Committed to Peace

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Terms of Reference (TOR)
Filmmaker / Film Production Team
Production of a Short Documentary Film for the *Long Reach of Short Films* Collection
Mindanao Woven Roadshow: Threading Our Histories, Weaving Our Peace
Mindanao Histories and Studies (MHS) Advocacy Project

1. Background

Forum Ziviler Friedensdienst (forumZFD) Philippines, through the **Mindanao Histories and Studies (MHS) Advocacy Project**, works to promote a more inclusive and historically grounded understanding of Mindanao by amplifying narratives that are often marginalized in mainstream history education and public discourse.

One of the project's flagship initiatives is the **We Are Mindanao Campaign**, which seeks to bring Mindanaoan, Bangsamoro, and Indigenous Peoples' histories, identities, and peacebuilding experiences to wider national audiences. As part of the campaign, forumZFD will organize the **Mindanao Woven Roadshow: Threading Our Histories, Weaving Our Peace**, a traveling exhibit and public engagement platform that will engage students, educators, and the broader public in Metro Manila.

To complement the Roadshow and expand its reach, forumZFD seeks to commission a **short documentary film** that will become part of the **Long Reach of Short Films Collection**—a curated series of films that document stories of peacebuilding, identity, historical memory, cultural resilience, and nonviolent transformation in Mindanao. The film will serve both as a screening piece during the Roadshow and as a long-term educational and advocacy resource.

The primary production activity will take place during the **Indigenous Peoples (IP) Youth Exchange in Lake Sebu, South Cotabato**, scheduled in October 2026. The exchange will bring together IP youth from different partner communities and provinces, including Cotabato, Davao, and Butuan. The gathering provides an opportunity to document the experiences and perspectives of young people from diverse Indigenous communities and explore how questions of history, identity, representation, marginalization, and education intersect with their lived realities.

2. Objective of the Consultancy

The consultancy aims to produce a high-quality short documentary film that:

- Communicate the overarching advocacy of the Mindanao Histories and Studies Project
- Amplify the voices and lived experiences of Indigenous Peoples and Mindanawon youth
- Deepens public understanding of Mindanao's diverse histories and identities;
- Challenges stereotypes and misconceptions about Mindanao;
- Highlights stories of resilience, peacebuilding, cultural continuity, and coexistence;
- Supports the objectives of the We Are Mindanao Campaign and the Mindanao Histories and Studies Project;
- Contributes to the Long Reach of Short Films Collection as an educational and advocacy resource.

3. Scope of Work

The Filmmaker / Production Team shall undertake the following:

A. Concept Development

- Participate in inception meetings with forumZFD and project partners.
- Review relevant project materials, publications, exhibit content, and campaign resources.
- Develop a documentary concept, storyline, treatment, and creative approach.
- Present the concept note and production plan for approval.

- Participate in inception meetings with forumZFD and project partners.
- Review relevant project materials, publications, exhibit content, campaign resources, and other materials provided by forumZFD.
- Develop a documentary concept, storyline, treatment, and creative approach.
- Develop a **documentary script and storyboard** that translate the approved concept and advocacy message into a coherent visual narrative.
- Present the concept, script, storyboard, and production plan for review and approval.
- Revise the concept, script, and storyboard based on reasonable feedback from forumZFD and project partners.

B. Research and Story Development

- Conduct background research and story development.
- Identify key interviewees, storytellers, resource persons, and filming locations.
- Develop interview guides and production schedules.
- Ensure historical accuracy, cultural sensitivity, and conflict-sensitive storytelling.
- Coordinate with the MHS Project team in identifying stories and perspectives that contribute to the film's overarching advocacy narrative.

C. Pre-Production

- Prepare production schedules and logistics plans.
- Secure necessary permissions, releases, and consent forms.
- Coordinate with forumZFD regarding access to communities, events, and project partners.

D. Production

- Conduct video production and field filming.
- Capture interviews, community stories, cultural activities, archival materials, landscapes, and supporting footage.
- Document relevant activities and interactions during the IP Youth Exchange
- Gather high-quality audio and visual materials suitable for public exhibition and educational use.
- Conduct additional filming, where necessary and mutually agreed upon, to complete the documentary narrative.

E. Post-Production

- Edit the documentary film based on the approved script/storyboard and documentary narrative.
- Incorporate graphics, subtitles, motion graphics, maps, archival materials, and credits as appropriate.
- Provide English subtitles and, where applicable, Filipino subtitles.
- Undertake sound editing, sound design, dialogue enhancement, audio mixing, and mastering.
- Undertake professional color correction and color grading to ensure visual consistency and an appropriate documentary aesthetic.
- Use appropriately licensed background music and/or original music, as applicable.
- Ensure that all third-party music, photographs, archival materials, graphics, fonts, and other assets incorporated into the film have the necessary permissions or licenses for the intended use.
- Incorporate feedback from forumZFD and project partners through agreed revision rounds.
- Produce final broadcast-quality and web-ready versions.

