

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Development of an Educational Video on the 1 st step of the Communal Land Titling process for indigenous people in Cambodia (Residing in Cambodia)
Cluster/Project:	Economic and Social Rights unit
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	Areng Valley
Contract Duration:	24 working days, from April 2017 – July 2017

2. Background and Project Description

OHCHR Cambodia uses communications and advocacy strategies to increase awareness of its work as well as of the issues it works on, including through traditional and, increasingly, online media. To enhance the awareness and understanding of the collective land title process for indigenous communities – as recognized in the 2001 Land Law and elaborated in the 2009 Sub-Decree on the procedures of registration of land of indigenous communities – OHCHR Cambodia seeks to develop an informational video on the first step in this process. That entails a procedure of self-identification, by which a community applies for and obtains legal recognition from the Ministry of Rural Development (MRD) as being indigenous. The film will show the ongoing recognition process in the Areng Valley (in the Koh Kong province and Thmar Baing district) as an example. Here, OHCHR has been supporting eight indigenous communities to obtain recognition as indigenous peoples by the MRD, a process that is still underway.

3. Objective of the Assignment

Videos are a proven tool for communicating important information to a wide audience through the medium of the internet. As Cambodians increasingly embrace the internet as the chosen medium for communicating their thoughts and ideas on important social issues – including human rights – OHCHR Cambodia is seeking to increase the effectiveness of its online advocacy on fundamental freedoms. Having already established various channels for communicating information online – including a website, Facebook page, and Twitter account – OHCHR Cambodia seeks to produce a short video to share with a wider audience as one way by which to increase awareness on the process for collective land titling in Cambodia, in particular step 1 of this process on indigenous peoples identity registration which is conducted by the Ministry of Rural Development. OHCHR will share its video online in order to further raise awareness of this process among its social media followers and disseminate it during its capacity-building and advocacy events with indigenous peoples and local authorities involved in CLT processes, although general awareness-raising rather than training / education remains the primary purpose of the video. OHCHR Cambodia aims to enable those who might decide to engage in the CLT process to better understand the roles and responsibilities of both indigenous communities and authorities in the first step of the process and the advantages of being officially recognized as an indigenous community.

4. Scope of Work

The running time of the video will be five to six minutes. The video will be in Khmer and English: narration and interviews in Khmer with English subtitles. A detailed script of the video has already been developed

and validated. Professional raw footage of an earlier mission to Areng during the first phase of the CLT process is also available.

After an initial briefing on the expected goals and message of the video, and in consultation with it's the Economic and Social Rights Unit (ESRU) of OHCHR, the Individual Contractor will be expected to:

- a. (Pre-production) Review raw footage provided by OHCHR, identify the most relevant footage to achieve the expected goals of the video, and suggest any other materials that would be needed for the same. Present draft script and draft programme of work for the field mission (6 days).
- b. Film the raw footage (interviews, etc) for the video during a joint OHCHR-MRD mission to the Areng Valley [dates to be confirmed with the MRD, 6 days including 2 days for travel]. The individual contractor will be responsible for all the arrangements of his/her own travel, including the logistics, transportation, meals, and accommodation. The recorded material will be OHCHR's property.
- c. Select and edit the relevant footage (5 days).
- d. Create the final video, adding narration, subtitles and dubbing as appropriate (6 days).
- e. Deliver the final product with all unedited raw footage on a hard drive to OHCHR (1 day).

5. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Completion of pre-production work including review of existing raw footage and concept development (script, mission agenda)	6 days	To be confirmed	OHCHR ESRU
2	Filming of raw footage during the field mission to the Areng Valley.	6 days	To be confirmed	OHCHR ESRU
3	One final video of five to six minutes, based on the raw footage from the Areng Valley, including selection of footage, editing, captioning, to the satisfaction of OHCHR	11 days	To be confirmed	OHCHR ESRU
4	One hard drive containing the final video and all unedited raw footage	1 day	To be confirmed	OHCHR ESRU
Total # of Days:	24 days			

6. Institutional Arrangement

The Individual Contractor will work with the Economic and Social Rights Unit (ESRU) of OHCHR Cambodia. S/he will be briefed by a focal point from the Unit at the start of the assignment, and will consult regularly with her/him throughout the period of production and post-production.

The Individual Contractor may be accompanied and guided by a member of ESRU during the assignment or may be required to work independently. When working independently, the IC is expected to remain in regular contact with OHCHR, by a mutually agreed means of communication. The IC will be expected to liaise directly with the interviewees identified by OHCHR Cambodia. S/he may also engage with others, such as local NGOs, local authorities, indigenous communities, etc., upon consultation with the ESRU focal point.

