
Abt Global is seeking a Video Production service provider to produce short videos for the ACCESS 2 Program in Cambodia.

ACCESS 2 seeks to appoint one qualified video production service provider *under an annual arrangement to support the development of short-form video content on an ongoing call-off basis* to:

- **Produce High-Quality Short Videos**

The initial priority assignments under this arrangement are three short videos planned for April to June 2026. Additional assignments may be issued during the arrangement period, subject to program priorities, budget availability, and provider performance.

- **Ensure Effective Project Coordination and Timely Delivery**

The provider should coordinate closely with the ACCESS 2 Program team throughout the production process—planning, filming, editing, and final delivery. They must follow agreed timelines, provide progress updates, and incorporate feedback to ensure smooth implementation and timely outputs.

- **Collaborate with Multiple Technical and Communications Teams**

The provider must work collaboratively with relevant stakeholders, including Technical Leads, Communications and Media Manager, and other key team members. This ensures that video content is accurate, context-appropriate, and aligned with the program’s themes (disability inclusion, GBV, gender equality, etc.) as well as overall communication strategies.

About the Program

The Australia-Cambodia Cooperation for Equitable Sustainable Services – Phase 2 (ACCESS 2) builds upon a decade of Australian support to Cambodia to improve service delivery for survivors of gender-based violence (GBV) and people with disabilities. The investment gives effect to Australia and Cambodia’s shared commitment to advancing gender equality, disability, and social inclusion.

ACCESS 2 commenced in August 2023 and will run until September 2028.

About the Opportunity

Abt Global is seeking an experienced outsourced service provider to produce high quality- short videos that capture and communicate the impact of the ACCESS 2 Program in Cambodia. This role is essential in supporting the program’s communications efforts across key thematic areas,

including Disability Inclusion, Gender-Based Violence (GBV), Social Inclusion, Gender Equality, and Public Financial Management.

The service provider will work closely with the ACCESS 2 team throughout all stages of video development—planning, filming, editing, and final delivery. This includes coordinating with Technical Leads, the Evidence and Learning Manager, Communications and Media Manager, Deputy Team Leader, and Team Leader to ensure videos accurately reflect program priorities and are delivered on schedule.

This is an exciting opportunity for a creative and detail-oriented production team passionate about impactful storytelling. The selected provider will contribute directly to enhancing visibility, promoting inclusive development, and documenting meaningful change across ACCESS 2's interventions.

The selected service provider shall enter into an annual Service Level Agreement (SLA) with the ACCESS 2 Program for the production of videos in accordance with the program's technical requirements and delivery standards. Renewal of the Agreement on an annual basis will be subject to the service provider's performance and achievement of agreed-upon deliverables and quality indicators.

Core Responsibilities:

1. Scope of Work (SoW)

The vendor will provide **end-to-end production** services, including:

1.1. Pre-Production

- A finalized creative concept, treatment, and mood board approved by the client.
- Completed scripts incorporating 2–3 rounds of client review and revisions.
- Detailed storyboard and shot list ready for execution.
- Confirmed talent (if needed), locations, and any required permits from local authorities.
- A comprehensive production schedule, logistics plan, and risk & safety management plan.

1.2. Production

- Successful execution of on-location filming according to the approved schedule.
- High-quality footage captured, including interviews, B-roll, and drone shots (where permitted).
- Professional direction, cinematography, lighting, and sound recording.
- Full production insurance coverage for crew, equipment, and liability.

1.3. Post-Production

- A fully edited video delivered after picture lock and up to three revision rounds.
- Completed color grading, sound design, and audio mixing.
- Integration of professional voice-over, licensed music, and sound effects (all royalty-cleared).
- Accessibility elements including English and Khmer subtitles, closed captions, and sign language interpretation.
- Brand-aligned motion graphics and supers.
- Final mastered files delivered in all required formats, complete with versioning and quality control checks.

2. Deliverables & Technical Specifications

For each video, the vendor must provide a final MP4 master file, a captioned version, a Cambodian Sign Language (CSL) version where required, and a complete transcript. The vendor must also submit all relevant consent forms, release documents, and licensed music documentation confirming that all audio used is royalty-free or properly authorized.

Upon request, the vendor must supply all editable project files, including timelines, working files, and associated assets. Each video must be accompanied by a professionally designed thumbnail image.