F. Screening and Distribution Support

- Provide screening-ready versions for the Roadshow.
- Provide shorter teaser or promotional cuts for social media and event promotion.
- Support one presentation of the film to the project team and key stakeholders.

5. Deliverables
Deliverable 1: Inception Package

- Documentary Script
- Storyboard
- Production Plan and Timeline

Deliverable 2: Rough Cut

- Initial edited version for review

Deliverable 3: Final Documentary Film
One completed documentary film:

- Target duration: approximately 15 minutes
- Full HD (minimum 1080p)
- English subtitles, and where applicable, Filipino subtitles
- Color graded
- Professionally mixed and mastered audio
- Licensed background music and/or original music, where applicable

- Appropriate titles, credits, text, and graphics
- Suitable for educational screenings, public events, and online dissemination

Deliverable 4: Promotional Materials

- One (1) teaser trailer (30–60 seconds)
- Three (3) short social media clips (15–30 seconds each)
- Film poster artwork
- Production still photographs

Deliverable 5: Production Archive

- Final master file
- Web-ready version
- Selected raw footage and photographs (as agreed)
- Music and asset usage documentation
- Final script and storyboard

6. Expected Outputs
The production should result in:

- A compelling documentary that communicates the importance of recognizing and interfacing Mindanao's histories and contributions within Philippine education;
- A film that brings audiences closer to the lived experiences and perspectives of Mindanawon and Indigenous Peoples' communities;
- A documentary that encourages audiences to reflect on whose histories are represented in the Philippine story and why this matters to everyone;
- A film that strengthens public understanding of Mindanao's histories, peoples, identities, and contributions;
- A film suitable for educational institutions, advocacy events, festivals, and online dissemination;
- Increased visibility of the We Are Mindanao Campaign and the MHS advocacy;
- An enduring addition to the Long Reach of Short Films Collection.

7. Technical Requirements
The film should:

- Follow ethical documentary and conflict-sensitive storytelling principles;
- Ensure free, prior, and informed consent (FPIC) where applicable;
- Respect cultural protocols and community sensitivities;
- Avoid sensationalizing violence, conflict, or marginalized communities;
- Promote dignity, agency, and diverse perspectives.

8. Duration of Engagement
The consultancy is expected to run for approximately **2.5 months**, from **September to November, 2026.**

The primary production activity is expected to take place during the IP Youth Exchange in Lake Sebu in October 2026.

Indicative schedule:

Activity	Timeline
Concept Development	September
Pre-Production	September–October
Production	Week 3 October
Post-Production	Week 4 October
Final Delivery	Week 3 November

9. Duty Station
The Filmmaker/Production Team may be based anywhere in the Philippines but must be willing to conduct filming in locations identified by forumZFD and participate in coordination meetings online and/or in person.

10. Qualifications
For Individual Filmmakers

- At least three (3) years of experience in documentary filmmaking, visual storytelling, journalism, or related fields.
- Demonstrated portfolio of documentary or advocacy-oriented films.
- Strong skills in directing, cinematography, editing, and storytelling.
- Experience working with civil society organizations, Indigenous Peoples, cultural organizations, or development projects is an advantage.

For Production Teams

- Proven track record in documentary film production.
- Capacity to undertake research, filming, editing, sound design, and post-production.
- Experience producing films for educational, advocacy, cultural, or peacebuilding purposes.

Preferred Qualifications

- Familiarity with Mindanao, Bangsamoro, and Indigenous Peoples' contexts.
- Experience in conflict-sensitive and culturally respectful storytelling.
- Experience with film festival, educational, or advocacy film production.

11. Reporting and Supervision

The Filmmaker/Production Team shall report and coordinate closely with the **Davao Project Manager** and designated project partners.

12. Intellectual Property

All outputs, including footage, photographs, edited films, scripts, graphics, and related materials produced under this consultancy shall become the property of forumZFD. The Consultant shall grant forumZFD unrestricted, non-exclusive, perpetual rights to reproduce, screen, distribute, adapt, and use the materials for educational, advocacy, and non-commercial purposes, with appropriate attribution.

13. Application Requirements

Interested applicants shall submit:

- Letter of Interest;
- Company Profile or CV;
- Portfolio or links to previous film work;
- Technical and Creative Proposal;
- Proposed budget and financial proposal;
- Proposed work plan and timeline.