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The Republic  
of Vanuatu



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# Terms of Reference

## Documentary Film

# Vanuatu Broadband UAP Pilots

13<sup>th</sup> July 2011

## **1 Purpose of this document**

- 1.1 This document is the Terms of Reference which describe the film that TRR is planning to commission via an open and competitive Request for Proposal (RFP) process.
- 1.2 This document provides a background to the film and why this is being commissioned. Importantly it also provides an outline to the timing, the effort and the scope of works for the film maker and TRR.
- 1.3 This document will be an integral part of the contract, describing the deliverables required from the film maker.

## **2 Background & Introduction**

- 2.1 The Government of Vanuatu considers access to Information and Communications Technologies (“ICTs”) for all segments of society to be an essential element of its development strategy. The National ICT Services Policy sets out the Policies required ensuring the economy as a whole benefits from ICT for social, economic and cultural enrichment, as well as for national development.
- 2.2 Promoting access to ICT has been identified as an important tool to alleviate poverty, especially for rural areas. Through the use of ICT services, rural communities can find new income earning opportunities, improve the delivery of basic services, and enhance their participation in decision making processes.
- 2.3 The Government is recognizing the potential of ubiquitous broadband service in growth of GDP and enhancement in quality of life through societal applications including e-education, e-medicine, e-governance, e-health, e-agriculture, e-fisheries, e-entertainment as well as employment generation by way of high speed access to information and web-based communication.
- 2.4 The Universal Access and Services Policy (UA Policy) arising out of the 2009 Telecommunications Law. The aim of this Policy is to facilitate and accelerate the adoption of Telecommunication services to areas where there is not currently adequate services provided (to the remote and uneconomic areas of Vanuatu). Telecommunications services include Mobile Telephony and Internet Access. The UAP Fund is administered by the Telecom Regulator as a trustee.
- 2.5 The Government will achieve Universal Access through funding to the private sector to support provision of access, backbone national or international infrastructure. This infrastructure will support the delivery of high speed services at affordable prices where there is not a viable business case for the investment by the existing private operators.

- 2.6 Internet services penetration across Vanuatu is still insignificant (less than 8%) and Internet is available mainly in urban areas of Efate, Santo and Tanna.
- 2.7 The Government has committed itself in its 10 year National Action Plan to meeting the following eight Millenium Development Goals (MDG's) s by 2015:
1. Eradicating extreme poverty and hunger;
  2. Achieving universal primary education;
  3. Promoting gender equality and empowering women;
  4. Reducing child mortality;
  5. Improving maternal health;
  6. Combating HIV/AIDS, malaria and other diseases;
  7. Ensuring environmental sustainability and;
  8. Developing a global partnership for development.
- 2.8 By establishing internet connectivity in Schools and Health Centres, the Government will contribute to achieving its MDGs in Education and Health.
- 2.9 The Government through the Ministries of Health (MOH) and Ministry of Education (MOE) has selected four sites, two High Schools and two Health Centres as recipients of the Broadband UA pilot project.
- 2.10 The Broadband UA PILOT project is intended to be a test case for a country-wide broadband Internet Access to follow. Experience gained and any problems encountered and resolved in the implementation of the PILOT will assist in ensuring the successful implementation of the national Broadband Access Project.
- 2.11 As such, the pilot project will be used to:
- a. test the deployment Broadband Internet access in remote rural areas;
  - b. establish a commercially viable Telecentre model that can be replicated throughout Vanuatu;
  - c. promote and encourage the implementation of rural community ICT services that can contribute to the enhancement of the quality of life of people in rural areas through societal applications;
  - d. use the Pilot projects as case studies and showcases for future broadband Internet connectivity projects for the wider rural and remote areas of Vanuatu;
  - e. stimulate the uptake and demand of Internet access services in High Schools and Heath Centres in Vanuatu;
  - f. promote the availability of quality services at just, reasonable, and affordable rates;
  - g. provide community Awareness & Support and Telecentre Sustainability.

- 2.12 The telecentre is the open access public place which will provide a variety of services that are aligned to the core telecommunication services – such as shared computers for internet/email usage, photocopying, fax etc.
- 2.13 Community awareness and support is very important for the Telecentre project sustainability. The sustainability concerns of the Telecentres are centered on the following issues:
- a. Financial – breaking even, profit making;
  - b. Social – community acceptance, community development and impact;
  - c. Organizational – matters related to the running and management of the Telecentre, including capacity building, infrastructure maintenance, content and services;
  - d. Policy related – conducive policy environment related to connectivity, IT infrastructure;
- 2.14 TRR has engaged stakeholders in each Community to co-ordinate and help promote the project in the pilot areas.
- 2.15 TRR and the Community Leader will conduct community awareness on the UAP Broadband Pilot project and seek the community support by educating them on the benefits of ICT. The Community Awareness and Support must be done at the preliminary stages of the project as part of the Consultation process.
- 2.16 TRR is now seeking the assistance of a film maker to create a documentary film on the UAP Pilot project. This film is intended to be used for national and international television viewing as well as for distribution to other Regulators, Government bodies, Policy Makers and Non Government Organisations around the world. The film intends to demonstrate the lessons learned, the success and issues experienced in this project.

