

## TERMS OF REFERENCE

### Consultancy: Produce a series of short videos to promote early learning

<b>Assignment Title:</b>	Produce a series of short videos to promote early learning
<b>Thematic of focus:</b>	Education, Early Childhood Care and Development
<b>Assignment Location:</b>	Phnom Penh and provinces
<b>Reporting to:</b>	Say Sokpheap, Communications Manager and Khoy Rany, Senior ECCD Advisor
<b>Assignment Duration:</b>	From 22 <sup>nd</sup> October to 17 <sup>th</sup> December 2018

#### 1. Background

With funds raised through the generous efforts of Prudential employees participating in Prudential RideLondon, First Read Cambodia is seeking a qualified firm to produce a series of videos to promote early learning in Cambodia, especially remote and hard to reach areas. The consultant will work closely with Save the Children team and Prudential Cambodia company to identify the best way to promote the importance of holistic ECCD.

The assignment will be carried out in three project target provinces (Prey Veng, Kampong Cham, and Kratie) and Phnom Penh.

#### 2. Objective

The overall scope of assignment is to produce a series of videos to promote early learning in Cambodia, especially remote and hard to reach areas.

#### 3. Timeline: 22<sup>nd</sup> October to 21<sup>st</sup> December 2018.

- The exact number of days and calendar will be further discussed and agreed prior to contract signing; a detailed work plan will be required within 3 days of contract start date.

#### 4. Scope of Work and Deliverables

The consultant will deliver on the following:

- a. A detailed work plan will be required within 3 days of contract start date, and a plan on assignment completed
- b. Conduct an internal literature review and meeting with relevant project staff to orient about project impact/lesson learnt
- c. Develop and submit story ideas
- d. Develop and Submit video script and storyboard after approval of story ideas
- e. Conduct Filming and interview at field
- f. Submit the first draft of video
- g. Submit the second draft after feedback
- h. Submit the final products (Khmer with English subtitle) after feedback
  1. Two short videos demonstrating key activities that we are promoting to caregivers to be used by supervisors when providing ongoing coaching and