

## TERMS OF REFERENCE

<b>Location:</b>	Home based with travel to six countries in Asia Pacific (Fiji, Indonesia, Maldives, Samoa, Solomon Islands and Viet Nam)
<b>Position Title:</b>	Videographer/Editor (2 positions)
<b>Type of Contract:</b>	Individual Contractor
<b>Post Level:</b>	International Consultant
<b>Languages required:</b>	English
<b>Contract period:</b>	74 working days total from July to December 2017

## 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).

The Regional Communications team at the UNDP Bangkok Regional Hub is responsible for producing a variety of content including video production both for its Headquarter, the Bangkok Regional Hub and Country Offices. The Disaster Risk Reduction (DRR) Team is implementing a regional project funded by the Government of Japan that requires producing videos of tsunami awareness drills in six countries in the Asia Pacific region. The DRR team, working closely with the Regional Communications team, therefore intends to hire two Individual Contractors for this purpose.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

Two positions of Videographer/ Editor will provide end to end multi-media support to the Regional Communications team and the DRR team that includes communications plan development, video production, training and editing.

Together, both consultants are expected to deliver nine videos across six countries. These are:

- ) Two 3-5 minute videos on Tsunami drills in Solomon Islands (SI) in September and Indonesia in October to be presented at a high-level event in Geneva in October 2017.
- ) Two generic videos (one each for SI and Indonesia) that visualize the tsunami threat and need for preparedness, using material already filmed.
- ) In Fiji, Samoa, Maldives and Viet Nam, the consultants will train students to develop storylines and film the drills, and produce four short videos (60-90 seconds). The consultants will act as the trainer and director, overseeing the production of the students' videos. Upon the completion of the training and filming with the students, the consultants will edit together one consolidated video combining the stories from the four countries. These videos (along with

those presented in Geneva) will be presented at a high-level event in New York in early November 2017 to mark World Tsunami Awareness Day.

The drills will be scheduled between August and October 2017, and some will occur simultaneously.

All videos will be produced as separate versions with English-language sub-titles, Japanese-language sub-titles, and a Clean version without subtitles, music or logos.

#### **Expected Outputs**

The consultants are required to perform the following tasks:

- ) Work with the UNDP teams on developing storylines for all videos;
- ) Liaise with the relevant COs in developing a communications plan;
- ) Develop storylines, film and edit the videos for SI and Indonesia (2+2 Videos);
- ) Develop storylines, train and assist students with film and audio, and edit footage in Fiji, Samoa, Maldives and Viet Nam (4+1 video);
- ) Incorporate sub-titles, logos etc.; and
- ) Finalize videos after feedback and approval.

The final products must be tailored to UNDP specifications.

The consultants under this contract are required to:

- ) Possess ability to shoot broadcast quality video
- ) Possess ability to shoot using smartphones
- ) Possess ability to record high quality audio
- ) 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
- ) Be able to train on video and audio recording
- ) Be able to deliver end to end multimedia support

The deliverables are:

1. 9 professional videos in HD (varying lengths)
2. Professional Japanese and English sub-title text
3. 1 HDD with all relevant usable footage logged by country and location

#### **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.

#### **Deliverables and Timeline**

Tasks/ Outputs	Timeline	Est. number of working days
1. Two professional videos filmed and edited by 15 Oct 2017: <ul style="list-style-type: none"><li>) Develop work plans and timeline with UNDP teams</li><li>) Develop storyline for the films</li></ul>	Aug 2017 Aug 2017	3 days 7 days

)	Undertake travel and film in Solomon Islands	Sep 2017	7 days
	Undertake travel and film in Indonesia	Sep/ Oct 2017	5 days
	Edit videos and finalize	By 15 Oct 2017	12 days
			34 days
2. Train students in 4 countries in film and assist with audio:			
)	Undertake travel and train students in Fiji	Sep/ Oct 2017	7 days
)	Undertake travel and train students in Maldives	13 Oct 2017	7 days
)	Undertake travel and train students in Viet Nam	Oct 2017	7 days
)	Undertake travel and train students in Samoa	Oct 2017	7 days
)	Edit footage and produce film		12 days
			40 days
<b>Total: 9 videos</b>			<b>74 days</b>

### Institutional Arrangement

Under the overall guidance of the Regional Communications team, the Videographer/Editor will report to the Communications Unit and the DRR teams in the UNDP Country Offices 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 candidates will provide technical support to the Communications and DRR teams and ensure that all deliverables follow UNDP relevant communications guidelines, provide the best possible functionality and usability to UNDP partners.

### Duration of the Assignment

This assignment is expected to be intermittently at a maximum of 74 working days, over a duration of 6 months from July to December 2017. Since several activities are likely to occur simultaneously, the number of days will be divided between the two consultants depending on their availability and as agreed to by the UNDP teams during the finalizing of the work plan and timelines.

### Duty Station

The consultants will work home-based with travel to the 6 countries for filming and training.

## 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;
- ) Knowledge of recording high quality audio;
- ) 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:**

- ) 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 recording high quality audio;
- ) Experience in training on video filming and audio;
- ) Experience in producing videos for the United Nations, governments or international non-profits or 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.

### **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 done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

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

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.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

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

For this position, interested applicants should submit financial proposal that includes their professional daily fee and travel cost to all the six countries in the ToR. Payment will be made based on actual travel undertaken.

## 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 15 points)
- ) Criteria 3: Experience with the United Nations, governments or international non-profits or advocacy campaigns (max 15 points)
- ) Criteria 4: Experience with video productions on development issues or the SDGs (max 10 points)
- ) Criteria 5: Strength of the submitted design 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](#)