Under this contract, the successful video producer will have the deliverables for each assignment agreed through the call-off process. The initial call-off package is expected to include three short videos to be delivered between April and June 2026. (These requirements may be incorporated into the LSA as specific deliverables, milestones, and video outputs.)

2.1. Technical specifications (Facebook first)

To align with DFAT quality expectations and Facebook consumption patterns in Cambodia, ACCESS 2 videos should be produced primarily for Facebook Reels:

- Format: Vertical 9:16
- Resolution: 1080 x 1920
- Frame rate: 30 fps or higher
- File: MP4 preferred (H.264 video, AAC audio)
- Audio: Clear voice recording, consistent levels, no distortion

2.2. Filming and editing standards (quality controls)

5.1 Length: Maximum 90 seconds unless ACCESS 2 confirms an approved exception. For highest engagement, aim for 30 to 45 seconds and keep messages tight.

5.2 Speakers: Limit the number of speakers. Too many speakers reduces clarity and increases editing risk, especially for pacing and audio consistency.

5.3 Framing and safe zones:

- Keep the subject centred depending on context and background while allowing room for creativity and artistic expression
- Leave lower screen space for captions.
- Reserve the top right area for CSL interpretation where required.

5.4 Lighting and stability: Use stable shots, avoid shaky footage, and ensure faces are well lit with minimal background noise.

2.3. Accessibility requirements (captions and CSL)

6.1 Captions: Khmer captions are the minimum standard for Khmer speech. English subtitles are strongly recommended for accessibility and review and may be required depending on the audience.

6.2 Caption placement: Keep captions clearly legible and positioned approximately 25 to 40 percent above the bottom to improve mobile viewing and avoid interface overlays.

6.3 Cambodian Sign Language: Where CSL is required, the interpreter window must remain in a consistent position throughout the video and must not shift between clips.

About You

We are seeking an experienced and creative video production service provider who has:

- **Proven experience in producing high-quality short videos**, including concept development, filming, editing, motion graphics, and final production.
- **A strong portfolio** demonstrating storytelling abilities, visual creativity, and the capacity to communicate development or social sector themes effectively.
- **At least 3–5 years of experience** working in video production, preferably with development programs, NGOs, INGOs, or government partners in Cambodia.
- **Understanding of key thematic areas**, including disability inclusion, gender equality, social inclusion, and/or public sector service delivery, with the ability to translate complex concepts into accessible visual content.
- **Strong coordination and communication skills**, with the ability to work closely with multiple stakeholders and incorporate feedback efficiently throughout the production process.
- **Proven ability to manage timelines**, deliver high-quality outputs on schedule, and adapt to evolving project needs.
- **Experience working in multicultural and collaborative environments**, including engagement with technical teams, communications staff, and monitoring and evaluation personnel.
- **Proficiency in English and Khmer** for effective communication during planning, script development, and review processes.
- **Professional equipment and technical capability**, including cameras, audio equipment, lighting, and editing software, to ensure high-quality production standards.

This opportunity is ideal for a dedicated, detail-oriented, and creative production partner who is passionate about using visual media to showcase meaningful, inclusive development outcomes.

Commitment to Equity: Abt Global values individuality and celebrates difference with a strong commitment to diversity, equality, racial equity, gender, and disability inclusion. We offer flexible work arrangements and a culturally safe environment for staff members from diverse racial and ethnic backgrounds.

Commitment to Safeguarding: We are deeply committed to safeguarding, to protect and prevent harm and abuse to individuals we work for and who work for us. Our recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. We will not tolerate discrimination, harassment, child abuse, sexual abuse or exploitation in any form, and expect everyone to be treated with respect and dignity.

Disclaimer: Abt Associates will never ask candidates for money in exchange for an offer of employment.

How to Apply

Please submit your application via email to procurement@access2cambodia.org. Your application must include all required submission documents, including the mandatory documents, portfolio links, team CVs, references, the completed pricing template (rate card and packaged video pricing), and the proposal validity period. Additionally, please provide a **Letter of Interest** in a single document outlining how you meet the requirements of this role, along with your **proposal** and **company profile**, including links or samples of previously produced videos.

Closing Date: 23/03/2026, 5:00 pm Phnom Penh time