

## TERMS OF REFERENCE

### Production of a video clip on the occasion of the 10<sup>th</sup> anniversary of Hanns Seidel Foundation's Representative Office in Hanoi

#### 1. BACKGROUND

The Hanns Seidel Foundation is a political foundation with its headquarters in Munich (Germany). **“In the service of democracy, peace and development”** – this motto is present in the work and mission of the Hanns Seidel Foundation. This motto applies both to its activities in Germany and abroad. Since 1995, HSF has supported the integration of Vietnam into the global political spectrum and the ASEAN-Community. For as much as the establishment of a representative office in 2011, HSF has focused its work in Vietnam on social and environmental policies for sustainable development.

Our 10<sup>th</sup> Anniversary in 2021 of the Vietnam office will be an important milestone, a time for reflection on our key achievements and activities as well as a chance to highlight the partnership with our partners thorough the years. Therefore, HSF Vietnam is seeking for a media company to produce video to celebrate this Anniversary.

#### 2. DELIVERABLES

The selected media company will provide:

- A 5-minute video clip, (i) 01 version with Vietnamese voice-over and British English subtitle, and (ii) 01 version with British English voice-over and German subtitle (Translation will be given by HSF).
- All raw video footages

The content of the videos should be focusing on:

- Project highlights since the Vietnam office's establishment
- Key achievements of HSF Vietnam
- Interviews with partners
- Orientation for the coming period

The clip shall use a simple and understandable language to ensure the dissemination of information to the wider public. The video clip will be used for national and international audiences.

### 3. SCOPE OF WORK

The selected Media company will work closely with HSF staff, to:

- Develop content and the script of the video clip;
- Collect data, images, and design infographics (if any) for the clip. All footages in the video clip shall be original, including interviews with HSF and our key partner organizations in different locations in Hanoi. HSF will arrange appointments with interview partners in Hanoi and provide pre-recorded interviews conducted outside of Vietnam.
- The selected company should be responsible for the accuracy of the data and the intellectual property of the image and soundtrack used in the clip.

### 4. TIMELINE

No.	Task	Deadline
1.	Have the final script for the video clip	15.11.2021
3.	A demo version of the clip, with Vietnamese voice-over and background music	30.11.2021
4.	Final version of the clip, with Vietnamese voice-over and English subtitle	06.12.2021
5.	Final version of the clip, with English voice-over and German subtitle	03.01.2022

## 5. QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Experience working in television, media.
- Experience in producing clips with similar contents.

## 6. APPLICATION FORMAT

Documents to be submitted are:

- a. Cover letter indicating the motivation and suitability for this assignment (max. 1 page),
- b. Technical approach that includes a suggested fixed-price proposal (in Excel form),
- c. Short Profile/CV including links to 02 sample products with similar contents
- d. Language: English.
- e. Format: one single PDF file

Interested individuals or teams are requested to send the application documents to Mr. Le Anh Vu ([Vu-L@hss.de](mailto:Vu-L@hss.de)) and clearly indicate the subject of the application: **“HSF -10<sup>th</sup> Anniversary video production”**. Please also direct potential questions to the email address above.

Deadline for submission is **27<sup>th</sup> September 2021** at 24:00 Hanoi time.