

Terms of reference

Title	Media producer/photographer
Type of contract	Professional Services (Long Term Agreement)
Location	Djibouti
Timing	February 2019

Introduction

The United Nations Development Programme (UNDP) is a global knowledge network that promotes human development and connects countries with knowledge, experiences and resources to help people build a better life. UNDP works with countries to develop and implement their own solutions to development challenges. In line with Djibouti's National Development Strategy, the UNDAF and the UNDP Strategic Plan, we are committed to supporting the Government and people of Djibouti. Present in Djibouti since its independence, UNDP Djibouti works supporting people in a number of areas in line with the Sustainable Development Goals (SDG).

In order to strengthen its visibility and improve communication around its action, the Country Office in Djibouti is seeking support of a media producer/photographer to develop digital success stories on a series of projects. The video and photo products will highlight UNDP's work on poverty reduction, women's empowerment, justice and protecting the environment. UNDP collaborates with many partners including governments, civil society, NGOs, and other UN agencies.

Scope of the work

Under the supervision of the Communication Consultant, the media producer/photographer will develop 3 digital success stories of a duration of maximum 3 min. (Including soundtrack and subtitles). The videos have to be created in English, French and Arabic.

Furthermore, the media producer/photographer should prepare an inventory of all pictures taken and prepare a slide show with a selection (200) of those best featuring UNDP Djibouti cooperation projects.

Activities and deliverables

Activities	Deliverables
Produce 3 videos (success stories) of max 3 min in collaboration with the Communication Consultant	3 videos
Take photos	1 slide show

Duration and place of work

The consultant will be based in Djibouti. This assignment requires field missions which will be coordinated by UNDP. Any travel outside Djibouti shall be fully paid by UNDP as per its regulations.

Supervision, Feedback and Reporting

The media producer/photographer will work under supervision of the communication consultant respecting the deadlines fixed in the work plan.

Qualifications required

- Solid experience with the use of digital film cameras, drones and editing software (Possession of high-quality equipment is a requirement for selection; selected candidates will need to use their own high-quality audio-visual equipment)
- Extensive knowledge of multimedia technology, video production techniques, audio recording, mixing, and production.
- Knowledge of script writing, story-boarding camera operation, editing, lighting, and logging.
- Experience in the production of digital success stories focusing on the lives of individual people
- Creativity and technical ability to select and produce images
- Experience in working with international organizations

Languages

The service provider should not speak French or English, Afar and Somali (Arabic is a plus), or obtain their own translator for supporting the implementation.

Other competencies required

- Ability to set high standards for quality of work and consistently achievement of the project goals
- Strong knowledge of design and view for details
- Ability to work under pressure
- Proven experience in implementing time limited projects
- Ability to work in team
- Capacity to lead interviews and obtain testimonies relevant to the success stories
- Excellent organizational, and communication skills;

Proposal

Interested service provider should submit

- Firm/company or key staff profile, indicating all past experience from similar projects and specifying the relevant assignment period, as well as the email and telephone contacts of at least three professional references.
- signed offer of proposal
- Provision of at least three video samples of your work on reel (via URL) and a selection of pictures (via URL)
- Financial Proposal