

2019 Australia Alumni Excellence Awards Videos and Photos

Terms of Reference

Background

The Australia Awards and Alumni Engagement Program – Philippines (AAAEP-P) manages the Australia Global Alumni initiatives in the Philippines. These initiatives include various networking, collaboration, and knowledge exchange opportunities for Filipino alumni. One of its major activities is the Alumni Grant Scheme, which supports short-term projects and activities of alumni that highlight Australian education, strengthen linkages between Australia and the Philippines, and contribute to the development of the Philippines.

Objectives

The main objective of the engagement is to produce videos and photos on the 2018 Alumni Grant Scheme grantees.

Scope of Services

The service provider's responsibilities and tasks are the following:

1. Produce two videos on the Alumni Grant Scheme. The videos are the following:

Type	Description
Video Documentary	<ul style="list-style-type: none">• 4-5 edited video documentation of the project milestones of 4 grantees• Includes 4-day shoot (1 day per grantee) with interviews
Announcement video	30-40sec video on the opening of nominations for the 2020 AAEA (footages from video documentary)

For all video projects:

- Conduct desk research on topic and content, develop story outline, and recommend creative treatment of the video
- Conceptualise and develop storyboard and script
- Provide creative direction in the production of the video* based on approved outline, treatment, script, and storyboard
- Submit raw and edited videos

2. Capture and submit the following photos

Type	Description
Portrait photography	Head shots of 4 grantees
Action photos	Action photos of all winners while in their workplace

For the photos:

- Capture images using the Australia Global Alumni photography guidelines as reference
- Submit best images; selected, edited (as needed) high-resolution photos*

- Caption selected photographs with details such as name of subject, location of shoot, and other relevant information
- Submit all raw high-resolution photos*

3. Attend project meetings with the AAAEP-P team.

**The copyright for all these photographs and videos will remain with the Australia Awards and Alumni Engagement Program - Philippines (AAAEP-P).*

Service Provider Requirements

1. At least five years experience as professional videographers and photographers
2. Demonstrated experience in producing videos in various formats including infographics video, documentaries, case studies, marketing materials, etc.
3. Demonstrated experience in portrait and day-in-the-life photography
4. Experience in photojournalism is an advantage
5. Excellent interpersonal and facilitation skills, including the ability to effectively work with and support a wide range of stakeholders in multicultural settings