

Term of Reference (ToR)

Consultancy Opportunity to Produce a Project Documentary Video

Project: Advancing Early Warning System in Cambodia

I. Introduction

Cambodia is highly vulnerable to climate change, facing severe monsoon flooding along the Mekong River, where 80% of the population resides, and coastal erosion. Conversely, erratic rainfall and poor water management cause frequent droughts, which severely threaten food security. Notably, droughts between 2015 and 2019 affected 1 million hectares of rice fields, causing \$100 million in damage. Cambodia's weak infrastructure and limited adaptive capacity further compound these climate risks.

While Early Warning Systems (EWS) exist, they face critical operational bottlenecks:

- **Accessibility Gaps:** Current messaging is not widespread enough and fails to reach vulnerable populations, particularly those with low literacy. Local leaders also lack the tools to track user registration and community readiness.
- **Data Bottlenecks:** The government's response database, Platform for Real-time Impact and Situation Monitoring (PRISM), is poorly understood at the sub-national level and relies on slow, retrospective data collection that only records disasters after they occur.

To bridge these gaps, ActionAid Cambodia implemented the “Advancing Early Warning System in Cambodia” project across 11 disaster-prone provinces.

In coordination with relevant government ministries, the project integrates EWS 1294 with water sensors and Ground Water Level Monitors (GWLMs). This setup complements the PRISM database by providing real-time, proactive data prior to disasters, triggering accessible, lifesaving alerts for high-risk communities.

II. Specific Objective

The primary objective is to produce a high-quality video documentary that:

- Showcases the impact and outcomes of the EWS-GSMA project.
- Highlights the perspectives and commitment of key community stakeholders, local authorities, and partners on EWS including way forward for sustainability
- Serves as a communication, awareness raising, and advocacy tool for future project sustainability.

III. Expected Outcome

Video Documentary: Production of a professional video documentary showcasing key project achievements, successful interventions, and stakeholder testimonials. The video must capture essential lessons learned and challenges encountered by both the communities and project stakeholders over the implementation period.

IV. Scope of work

The selected consultant will work in close consultation with the AAC Team to execute the following:

- **Pre-Production:** Develop a comprehensive concept, script, and field shooting schedule.
- **Field Production:** Travel to target areas to capture high-quality video footage, b-roll, and conduct interviews in **Phnom Penh** and the **2 target provinces: Kratie and Stung Treng**.
- **Post-Production:** High-quality, video editing, audio mixing, voiceover (if required), and the addition of clear English and Khmer subtitles.
- **Safeguarding Compliance:** Ensure all video interviews strictly follow ActionAid Guidelines and informed consent processes. *Note: No children under the age of 18 are to be interviewed or photographed. Ensure women participants are explicitly made aware of the SHEA (Sexual Harassment, Exploitation, and Abuse) and Safeguarding policy, as well as the complaint response mechanism.*

V. Deliverables and Timeframe

The consultancy assignment is scheduled from August 3 to August 28, 2026. The timeline breakdown is structured as follows:

No.	Key Tasks & Milestones	#days	Expected Timeline
1	Kick-off briefing with AAC project team to align expectations and review guidelines.	0.5	August 3, 2026
2	Prepared and submit for approval of the detailed story flow, concept script, and field production schedule.	2	August 7, 2026
3	Fieldwork deployment: Video capture and interviews across Phnom Penh and target provinces: Kratie and Stung Treng.	5	August 17-21, 2026
4	Edition and Submission of the First Draft of the documentary video for AAC internal review and feedback	3	August 25, 2026
5	Submission of the Finalized Video Document with synchronized English/Khmer subtitles and accompanying high-resolution package including the raw footages.	1	August 28, 2026
Total		11.5 days	

VI. Format of Video

- **Technical Quality:** All video assets must be delivered in Full HD or 4K resolution.
- **Duration:** 10 minutes
- **Selection Process:** The selection process for and key stakeholders to be interviewed during field visits will be collaboratively determined between the consultant and ActionAid Cambodia team.

VII. Budget Approximately

The maximum budget for this comprehensive consultancy is USD **3,300** (inclusive of all applicable taxes).

The consultant is required to submit a detailed financial breakdown as part of their proposal, clearly outlining the costs covered under the consultancy budget.

Payment term:

- 1st Installment (30%): Upon submission and approval of the finalized script and detailed shooting schedule.
- 2nd Installment (40%): Upon completion of the fieldwork for the documentary video and submission of the first draft of the video.
- 3rd Installment (30%): Upon submission and approval of the finalized documentary video.

VIII. Consultant Qualification

Qualification or specialized knowledge/ Experience Required

- Bachelor's Degree and above, or certificate in a relevant field such as videography, communications, journalism, marketing, advertisement, filmmaking, etc.
- Demonstrates experience in video development
- Strong storytelling skills
- Fluency in Khmer and English
- Ability to be flexible and work responsively
- **Compliance Checks:** The selected consultant team/ individual must undergo background and reference, in strict adherence to ActionAid's safeguarding policies.

IX. Application and Submission

Interest applicants are required to submit following information:

- Consultant individual/team profile (CVs)
- Technical and financial proposal
- Portfolio /Previous works relevant to the assignment

Submission email: Cambodia.job@actionaid.org

Email subject line: Video Documentary consultant - Advancing EWS

Application deadline: *July 26, 2026*

For further information, please contact the focal person for this assignment/ consultancy:

- Mr. Lundi Vieng, Senior Programme Officer, Email: Lundi.Vieng@actionaid.org
- Ms. Duong Sovathana, Communication Officer, Email: Sovathana.duong@actionaid.org

ActionAid Cambodia provides equal opportunities for everyone regardless of their background. We value diversity and welcome applications from all sections of the community. AAC has zero tolerance toward all forms of sexual harassment, exploitation, and abuse. We adhere strictly to our Code of Conduct and Safeguarding policies. A thorough background check will be conducted on the selected candidate.