

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **1. Project Information**

|                  |   |
|------------------|---|
| Assignment Title | Videographer for Early Warning System project in Cambodia                         |
| Organization     | UNDP Cambodia   |
| Post Level       | Cambodia-based Consultant, Individual Contract                                    |
| Cluster/Project  | Programme Unit  |
| Duty Station     | Home based with mission to Koh Kong, Kampong Speu and Takeo Provinces in Cambodia |
| Duration         | 40 working days total from July to September 2019                                 |

#### **2. Background and Project Description**

Cambodia is facing mounting development challenges due to climate change. The observed longer dry seasons and shorter, more intense rainy seasons have become a common observation in Cambodia. In addition, climate change exacerbates the frequency and severity of natural hazards (such as floods and droughts), as well as impacts the agricultural production which is dependent on seasonal rainfall. Recovery from such events puts strain on the least developed country's limited resources and forces shifts in development priorities - hindering Cambodia's ability to progress and to achieve its development goals.

The Early Warning System (EWS) is one of the priorities of the Royal Government of Cambodia's (RGC). The purpose of an EWS is to monitor climate and environmental data on a real-time basis, detect adverse trends and conduct reliable predictions of possible impacts in the form of early warning information. An early warning therefore refers not only to advisories in emergency situations, but also to information related to the changing climatic trends revealed after tracking and analyzing climate and weather data over time. An effective EWS would thus enable timely response to natural hazards and extreme weather events, to support the implementation of the risk-informed development.

The project "Strengthening climate information and early warning systems in Cambodia to support climate resilient development and adaptation to climate change" (henceforth "the EWS project") has been designed to assist the Government in achieving the early warning system gaps and challenges in the country. The project seeks to address the current barriers through three complementary outcomes:

1. Increased institutional capacity to assimilate and forecast weather, hydrological, climate and environmental information.
2. Climate and weather information available and utilized for national, sectoral and sub-national planning as well as for transboundary communication in the region.
3. Strengthened institutional capacity to operate and maintain EWS and climate information infrastructure, both software and hardware, in order to monitor weather and climate change.

To meet the above three outcomes, the approach adopted by the project is to 1) invest in early warning infrastructure – hydro and meteorology stations nationwide; 2) mobilize technical expertise to enhance capacity of national entities (namely MOWRAM, NCDM, and MAFF) in making use of the information; and 3) ensure the smooth flow of information sharing both at national level and between national and provincial level.

The climate information and early warning infrastructures have been installed by the project. Accordingly, the project is now looking for a Videographer consultant to create short videos communicating the work of UNDP on provision of climate data in Cambodia, through the EWS project of UNDP.

#### **3. Scope of Work**

The consultant will provide videography service to Early Warning Team at UNDP Cambodia. Over 40 working days, the Videographer is to plan and produce two short 3-4 minute videos with accompanying 30-second 'teasers' for social media, three short Champions stories and to deliver raw footage and photos captured during filming.

The consultant is expected to work with the EWS project team, the Communication Specialist to storyboard and script each of the two short videos.

The process will then include capturing:

1. Interviews of key stakeholders (UNDP Cambodia, Ministry of Water Resources and Meteorology, Ministry of Agriculture, Forestry and Fisheries) and National Committee for Disaster Management.
2. Video footage of the process of generation of climate data and information (hydrological and meteorological), including video shoot of the data generation.
3. Interviews with 4-6 key stakeholders from MOWRAM and community members (TBC).

#### **4. Expected Outputs**

1. Two short HD videos of 3-4 minutes highlighting the UNDP's provision of hydrological and meteorological data, as well as early warning system in Cambodia and their impacts.
2. For each video, a catchy 30-second teaser for social media promotion
3. Drafting of three 1-page stories spotlighting local champions from the Government and the community members (500-800 words each)
4. Individual clips of interviews and field footage
5. 10-20 high res photos captured during filming (with captions including time, place, short summary of content of photo, subject quote)

#### *Specifications*

- \* All the interviews to be conducted in Khmer and the videos produced with an English translation / transcription.
- \* Videos to be created in a way that is engaging and understandable by a general audience
- \* Captions should not feature acronyms
- \* Three logos to appear, in order, at the end of each short video: Cambodian Ministry of Water Resources and Meteorology; UNDP with tagline; the Global Environment Facility
- \* Plain, raw footage provided to UNDP at the end of the assignment (without music, graphics or voiceover)

