

TERMS OF REFERENCE

Location:	Home-based with travel in Asia
Position Title:	Multimedia Journalist
Type of Contract:	Individual Consultant (International Consultant)
Post Level:	International Consultant
Languages required:	English
Contract period:	1 June – 1 September 2019, up to maximum of 65 working days

BACKGROUND

The 2016 United Nations Secretary General’s Plan of Action on PVE underscores high-level international recognition of the failure of counter-terror efforts and growing recognition of development approaches to tackling the root causes, drivers and consequences of VE. Development expertise and resourcing can be leveraged to address structural drivers of VE. However, getting to sound PVE development programming that supports wider counter-terror efforts has been beset with challenges. Violent Extremism is a major challenge to peace and prosperity in many Southeast Asian countries. Much of it based on a complex and often localized interaction between socio-economic, political, and individualized contexts. In the last few years the nature of violent extremism has undergone a change towards transnationalism and, despite its often localized context in long-standing existing conflicts, has attracted international actors.

The Bangkok Regional Hub’s PVE team currently has a project that aims at reducing the vulnerability of the Philippines, Indonesia, Malaysia and Thailand to violent extremism, reduce the danger of radicalization and increase the resilience of local communities and societies as a whole towards terrorist threats. As part of this project, the team have commissioned a research paper “Drivers, Incentives and the Tipping Points for Recruitment: PVE in SE Asia”, which will be launched together with an online multimedia platform. This platform will showcase the stories of individuals affected by PVE interviewed as part of the research process in order to provide greater visual context and put a human-face to the issues the research delves into.

To support the creation of this multimedia platform, and to help provide visual context within the research publication itself, the PVE team is looking for a highly skilled multimedia journalist to travel to a set list of conflict-affected areas in Asia and produce two extended documentary photo-essays. The first, titled “Faces of Violent Extremism” would be a collection of portraits of individuals affected by violent extremism in Asia. The second under the theme “(Dis)Order and (Dis)Connections” would be a collection of photographs of the cities, towns, villages, and communities affected by violent extremism in Asia.

The journalist would also be required to direct, shoot, and edit five short documentary films focusing on the stories of individuals affected by violent extremism in differing capacities, as well as five 30-second ‘trailers’ for each documentary for dissemination on social media.

DUTIES AND RESPONSIBILITIES

Scope of Work

The multimedia journalist will provide support to UNDP's Preventing Violent Extremism team on the production of two extended photo-essays under the themes "Faces of Violent Extremism" and "(Dis)Order and (Dis)Connections", five documentary-style films of roughly 3 minutes each focusing on individuals affected by violent extremism in different capacities, as well as five 30-second 'trailers' of these documentaries appropriate for social media.

Expected Outputs and Deliverables

The multimedia journalist will work with the PVE Research Specialist and PVE Communications Officer at BRH, the consultant will be responsible for the following:

1. To interview individuals affected by violent extremism, taking careful consideration the vulnerabilities and security issues that may be affecting them;
2. To produce two extended photo-essays of at least 30 photographs per essay (a total of 60 photographs) under the themes "Faces of Violent Extremism" and "(Dis)Order and (Dis)Connections" that are appropriate for the research publication and multimedia platform in question;
3. To direct and shoot film in a way that is sensitive to storytellers and the wider country context, including UNDP's close-relationship with civil society and government actors.;
4. To edit five documentary films of roughly 3 minutes in length, each focusing on an individual affected by violent extremism in differing capacities, based on UNDP needs and feedback;
5. To provide edit five 'trailers' of no more than 30 seconds to accompany each of the longer documentary films for ease of dissemination on social media platforms and as a way to further publicise the research and communications work. These should be submitted in appropriate formats for the three primary platforms of UNDP: Twitter, Facebook and Instagram.

The person will use his/her own equipment and software, including high-quality camera, microphone, lights, gimbal, computer, and video editing software as required. The videos and photo essays should demonstrate consistency of style across the board.

The multimedia journalist may also be called upon to support exhibitions of the work in the future.

