

TERMS OF REFERENCE FOR
JAPANESE PRODUCTION COMPANY
DOCUMENTARY OF ASEAN-JAPAN PARTNERSHIP IN
DISASTER MANAGEMENT AND CULTURAL EXCHANGE

I. Project Background

This project is part of the activities to support ASEAN-Japan partnership.

The project aims at producing documentaries in two areas, namely disaster management and cultural exchange. These documentaries will feature ASEAN and Japan's joint initiatives and activities in disaster management and cultural exchanges and showcase how the hearts and souls of both ASEAN and Japanese communities are bound and closely interconnected through cooperation in the two areas. The documentaries are expected to facilitate promoting public awareness and deepening understanding on ASEAN-Japan partnership.

Duration of the proposed documentaries will be about 20–25 minutes. They will portray Japan-ASEAN culture exchange programmes and concrete efforts in the area of disaster management. The documentaries will include images, interviews, and brief texts as required. The final documentaries will be screened at the ASEAN Foreign Ministers' Meeting in Lao PDR (2016) and later circulated to AMS for broadcast in their respective countries. These documentaries will be used for educational purpose at any events, broadcasted in AMS, uploaded to the ASEAN and Japan websites, YouTube and distributed on DVDs.

The expected outputs from the projects are as follow:

1. Raising awareness and sense of belonging of ASEAN-Japan Partnership
2. Understanding and appreciating Japan's contribution to ASEAN community-building efforts, and
3. Elevating Japan-ASEAN partnership to a higher plane based on appreciation and understanding on the significance of the relationship.

All the 10 ASEAN Member States (AMS) and Japan will participate in the production of the documentaries, i.e. collecting archive photos, capturing footages at local level, and broadcasting the documentaries through respective TV channels within the countries. Targeted beneficiaries of this project will be ASEAN, Japan, and their peoples to raise visibility on ASEAN-Japan friendship including Japan's efforts and contributions to the ASEAN's community building process.

II. Purpose of Assignment

In order to produce the Japanese segment of the documentaries, a Production Company from Japan or AMS shall be selected. The Production Company shall adhere to the requirements specified in the Terms of References (TOR) for Documentary in Disaster Management and Cultural Exchange and Production Guidelines to produce the said documentaries.

III. Scope of Work and Required Activities

1. The Production Company shall follow the production outline, instructions and decisions of the Project Steering Committee (PSC), as well as decisions of Production and Review Meetings.
2. The Production Company shall utilize the allocated budget to source archived materials, including footages, images, newspaper clippings, audio sound bites, etc. for operation and production of the said documentaries.
3. Assignment Specifications: - core tasks, responsibilities and deliverables

i) Concept setting, drafting plan and deciding the content

(a) Concept setting, drafting plan and implementation

- Drafting concept, basic structure and treatment of the segment according to the PSC and Production Meetings' instruction.
- Implementing the production according to the provided work plan, time schedule and detail implementation under the monitor of PSC and Coordinator Secretariat and report on progress during Production Meetings.
- Attending periodical video meeting when notified.

(b) Production and technical payment

- All expenses for production including rental and use of technical equipment are to be paid using the provided budget.
- Payment for all creative tasks, e.g. MC, stand-upper, reporter, interviewer, interviewed personalities, scriptwriter, editors etc., shall be paid using the provided budget.
- Accommodation and travel cost of for production shall be paid using the provided budget.

ii) Operation and production arrangements

(a) Operation

- Hiring of crew for production.
- Acquisition of footages or any form of archived materials.
- Arrangement for transportation of crew.
- Copyright clearance for footages and sound bite.
- Hiring for creative talents.
- Talents release (interview).
- Sourcing and hiring of editing facility.
- Arrangement for accommodation, if required.

(b) Production

- Format.
- Script.
- Treatment.
- Schedule.
- Clean copy.
- English script and subtitle.
- Voice Over.
- 4 channel audio.
- Stereo sound.
- Script and treatment approval before principal photography.
- The documentaries will be implemented in two stages :
 - The filming and documenting for both documentary films on Japan part.
 - Aggregation of the AMS-part-film and Japan-part-film will be done by Malaysia, not the production company.
- Production period is one month (April 2016) according to the agreed topics by the Production and PSC Meetings.
- Submission of the edited materials to Malaysia by **early May 2016**
- Method of materials delivery : by online file transfer

(c) Format

- Edited materials:
 - HDTV stereo sound,
 - MPEG4 AVC 100 @ 50 Mbps
 - AVC Intra Codec High
 - 4:2:2 Intra profile @ level 4.1,
 - 1920 x 1080 pixels,
 - 10-bit video,

- GOP length 15 min,
- 4:2:2 @ 4:2:0 colour sub sampling preferred.
- The duration for the documentary is 10 minutes each

(d) Casting

- Please refer to the Production Meeting.
- Payment for talents by the Production Company.