The Individual Contractor will be responsible for obtaining his/her own equipment, materials, and any persons s/he would sub-contract for the duration of the assignment. OHCHR Cambodia will not cover any damages or injuries incurred by the IC's production team. Contractors commissioned by OHCHR are expected to observe UN security recommendations.

The Individual Contractor will be expected to observe the highest professional and ethical standards when obtaining images or footage, and immediately disclose any potentially sensitive information to the ESRU focal point. High discretion is advised if shooting people living with HIV/AIDS, persons with disabilities, survivors of abuse, children, etc. Members of the production team will be expected to show the highest degree of professional courtesy to all their interlocutors and the persons filmed at all times.

All costs relating to the video production will be borne by the IC, including equipment, materials, dubbing, translation, travel and logistical expenses.

OHCHR shall retain copyright and ownership right of the final video and all the raw footage filmed during the course of this contract. The individual contractor shall not disclose the identity of individuals contacted or filmed, and information related to individual interviewed shall not be disclosed unless otherwise provided in writing by OHCHR. No video or footage shall be reprinted or published by the individual contractor without a prior written authorization by OHCHR.

7. Duration of the Work

It is expected that the entire production of the video will be completed within two months. At the outset of the assignment, OHCHR and the IC will jointly determine a mutually agreeable detailed timeframe and deadline for each milestone.

The contract period will be from April to July 2017. Payment will cover 24 working days, spread out during this period. All deliverables must be submitted by the Individual Contractor to OHCHR by the final date of the contract.

8. Duty Station

Work will be undertaken both in the Areng Valley (6 days field trip) and in Phnom Penh.

The Individual Contractor will not be required to provide regular reports to OHCHR or to be present at the Office for a set number of working hours. However, s/he will be expected to attend meetings with the responsible officers of OHCHR at the Office or at other locations in Phnom Penh, as necessary when requested. The Individual Contractor will be expected to update the relevant OHCHR focal points at their request on her/his progress and on any arising issues.

Selected Individual Contractor who is expected to travel in the country (Cambodia) to undertake the assignment is required to undertake the Basic Security in the Field (BSIF) training (<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling. CD ROMs or memory sticks must be made available for use in environments where access to

technology poses a challenge.

9. Minimum Qualifications of the Individual Contractor

Education:	Degree in relevant field such as video production / communication / journalism / political sciences / human rights
Experience:	At least 10 years of experience in videography and video editing. Experience with major media outlets and organizations an asset. Experience interviewing indigenous peoples, community members, local authorities and high level authorities on camera is essential. Experience in conceptualizing story angles and identifying characters is essential. Experience in development of scripts is essential. Experience working in Cambodia essential. Experience working with the UN and/or NGOs highly desirable. Knowledge of Khmer highly desirable.
Competencies:	<p>Technical competencies Proven professional competence and knowledge of the areas of work. Proven expertise in video production, including filming, story development, and high quality editing. Ability to work independently, including identifying story angles, identifying the main characters in the video, and interviewing techniques, without extensive support and supervision.</p> <p>Functional competencies Ability to work quickly and responsively. Cultural sensitivity and valuing diversity. Strong organizational and planning skills.</p> <p>Corporate competencies Demonstrates integrity by modeling the UN's values and ethical standards. Promotes the vision, mission, and strategic goals of OHCHR and the United Nations. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly without favouritism. Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.</p>
Language Requirement:	Ability to communicate in English is essential, and Khmer is highly desirable.
Other Requirements:	Access to or possession of necessary quality equipment.

10. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Degree in video production / communication / journalism / political sciences / human rights	10
Minimum 10 years of experience in video production	20
Experience in conceptualizing story angles and identifying characters	15
Quality of previous video productions	30
Experience in video production for non-profit organizations and/or UN agencies in Cambodia. (at least 3 videos produced/5 points per video)	15

Experience in video production on issues related to indigenous or other minority groups.	10
Total	100

11. Payment milestones

The consultant will be paid on a lump sum basis in installments, as follows:

N	Outputs/Deliverables	Payment Schedule	Payment Amount
1	Upon satisfactory completion of Output 1 – Completion of pre-production work.	To be confirmed	20%
2	Upon satisfactory completion of Output 2 - Filming of raw footage during a field trip to the Areng Valley.	To be confirmed	40%
3	Upon satisfactory completion of Outputs 3 and 4 – submission of final video and raw materials to OHCHR.	To be confirmed	40%