

Terms of Reference | Photo and Video Production Save the Children Thailand at BKKCAW 2025

1. Overview

Save the Children Thailand is seeking a supplier to produce a video and still photos documenting the organization's participation in the BKKCAW2025.

2. Background

Bangkok Climate Action Week (BKKCAW) 2025, held from 28 September to 4 October in Bangkok, is the city's first climate festival bringing together communities, creatives, and policymakers under the theme "Living the Impacts, Leading the Change" to showcase local leadership and drive sustainable climate solutions.

Save the Children Thailand will partake in the BKKCAW by hosting several events, including a youth dialogue, film screenings, climate street play, and more.

3. Scope of work

Activity	Location/Date	Deliverables
<p>Youth Policy workshop</p> <ul style="list-style-type: none"> Capture how children and youth discussed how the climate issues impacted their life and showcase their recommendations. 	<p>Sep 29-30, 2025 (2 full days)</p> <p>Aloft Bangkok Sukhumvit 11</p>	<ul style="list-style-type: none"> Script of the video including interview with participants 1 final edited summary video, 3–5 minutes in length Thai and English subtitles High-quality photos of youth groups in action (both portrait and candid).
<p>Film screening + Climate street play + booth</p>	<p>Oct 1, 2025 (half day)</p> <p>12 PM – 4 PM</p> <p>BACC</p>	<p>High-quality photos and video footages of the film screening, climate street play, and the booth at BACC</p>
<p>Khlong Toei – Re-Art and Waste Craft</p>	<p>Oct 4, 2025 (half day)</p> <p>3 – 7 PM</p> <p>Khlong Toei railway community</p>	<p>High-quality photos and video footages of the activity</p>
<p>Overview of SCT at BKKCAW2025</p>	<p>-</p>	<ul style="list-style-type: none"> Script of the video Combine footages of the youth policy workshop, film screening, climate street play, booth, and Khlong Toei event into 1 final edited video, 2-3 minutes in length Thai and English subtitles

Deliverable specifications

1. Still Photos

- a. JPEG format
- b. Coverage of SCT’s activities in BKK CAW, key moments and persons involved in activities

2. Raw Footage

- a. Full HD (1080p) or higher resolution
- b. Includes SCT's activities in BKK CAW and interviews with participants

3. Final Video

- a. 2 final videos
- b. Full HD (1080p) or higher resolution
- c. Thai and English subtitles
- d. Revisions based on feedback until final approval

The agency/consultant will collaborate with SCT as follows:

- Consult with SCT team of the video briefs, scripts, and branding guidelines.
- Receive child safeguarding in media briefing from the Advocacy, Campaigns, Communications and Media (ACCM) team before filming begins.
- All persons recorded must provide written consent for further use and distribution under SCT's supervision (consent form will be provided by SCT).

4. Reporting

The consultant will report to the Communications and Multimedia Coordinator.

- Still photos of each activity are to be submitted to SCT within 2 days from the date of activity
- The first draft of the Youth Policy video is to be submitted to SCT for review by 8 October 2025
- The first draft of the Overview video is to be submitted to SCT for review by 13 October 2025
- The final product of the video is expected by 31 October 2025, with the final output and all files submitted to SCT.

5. Duration of contract

Activities: 29 Sep – 4 Oct 2025

Editing and finalising: 5 Oct – 30 October

Reporting and revised production: October 2025

6. Payment

The total budget for this work shall include all communication and travel costs, as well as personal income tax.

- 1st payment after signing the contract - 60% (first week of OCT 2025)
- 2nd payment after complete delivery of the final video output and files - 40% (October 2025)

The consultant will be responsible for their own personal income tax (3% withholding tax will be deducted) and other costs incurred, such as communication.

7. Competencies

It is expected that the competency of the contracted consulting agency should meet the following requirements:

- Capable to work in quality video editing, as well as photo and video shooting.
- Good understanding and skills in editing and producing engaging social media videos.
- Experience in conducting similar assignments in Thailand (for corporate or non-profit).
- Thai and English language proficiency.
- Ability to work within strict deadlines.