

## TERMS OF REFERENCE

Reference: PN/FJI-003-18

<b>Location:</b>	Suva, Fiji
<b>Position Title:</b>	Videographer/Editor
<b>Type of Contract:</b>	Individual Contractor
<b>Post Level:</b>	National Consultant
<b>Languages required:</b>	English/ local
<b>Contract period:</b>	7 working days

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) no later than **21<sup>st</sup> Feb, 2018 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.fj@undp.org](mailto:procurement.fj@undp.org). UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

### 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 UNDP Pacific Office in Fiji in collaboration with 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 including Fiji. The DRR team, working closely with the Regional Communications team, therefore intends to hire a videographer/editor for this purpose.

- Five schools in the tsunami hazard zone along the Suva peninsula will participate in the tsunami drill on Wednesday 28 February. The schools include Veiuto Primary School, Draiba Primary School, Stella Marist Primary School, Suva Grammar Secondary School and Sacred Heart College (formerly known as Cathedral Secondary).

## DUTIES AND RESPONSIBILITIES

### Scope of Work

The Videographer/ Editor will be required to:

- Script, film and produce a 3-4 minute film on the tsunami evacuation drills in 5 schools [Veiuto Primary, Draiba Primary, Stella Marist Primary, Suva Grammar School and Sacred Heart College (Cathedral Secondary)] in Suva, Fiji.
- 15-20 Hi res photos from each school location that can be used for various purposes (websites, billboards etc.)

### Expected Outputs

The consultant is required to perform the following tasks:

- Work with the UNDP teams on developing storyline for the video
- Film and edit the video from the five schools
- Incorporate sub-titles, logos etc.
- Finalize video after feedback and approval
- Take Hi Res photos of the drill and background shots

The final products must be tailored to UNDP specifications.

The consultant under this contract is required to:

- Possess ability to take high quality photos
- Possess ability to shoot broadcast quality video
- 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 – camera, drones, have drones, professional stills and cinematography
- Be able to craft productions based on UNDP needs and feedback
- Be able to deliver end to end multimedia support

The deliverables are:

1. Edited professional video 3-4 minutes with audio and subtitles (English)
2. Clean version of edited video (without audio and subtitles)
3. Raw footage in hard drive disk (HDD)

### Intellectual Property:

All information and production of video pertaining to the assignment 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	Dates	Est. number of working days
1. Develop video storyline		1 day
2. Film on location including interviews		3 days
3. Edit and finalize video after feedback		3 days
<b>Total</b>		<b>7 days</b>

Note: All applicants are expected to quote for the number of working days and deliverables.

**Institutional Arrangement**  
Under the overall guidance of the RESPAC team, the IC will be expected to ensure timely delivery of expected outputs for the assignment.

**Duration of the Assignment**  
This assignment is expected to be for 7 working days from 27 February- 7 March.

**Duty Station**  
Suva, Fiji

## 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;
- Knowledge of capturing high quality photos;
- 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 5 years of demonstrated experience in photography/filming, video production and editing;

- Experience in capturing human-centred high quality photos;
- 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 with video productions based in South Asia/ South East Asia;
- Experience in producing both video documentaries and commercial videos 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.

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.

#### **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 and courses (max 10 points)
- Criteria 2: Experience working in photography/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 based in Pacific (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**

Offerors must send the following documents.

i) **Signed P11 form including names of at least 3 referees**

ii) **Cover letter setting out:**

A statement of how the applicant meets the qualifications and experience requirements.

Proposed methodology/approach including preliminary work plan (covering deliverables, key activities and due dates).

iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

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.

*The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.pacific.undp.org](http://www.pacific.undp.org))*

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