#### **5. Deliverables and Timeline**

The selected vendor will be responsible for the delivery and technical quality of the final products as listed above. All deliverables shall be submitted to UNDP Cambodia in accordance with the following timeline:

| Tasks/ Outputs   | Estimated duration to complete | Target due date |
|--|--------------------------------|-----------------|
| <b>1. Interviews with key stakeholders</b>   |                                |                 |
| a. Conducting interviews with UNDP Cambodia, Ministry of Water Resources and Meteorology, Ministry of Agriculture, Forestry and Fisheries) and National Committee for Disaster Management. | 4 days                         | 6 July 2019     |
| <b>2. Conducting fieldwork and interviews with related stakeholders and beneficiaries in the field</b>   |                                |                 |
| a. Field visit to the Provinces of Koh Kong, Kampong Speu and Takeo Provinces, including interviews with households / local champions.   | 5 days                         | 15 July 2019    |
| <b>3. Edited video highlighting the Early Warning System of UNDP Cambodia</b>  |                                |                 |
| a. Production and submission of the first video and a teaser.  | 10 days                        | 30 July 2019    |
| b. Production and submission of the second video and a teaser.   | 10 days                        | 30 August 2019  |
| c. Three local champions stories   | 10 days                        | 15 Sept. 2019   |
| 4. Provision of raw footage and high res photos with captions  | 1 day                          | 15 Sept. 2019   |
| <b>Total number of working days</b>  | <b>40 days</b>                 |                 |

## **6. Institutional Arrangement**

The consultant will work under the direct supervision of Head of Programme, UNDP Cambodia and work closely with the assigned person and the Programme Analyst.

### **Role of the consultant**

- The consultant is responsible to provide his/her technical expertise to produce the expected outputs;
- The consultant shall cover all the related cost for his/her mission to the field during the whole assignment. The consultant shall arrange transportation for his/her mobility in Phnom Penh. The transportation for the field work from Phnom Penh to the province will be covered by UNDP Cambodia;
- The consultant shall be responsible for his / her lodging in the field.
- The consultant shall report on and submit the above deliverables under this assignment to the assigned person, acting as the focal point of UNDP Cambodia.
- The consultant needs to maintain daily communication with the UNDP project focal person as and when problems emerge during the consultancy period, especially if they affect the scope of the job.
- The consultant shall provide a copy of all raw footage at the end of the assignment.

### **Role of UNDP focal person/team**

- The UNDP programme unit will provide overall quality assurance for this consultancy;
- The UNDP programme unit will review deliverables for payment release;
- UNDP focal person will act as the focal person to interact with the consultant to facilitate the assignment, to facilitate the field mission, to facilitate the review of each outputs and ensure the timely generation of the comments from stakeholders on each output.

## **7. Duration of the Work**

This assignment is expected to be finalized at a maximum of 40 working days, spread from July 2019 to September 2019.

## **8. Duty Station**

The consultants will work home-based with travel to Koh Kong, Kampong Speu and Takeo Provinces.

## **9. Minimum Qualifications of the Individual Contractor**

|                                |   |
|--------------------------------|---|
| <b>Education</b>               | <ul style="list-style-type: none"><li>• At least Bachelor Degree in Communication, Social Science, or development related field (A combination of a diploma degree or associate degree with an additional 3 years of relevant work experience may be accepted in lieu of the Bachelor Degree).</li></ul>  |
| <b>Professional Experience</b> | <ul style="list-style-type: none"><li>• Possessing demonstrated qualification in the craft of videography.</li><li>• A minimum of 5 years of demonstrated experience in delivering videography services for meetings, seminars, forums, workshops in Cambodia. Experiences doing videography in the field would be an added value.</li><li>• Experience in working with government agencies, NGO's or UNDP would be an added value.</li></ul> |
| <b>Other Competencies</b>      | <ul style="list-style-type: none"><li>• Time management (in managing deliverables);</li><li>• Team management;</li><li>• Professionalism, courtesy, patience;</li><li>• Outstanding inter-cultural communication, networking and coordination skills.</li></ul>   |
| <b>Language Requirement</b>    | Fluency of English language. Fluency in Khmer is a strong advantage.  |

**10. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.**

| <b>Technical Evaluation Criteria</b>   | <b>Obtainable Score</b> |
|--|-------------------------|
| A minimum of 5 years of demonstrated experience on producing short video on development issues | 50                      |
| Experience working with UN agencies or other development actors on producing short videos      | 25                      |
| Methodology and approach for the assignment  | 25                      |
| <b>Total Obtainable Score</b>  | <b>100</b>              |

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

**11. Payment Milestone**

The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station and any tax obligation) under the following installments.

| <b>No</b> | <b>Outputs/Deliveries</b>                            | <b>Payment Schedule</b> | <b>Payment Amount</b> |
|-----------|--|-------------------------|-----------------------|
| 1         | Upon satisfactory completion of deliverable 1 and 2  | 30 July 2019            | 40%                   |
| 2         | Upon satisfactory completion of deliverables 3 and 4 | 30 September 2019       | 60%                   |

**12. Approval**

Signature: .....

Name: .....

Title/Unit/Cluster: .....

Date: .....