 4. Produce and submit an impact story briefer / photobooklet (digital + printable PDF) covering photo essays about the project, with infographics and quotes/testimonies from stakeholders and implementers. Technical specifications include:
 - a. File format: PDF (digital interactive version + print-ready version)
 - b. Page size: A4 (210 × 297 mm) or Letter (8.5 × 11 in)
 - c. Resolution: 300 dpi (print) / 150 dpi (digital)
 - d. Length: 32 pages (can expand depending on story count)
 5. Ensure that all visible persons in the photos and videos have prior and informed consent and have signed the Global Consent Form indicating their understanding of the purpose of the work.
 6. Ensure proper archiving of original and final photo/video materials gathered, and provide a hard drive (2TB) for media storage and log notes documenting records of all interviews conducted during the engagement;
 7. Manage the documentation and submission to the Finance team of any invoice forms, vouchers, receipts, expense sheets, and analogous documents in relation to reporting or any other reasonable documentation needed for proper billing.

METHODOLOGY

A. Methodology

Ways of Working. To be successful in this role, the Photo and Video Documenter will lead the production of high-quality photos and audio-visual products, in close coordination with the Communications Officer and Program Team. The Policy Advocacy and Communications Manager shall supervise and oversee the consultancy engagement, and provide additional guidance as needed.

Commitment to Feminist Communications Principles. Gender is at the heart and start of all that we do. The consultant will be accountable for their commitments to integrate feminist principles in all stages of content creation. It isn't just about including women and girls: it's about ensuring that women and men's specific needs and experiences are understood and accounted for. Please see [Oxfam's Guide to Feminist Influencing](#) for additional reference.

B. Oxfam Branding Guidance Notes

All content are made to support Oxfam Philippines' work and must follow the [Ethical Content Guidelines](#). All media products should be accompanied by the [Global Consent Form](#). Please see Global Branding Guidelines which can be viewed [here](#) for additional reference.

Our beliefs	We believe in helping people cope with poverty and disaster, but for future generations, we know that's not enough. We believe that poverty in its many forms can only be defeated if we all work together to fight its causes wherever they exist. We believe to achieve this lasting change, influencing the powerful is just as important as planting seeds or drilling wells.
Our purpose	We exist to end poverty by helping people fight it today and root out its causes for tomorrow.
Our DNA	Now and Forever
Our call to action	Let's fight poverty now and beat it for good.
Our sign off	We won't live with poverty.
THE HERO'S JOURNEY	(1) DESCRIBE each stage of their experience, and how they (2) FEEL about each stage. At the end there is an opportunity to (3) REFLECT on the journey and an opportunity to share what they have learnt.

TIMELINE

Milestone	Date
Mobilization & Pre-Production Kickoff <ul style="list-style-type: none"> Kickoff meeting: align on story angles, outputs, deadlines. Develop production schedule & shot lists Prepare logistics for travel 	Oct 13-17, 2025
Field Documentation (Production Phase 1)	Oct 20 – 31, 2025
Submission first draft of collaterals <ul style="list-style-type: none"> First cut of both long-form and short-form videos (preview version for Learning Exchange). Story drafts for briefer ready for editing 	First set: October 31, 2025 Second set: November 14, 2025
Review and Revision	Nov 14 – Nov 28, 2025
Submission of final draft of collaterals	Dec 1 – Dec 5, 2025
Submission of invoice	Dec 19, 2025

QUALIFICATIONS

- Strong professional background in photography, videography and video editing is crucial.
- Demonstrated experience in producing high quality multimedia products (AVPs, infographics, brochures, leaflets, etc.). Must provide link to portfolio.

- Demonstrated experience in feminist communications principles and designing within branding guidelines and working with set creative concepts
- Proficient in using professional photo and video editing software. Advanced skills in software such as Adobe Premiere Pro, Adobe Lightroom, Adobe Photoshop, or any similar software.
- Understanding and proven experience with the production workflow for videos and print production settings for photos.
- Previous work experience with other international non-government organizations is desirable.
- Good knowledge of multicultural aspects in the Philippines, cultural nuances, gender and crosscutting issues.
- Available to travel to project areas within the specified time.
- Familiarity with Oxfam's mission and work in the Philippines and globally, is an advantage.

HOW TO APPLY

To apply, please submit the following documents no later than **October 17, 2025**:

- Curriculum vitae stating proponent's relevant skills and experience to undertake the task.
- Sample portfolio of recent work
- Letter of intent stating the proponent's availability and capacity to deliver the scope of work within the specified timeframe
- Financial proposal, including operational and travel costs

COMMISSIONING MANAGER

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