### 3 The Process

- 3.1 In order to sign a contract and deliver the end product (being the documentary film), TRR will follow the open RFP tendering process, which briefly shall include the following:
- a. Advertising of the RFP Nationally in Vanuatu – July 11
  - b. Invite known firms to review RFP documents – July 11
  - c. Registration of interested firms – July 11
  - d. Meeting with interested firms – July 11
  - e. Receipt of RFP submission from firms (or tender documents) – Aug 11
  - f. Evaluation of the responses and selection of winning firm – Aug 11
  - g. Contract Negotiation - Aug 11
  - h. Filming – Sept 2011 to Sept 2012
  - i. Editing – October 2012
  - j. Contract end – November 2013
- 3.2 It is assumed that the film crew will need to attend each of the 4 pilot sites 2 times and for a minimum of 7 days for each visit (once during the set up of the telecentre and once afterwards). Travel and accommodation costs must be included in the bid/Tender documents.
- 3.3 The remaining filming may be done in Port Vila (such as interviewing TRR, interviewing key ICT people within Government and interviewing the company providing the UAP Pilot services).

### 4 The Contract

- 4.1 The successful company will be awarded a supply contract with TRR. The contract will be driven by assignments as related to the project progress and timelines. The filming will take place over a **period of 12 months** from date of signing, or until the project is completed as notified by the Regulator.
- 4.2 The contract will establish fee rates and schedules which will be applicable to the whole filming project. The precise timing of each work module will be established by the project, however an outline of expected timing and site visits is contained further below in this document.

### 5 Skills Required / Qualifications

- 5.1 The film company must fulfil the following criteria;
- a. Sample film will be required to demonstrate technical competencies in relation to filming, interviewing, sound recording and all other necessary skills to achieve a professional final film.

- b. The firm must hold a valid Vanuatu Business License and demonstrate that it is dedicated to developing the ni Vanuatu staff and the media industry in Vanuatu.
- c. Demonstrate experience and methodology in managing a complex language environment – the ability to create a film with subtitles or voice over for non English speaking interviews.

## 6 Scope of Works Required under the Contract

6.1 The table below outlines the scope of work for the film maker. Items in scope will be required to be included in the contract price obtained in the RFP.

Firm In Scope	Firm Out of Scope
Establish and approve storyboard for film with TRR	Final editing of film will be approved by TRR and directed by TRR.
Create/draft dialogue for script of film Create draft of questions to ask at interviews on site	Providing interviewers
Organise and pay for own transport to and accommodation for staff and equipment at RFP Pilot sites	Obtaining legal waivers from interviewees
Initial editing and cutting of final film	The film maker does not own any rights to the final product. They are not able to sell, distribute or publish any information regarding the film
Directing of film and interviews etc	
Selection of interviewees in line with TRR final approval	
Awareness and respect for intellectual property rights of the community in relation to the filming	
Project managing the film production and the process for the film crew and staff employed by the filming company.	
TRR In Scope	TRR Out of Scope
Final editing rights remain with TRR	The filming, sound recording, basic editing
Prompt approval of script and interview questions	Organising travel or accommodation for the film crew
TRR to provide staff to be the interviewers	
Final selection of interviewees & completing necessary legal waivers	
Sales, distribution or publication of the final film or any pieces thereof	
Co-ordination of site visits with the filming crew	

- 6.2 The film company must nominate a point of contact for the filming. This person will remain the point of contact for TRR for all matters related to this film for the duration of the project and until all deliverables are signed off by TRR.

## **7 Deliverables**

- 7.1 The film company must deliver the following final product;
- a. Approved storyboard in soft copy (or hard copy by agreement);
  - b. Approved script and interview questions in a word file;
  - c. A draft cut of the film, providing access to the raw filming if required by TRR;
  - d. Final 60 minute film to international documentary standards (file format to be recommended by the firm).

## **8 Payment Method**

- 8.1 The film company will be paid according to the deliverables (7.1 a-d) above and in line with the contract. Payments will be made in VUV and within 30 days of invoice being received and approved by TRR for the deliverables as per above.