

Terms of Reference

Emergency Response Fund Project – Case story trip for video production

1. About Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 85 years and are now active in more than 80 countries. We won't stop until we are all equal.

2. Project Background

Since renewed fighting along the Thai–Cambodian border in December 2025, over 261,000 people have been displaced across five eastern and northeastern provinces in Thailand, with children and youth facing heightened psychosocial distress and disrupted education. With support from APAC's Children in Crisis Fund. Plan International Thailand, through partner with Tthe Matches Group, delivered emergency assistance in late 2025, including relief kits and structured psychosocial support activities in evacuation centres and schools in Buri Ram province. As families transition back to their communities, this follow-up intervention builds on established systems and trained facilitators to support early recovery and prevent long-term psychosocial harm among children through safe, non-clinical, and community-based approaches.

3. Purpose

- 1) To produce a concise case story video that clearly demonstrates Plan International Thailand's role, approach, and added value in ERF-supported emergency response and psychosocial support interventions.
- 2) To develop a concise communication product for donor briefings and strategic engagement, supporting the Country Office's positioning and resource mobilisation efforts.

4. Methods for Data Collection

- **Photo shoot:** For report and media bank
- **Video record:** There will be a video shoot to clearly demonstrates Plan International Thailand's role, approach, and added value in ERF-supported emergency response and psychosocial support interventions.

The following is the storyboard outline:

| Frame | Tentative storyline | Image |
|-------|---|--|
| 1 | The video opens by introducing on young person in Thai-Cambodia bordertown whose lives become the emotional anchor of the story. Through their voices, we are taken back to their lives before the war, their everyday routines, family dynamics, hopes, and dreams | Student at home/school at home or school/ showing image of house before clashes |
| 2 | As the story unfolds, scenes shift, contrasting sharply with what came after. Their personal accounts reveal how the war disrupted their sense of safety, education, and future. we hear directly from the young person about what they have experienced: displacement, loss, fear, and the struggle to adapt to a new reality. Their family members add another layer to the narrative, reflecting on how the conflict has affected the household, physically and emotionally. | Student at home/school/ contrasting of exterior of their home before and after clashes |
| 3 | The focus then shifts to the present, following the Match Group as they conduct their work on the ground. Through observational footage of their activities and interviews with the team, the film shows how and why they provide support, and what their intervention means in this context. | Match Group intervention, leading psychosocial activities with the young person and other students |
| 4 | A teacher is interviewed to offer an outside perspective on the young person's situation, their wellbeing, learning, and behavior before and after receiving support, helping to situate the story within a broader community and educational setting. | Teacher at school, overseeing and facilitating the activities |
| 5 | The narrative then returns to the young person and their family to explore what has changed since the Match Group's involvement. Through their reflections, we see signs of recovery, resilience, or ongoing challenges, highlighting both the impact of the assistance and the complexity of rebuilding lives after conflict. | Student at school or at home |
| 6 | The film closes by centering the young person's voice once more, allowing them to reflect on their journey, their present, and their hopes for the future, with final thoughts from their family that ground the story in collective experience rather than individual struggle alone. | Student interview at school |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 12 | | |

5. Key Deliverables

| Deliverable | Format | Length | Due | Detail |
|---|-----------------------|-----------|-------------------------------|-----------------------------------|
| Storyboard and Press trip work plan | MS Word | N/A | Late February | Include timeline/ methods/ tools/ |
| Footage of all video records and all photos shot. | Video and photo files | N/A | 2nd week of March | N/A |
| ERF Project – Video Presentation (Final Version) | Video | X minutes | 2 nd week of April | As proposed in the storyboard |

| | | | | |
|--|-----------------|-----------|-------------------------------|-------------------------------|
| Video Presentation (Version 2) (Final Version) | Video | 1 minutes | 3 rd week of April | As proposed in the storyboard |
| Upload all video and photos into Plan International Thailand 's media bank | Video and photo | N/A | 1st week of May | N/A |

6. Timeline

| Activity | Time | Days of Work | Responsible | Individuals Involved |
|--|------|--------------|---|--|
| Creation of storyboard and press trip plan | XX | 7 days | Communication Specialists | Communication Specialists and MERL Teams |
| Photographer Recruitment | XX | 5 Days | Communication Specialists | Communication Specialists and Project Teams |
| Video and Photo shooting | XX | 3 days | Photographer team, Communication Specialist | Photographer team, Communication Specialist |
| Submission of First Draft of Video and all footage - provide feedbacks | XX | 20 days | Photographer team | Communication Specialists and MERL Teams |
| Submission of Second Draft of Video and provide feedbacks | XX | 7 days | Photographer team | Communication Specialists and MERL Teams |
| Submission of Final Version | XX | 17 days | Photographer team | Communication Specialists and MERL Teams Grant |

7. Qualification of Photographer

- At least 5 years of experience in photography and creating videos for training activities or events.
- Technical skills related to photography, video recording, and editing.
- Possession of sufficient equipment for photography, recording, and editing videos to meet the objectives.
- Creative thinking in content presentation and the ability to effectively communicate knowledge captured during activities into video media.

8. Budget Total of 180,000 THB

| No. | Budget Items | Budget description | Cost (THB) | WBS |
|--------------------------|---|--|----------------|-----------|
| Photographer Team | | | | |
| 1 | Production of Match Group Project Video | <ul style="list-style-type: none"> - Three days of video shooting in Buri Ram from March , 2026 - Editing of a X-minute video - Editing of a X-minute video - Subtitle for both videos | | PRJTH5089 |
| 2 | Travel and accommodation expenses for media team (flat-rate payment to photographer team) | <ul style="list-style-type: none"> - Travel cost for Photographer team members (X persons) - Accommodations for three nights (X persons) | | PRJTH5089 |
| Grand Total | | | 180,000 | |

Payment term: Instalment 1: 80,000 THB within 7 days after signing the contract.

Instalment 2: 100,000 THB upon delivery of the work.

- **Schedule for video shoot trip activities (TBC after the consultant is recruited)**

| Date | Time | Activities (Video/Photo shooting) | Venue |
|---------------|------------|---|---------------------|
| March X, 2026 | 9:00-16:00 | Match Group intervention/activity <ul style="list-style-type: none"> • Interview of young person • Interview of teacher • Interview of Match Group | School |
| | 9:00-16:00 | Young person's home life: | Young person's home |

| | | | |
|------------------|--|--|--|
| March X, 2026 | | <ul style="list-style-type: none"> • Interview young person • Interview of parents/guardians | |
| | | | |
| March X, 2026 | | Extra shots if needed | |
| | | | |

12. How to apply?

We invite interested consultants to submit the following application documents:

- Submit a proposal and a cover letter to Thailand.procurement@plan-international.org referencing “**Emergency Response Fund Project – Case story trip for video production.**” by **February 18, 2026**
- The proposal should include the following information:
 - CVs of team members with relevant qualifications and experience;
 - A story line your approach, availability;
 - Detailed budget for completing the assignment with team members’ daily professional fee rate;
 - 1–2 samples of similar work
- The selection of consultants will be done through proposal reviews and candidate interviews. Only the proposals with supportive information mentioned above will be reviewed.
- Interested candidates may request a virtual meeting with the Plan International Thailand technical team to acquire additional information prior to the proposal submission.
- For more information, please call Mr. Preedee Ittipong at Tel. 2 259 8284-5.
- Only short-listed candidates will be contacted.