(e) Participants and casting staff management

- Preparing enough human resource for implementing the production.
- Providing information to participants and guidance.
- Holding meeting with RTM, relevant authorities and company for coordination and management of the production.
- Production and preparation of information materials for casting staff.
- Providing full list to coordinator for the closing credit.

(f) Interpretation

- Provide English script and subtitle for interview conducted for language other than English.

iii) Management of the allocated budget and reporting

(a) Management of the allocated budget

- To manage the allocated budget of the production and report to PSC periodically.
- Keep all receipts concerning all payment from concerning budget..
- Support proponent to prepare report stipulated in JAIF rules such as annual report, final report.

(b) Reporting of budget utilisation

- The Production Company shall report their activity and financial situation to PSC periodically.
- In order for RTM to prepare annual report and the final report to funding organization, the Production Company shall support RTM through submitting related documents.

(c) Other

- The Production Company shall attend the Production meeting (via Skype) to report current status of the preparation.
- Production Company shall provide services and goods from its allocated budget in order to produce the documentaries in consultation with PSC, when services and goods are not clearly stipulated in the documents.
- Report and consult Proponent and PSC any other issues unstipulated in the Project document or TOR.

iv) Other**(a) Outsourcing**

- Production Company can outsource of their assigned responsibility and activities with prior approval of PSC.

(b) Contract Duration

- The assignment will run from contract date to the end of 2016.

IV. Outputs

1. Materials (footages, images, newspaper clippings, audio sound bites, etc.) for two documentaries of disaster management and cultural exchange will be produced (10 minutes each) and submitted to Malaysia in early May 2016.
2. The final editing will be done by Malaysia after compiling all materials from AMS and Japan.

V. Qualifications

Based on the project document, taking into consideration the scope of work and required activities, applicants shall meet the following criteria:

1. Applicant shall be an Organiser/association/company from Japan or AMS.
2. Applicant shall have registered legal body in Japan or AMS such as headquarters subsidiaries or branches. Neither business partners nor liaison offices are considered legislated legal bodies in Japan or AMS.
3. Applicant shall have experiences in recent five years, of implementing/producing projects with the Ministry of Internal Affairs and Communications (MIC) of Japan or attending meeting by the MIC of Japan, in the field of TV programme production. Applicant shall submit list of projects including information of year and brief description of the projects.
4. Applicant shall have operational capability and human resource for producing the documentaries including Japanese communication ability.
5. Applicant shall have experience in shooting TV programme production in Japan.

VI. Timeline

	Activity	Deadline
1.	Appointment of Japan Production Company	March 2016
2.	Production	April 2016
3.	Submission of materials to Malaysia and compiling of materials	Early May 2016
4.	Stand by for the possibility to re-edit the documentary if requested by Malaysia	June - July 2016
5.	Submission of Completion and Financial Report	September – October 2016

VII. Financial Reporting

1. The Production Company shall submit 2 (two) sets of project completion report and financial report with original receipts of all related expenditure to the ASEAN Secretariat within 60 days after the completion of the project.
2. Should there be any unexpended balance, the Production Company shall refund the balance to JAIF within 90 days after the completion of the project.

VIII. Budget, Payment Milestones and Other Requirement

The budget for the production of the documentaries should not be more than USD50,000/. The selected Production Company will manage and utilize the fund based on project document, budget proposal and this TOR. The Production Company shall retain all the receipts to be verified/audited by the ASEAN Secretariat.

IX. Scope of Services

The period of contract with the selected Production Company is expected from contract day to end of 2016. The selected Production Company shall agree to be bound to this TOR.

X. Submission of Proposal

Applicants shall prepare the tender documents containing all necessary information, with attached supporting documents and submit it by mail to the ASEAN Secretariat by [Wednesday, 30 March 2016 at 12.00PM.](#)

Tender Documents shall include:

1. Background of the Production Company (English version) including the latest financial statement and various reports about the applicant
2. Past experience related to the assigned tasks. This shall include the list of projects with the MIC of Japan in the fields of TV programme production. The related documents about each listed project will be submitted to provide detailed information (English version)
3. Concrete plan of implementation, and
4. Detailed Budget estimate.

ooOOoo