

## TERMS OF REFERENCE

<b>Location:</b>	Home based with possible travels
<b>Position Title:</b>	Videographer/Editor (3 positions)
<b>Type of Contract:</b>	Long Term Agreement with Individual Contractor
<b>Post Level:</b>	International Consultant
<b>Languages required:</b>	English
<b>Contract period:</b>	Three years between August 2017 to July 2020 with a maximum of 500 working days

## BACKGROUND

Globally the United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, UNDP offers a global perspective, as well as local insights to help empower lives and build resilient nations.

UNDP in Asia and the Pacific has 24 Country Offices and works regionally from the Bangkok Regional Hub. Our work covers 36 countries and territories. From the world's most populous nation to the smallest island territory. Guided by the UNDP's Strategic Plan, the Bangkok Regional Hub supports governments in the region by providing policy and technical expertise on sustainable development, democratic governance and peacebuilding, and climate and disaster resilience in countries across the region with an overarching effort on achieving the Sustainable Development Goals (SDGs).

UNDP Bangkok Regional Hub intends to enter into a Long Term Agreement (LTA) with three Individual Consultant providing the best combination of technical and financial value for money. An LTA is a written agreement between the selected Consultants and UNDP that is established for specific services at prescribed prices or pricing provisions for up to three years, against which specific orders can be placed at any time during the defined period and with no legal obligation to order any minimum or maximum quantity.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

The Graphic Designer will provide support to UNDP Communications Unit on a series of video production projects. The Communications Unit is responsible for producing a variety of content including video production both for its Headquarter, the Bangkok Regional Hub and Country Offices.

### Expected Outputs and Deliverables

The outputs for each specific assignment will depend on scope of work engaged by the Communications Unit and its UNDP internal clients. The consultant will work with designated UNDP colleagues for specific assignment to deliver production work on development programmes and project, as well as public video messages and announcement. The productions would include, but not limited to, short news features, mini documentary films, documentary films, public services announcements,

promotional films, video messages and internal UNDP films. Final product must be tailored to UNDP specifications.

The consultant under this Long Term Agreement contract is required to:

- ) Possess ability to shoot High Quality video
- ) Be able to perform editing and logging of footage linked to UNDP work
- ) Own or have access to filming and editing equipment
- ) Be able to craft productions based on UNDP needs and feedback

**Intellectual Property:**

All information and production of video pertaining to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

**Institutional Arrangement**

Under the overall guidance of the Regional Communication Advisor, the Videographer/Editor will report to the UNDP Communications Unit and/ or in specific UNDP Country Office where relevant to the assignment. The assigned UNDP staff member(s) will work closely with the Videographer/Editor to ensure timely delivery of expected outputs for each assignment.

The successful candidate will provide technical support to the Communications Team and ensure that all deliverables follow UNDP relevant communications guidelines, provide the best possible functionality and usability to UNDP partners.

In the event that travels are required as part of the assignment, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between the respective UNDP business unit and the Videographer/Editor, prior to travel and will be reimbursed.

**Duration of the Assignment**

Long term agreement for an initial period of three years, starting from August 2017 to July 2020 with a maximum 500 working days.

**Duty Station**

The consultant will work on home-based with possible travels to countries within UNDP coverage.

## COMPETENCIES

### Corporate:

- )] Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- )] Promotes the vision, mission and strategic goals of UNDP;
- )] Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### Functional/Technical:

- )] Adobe Creative Suites, FCP, Avid or other editing software in order of priority;
- )] Knowledge, skills and experience to film with professional video equipment;
- )] Knowledge of different video formats and conversions;
- )] Knowledge of conversation of video files;
- )] Ability to upload files to online sites;
- )] Working knowledge of YouTube and other social media sites;
- )] Knowledge of professional sound for video equipment;
- )] Knowledge of lighting for video;
- )] Ability to work in multicultural environment.

## REQUIRED SKILLS AND EXPERIENCE

### Educational Qualifications:

- )] University degree in journalism, and/or filmmaking or certificate on professional film production or related programmes.

### Experience:

- )] A minimum 10 years of demonstrated experience in filming, video production and editing;
- )] Experience in producing videos for major international broadcasters or the United Nations, governments or international non-profits or for advocacy campaigns;
- )] Experience in producing videos on development issues and the Sustainable Development Goals (SDGs) will be an advantage.

### Language requirements

- )] Fluency of English language is essential. Knowledge of other UN languages (Arabic, Chinese, French, Russian and Spanish) will be an asset.

### Price Proposal and Schedule of Payments

**Daily Fee.** Consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC's duty station) should be identified separately.

Payments shall be made based on approved invoices indicating number of working days spent for each specific assignment, upon verification of completion of deliverables and approval by the IC's supervisor

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

Under this LTA modality UNDP BRH shall enter into an exclusive **three year long** term agreement (LTA) with the selected consultant(s) and shall provide specific deliverable and time frames for each task, as and when required.

Long Term Agreement is a mutual arrangement between UNDP and an individual to provide the required Services at prescribed prices or provisions over a period of time. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements. Under a Long Term Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this agreement. Where a request for services arises, UNDP shall directly contract the consultant based on its need to carry out those activities. A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided and an Individual Contract/Purchase order shall be issued to the consultant, detailing the time frame.

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology:

#### **Cumulative analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

#### **Technical Criteria for Evaluation (Maximum 70 points)**

- ) Criteria 1: Relevance of Education (max 10 points)
- ) Criteria 2: Experience working filming, video production and editing (max 20 points)
- ) Criteria 3: Experience with the United Nations, governments or international broadcasters, non-profits or advocacy campaigns (max 10 points)
- ) Criteria 4: Experience with video productions on development issues or the SDGs (max 10 points)
- ) Criteria 5: Strength of the submitted production portfolio (max 20 points)

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

### **Documentation required**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- ) **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- ) **Production portfolio**, including **a)** a brief description of why the individual considers him/herself as the most suitable for the assignment; and **b)** URL links to at least three samples of previous videos or documentaries produced.
- ) **Personal CV or [P11](#)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- ) **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

#### **Annexes**

- ) Annex I - [Individual IC General Terms and Conditions](#)
- ) Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)