

## 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 *Australian Alumni Excellence Awards*, which recognises the achievements and contributions of Australian-educated Filipinos in their field, industry, or community. The program has three award categories: Alumni of the Year, Excellence in Innovation, and Young Achievers Award.

From 1 February to 15 May 2019, nominations were opened for the *2019 Australian Alumni Excellence Awards*. The winners and nominees for each category will be honoured through a gala night in June 2019, which will be hosted by the Australian Embassy in the Philippines.

### *Objectives*

The main objective of the engagement is to produce videos and photos on the Australian Alumni Excellence Awards (AAEA).

### *Scope of Services*

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

1. Produce five videos on AAEA. The videos are the following:

Type	Description
Event Highlights Video	2-3min edited video documentation of the 2019 gala night
Case study/ testimonial video	1-2min feature on 2019 <i>Alumni of the Year</i> ; includes interviews and footages of winner at his/her workplace (1-day shoot)
Case study/ testimonial video	1-2min feature on 2019 <i>Excellence in Innovation</i> winner; includes interviews and footages of winner at his/her workplace (1-day shoot)
Case study/ testimonial video	1-2min feature on 2019 <i>Young Achievers Award</i> ; includes interviews and footages of winner at his/her workplace (1-day shoot)
Announcement video	30-40sec video on the opening of nominations for the 2020 AAEA

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 all winners (two locations – at the gala night and in their workplace)
Day-in-the-life photography	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

*Deliverables and Indicative Timeline*

Output	Timeline
Gala Night Event Highlights Video	28 June 2019
Alumni of the Year Video and Photos	19 July 2019
Excellence in Innovation Video and Photos	2 August 2019
Young Achievers Video and Photos	16 August 2019
Announcement Video on 2020 AAEA	30 August 2019