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 PVE Research Specialist, the Multimedia Journalist will work closely with the Communications Officer, UNDP Communications Unit, Asia-Pacific Governance and Peace Building Advisor and Country Office colleagues to ensure timely delivery of expected outputs.

The successful candidate will ensure that all deliverables follow UNDP relevant communications guidelines, provide the best possible functionality and usability to UNDP partners. UNDP must be consulted for final approvals of all content created under this contract.

Duration of the Assignment

This assignment is expected to be a maximum of 65 working days from 1 June to 1 September 2019.

Duty Station and Expected Places of Travel

Home-based with travel to Indonesia, Malaysia, Philippines and Thailand.

There will be up to four field missions required in this contract, namely to Indonesia, Malaysia, the Philippines, and Thailand. The successful candidate would be expected to arrange their own travel and accommodation, and to coordinate with each interviewee to conduct the video interviews and photo-shoots required to fulfil the contract. All related travel expenses will be supported by the project travel fund and will be reimbursed at actual but not exceed the price quoted by UNDP's travel agent as per UNDP rules and regulations upon submission required form and supporting documents.

PAYMENT TERMS

Consultant must send a financial proposal based on **Lump Sum Amount**. The method of payment is **output-based lump-sum scheme**. 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. The payments shall be released upon submitting the required deliverables/outputs with satisfactory by the Asia-Pacific Governance and Peace Building Advisor as per agreement for each report in accordance with a set time schedule as per the payment schedule.

Deliverable	Payment (% of total contract amount)	Target Due date	Review and Approvals Required
1. Photo-essay of 30 high-quality photographs under the theme "Faces of Violent Extremism"	20%	29 July 2019	Asia-Pacific Governance and Peace Building Advisor
2. Photo-essay of 30 high-quality photographs under the theme "(Dis)Order and (Dis)Connections"	20%	29 July 2019	Asia-Pacific Governance and Peace Building Advisor
3. Five documentary-style videos of around 3 minutes in length of interviews with individuals affected by extremism	40%	19 August 2019	Asia-Pacific Governance and Peace Building Advisor
4. Five social media-appropriate 'trailer' videos of no more than 30 seconds in length to accompany video documentaries listed above	20%	1 September 2019	Asia-Pacific Governance and Peace Building Advisor
Total	100%		

All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for airfare, terminal expenses, and living allowances should not be included in financial proposal.

The consultant will be responsible for making his/her own mission travel arrangements in line with UNDP travel. The consultant is responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the consultant 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.

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, skills and experience to interview individuals who may be from vulnerable groups;
- Knowledge of different video formats and conversions;
- Knowledge of conversion of video files;
- Experience in producing video that is appropriate for social media;
- Ability to upload files to online sites;
- Knowledge of professional sound and lighting for video equipment;
- Ability to work in multicultural environment.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- University degree in journalism, photojournalism, and/or filmmaking, or certificate on professional film production or related programmes;
- Demonstrable knowledge of conflict, violent extremism, and/or peace and security issues in the Asia region will be an advantage.

Experience:

- Between 2-3 years of demonstrated experience in high-quality photography, and video production and editing is required;
- Experience in producing videos for major international broadcasters or the United Nations, governments or international non-profits or for advocacy campaigns will be an advantage;
- Experience in producing videos and photo-essays on sensitive development issues will be an advantage;
- Experience working in conflict-affected areas will be an advantage.

Language requirements

- Fluency in English language is essential.

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 100 points)

- Criteria 1: Relevance of Education (max 10 points)
- Criteria 2: Experience working filming, video production and editing (max 30 points)
- Criteria 3: Experience with the United Nations, governments or international broadcasters, non-profits or advocacy campaigns (max 10 points)
- Criteria 4: Strength of the submitted design portfolio (max 50 points)

Only candidates obtaining a minimum of 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:

- **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP in Annex II;
- **Production portfolio**, including **a)** a brief description of why the individual considers him/herself as the most suitable for the assignment; **b)** at least three samples of previous videos or documentaries produced; and **c)** at least three samples of previous photographic essays 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** that indicates the **lump sum rate/fee of the candidate in US Dollars**. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);

Incomplete proposals may not be considered. The short-listed candidates may be contacted and the successful candidate will be notified.