

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **1. Assignment Information**

<b>Assignment Title:</b>	Consultant to Produce Video Documentary on UNDP Cambodia Country Programme Document (CPD) 2016 - 2018
<b>Cluster/Project:</b>	Policy Unit
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Phnom Penh, Cambodia
<b>Expected Place of Travel:</b>	Expected trip to at least 3 provinces (6 days)
<b>Contract Duration:</b>	25 days from October to December 2016

#### **2. Project Description**

UNDP has been working with Cambodia since 1958, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help Cambodia to develop policies, leadership skills, partnering abilities, institutional capabilities and resilience in order to sustain development results. UNDP is one of the world's largest multi-lateral development agencies, present in over 170 countries.

This is a critical time for the world. At UNDP, we see this period as a huge opportunity to advance the global Sustainable Development Goals (SDGs). In Cambodia, UNDP will support to realize the country's national strategy and plan through the four priority issues identified in the Country Programme Document (CPD) 2016-2018, approved by the UNDP Executive Board in September 2015 in New York.

With an economy growing at an annual average of 7% over the last decade, Cambodia officially became a Lower Middle Income Country in July 2016. Income poverty declined significantly over the same period, and has the potential to emerge from least-developed-country status within the next decade. The Rectangular Strategy III even envisions Cambodia becoming an upper-middle-income country (MIC) by 2030. Cambodia has set a goal of reducing poverty by more than one percent annually. To these ends, building on the advances of the past two decades in Cambodia, the CPD aims to sustain the gains from poverty reduction, build pathways out of poverty and expand the scope for public action.

The CPD is aligned with national priorities articulated in the Rectangular Strategy III for Growth, Employment, Equity and Efficiency, the National Strategic Development Plan (NSDP) 2014-2018, relevant sector strategic plans, the 2016-2018 UN Development Assistance Framework (UNDAF) and UNDP's 2014-2017 Strategic Plan. To help build pathways out of poverty and expand scope for public action, UNDP will focus on upgrading value chains, financing development sustainably, building resilience and fostering voice and participation. An important tool will be fostering partnerships in the context of transition to lower-middle-income country status.

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

The consultant is expected to produce a video documentary on UNDP Cambodia Country Programme Document (CPD) 2016-2018.

#### **Objective:**

This video is aimed at presenting the work of UNDP in Cambodia and the solutions to the priorities/key issues that UNDP is working on to help Cambodia achieve the simultaneous eradication of poverty and significant reduction of inequality and exclusion.

**Audience:**

General public, youth, private sector, CSO/NGO, government agencies, development partners

**Length:**

12 minutes

**Methodology:**

- The video documentary production must be guided by a script that will describe the flow of topics, people to interview and accompanying footages. The script will be developed by producer (winning bidder) and discussed and agreed with the communications team of the Policy Unit of UNDP
- The video documentary share include the following content:
  - o General information about the development context of Cambodia and rational of the UNDP CPD 2016-2018
  - o Facts and figures to understand the importance of the key issues and the consequences for Cambodia
  - o Description of the policy responses/solutions to the key issues by the government and other stakeholders including UNDP
  - o Interview with policy makers, key spokespersons (government officials, academician, development partners, researcher, private sector, youth, etc.) of the issues, and beneficiaries (authentic voice)
  - o Key challenges, achievements and way forwards of each of the key issues
- Creative combinations of interviews, footages, format and the use of graph, graphic, animation in documenting the topics is highly appreciated
- The video documentary will have two versions:
  - o One version in English voiceover (interviews with Cambodians shall be kept in Khmer sound bite with English subtitles inserted in the video)
  - o One full version in Khmer voiceover

**4. Expected Outputs and Deliverables**

Based on the scope of work:

- A 12-minute video documentary on the UNDP Cambodia Country Programme 2016-2018, upon receiving written satisfaction from the Policy Unit, will be completed and delivered to UNDP (minimum HD-720p). As well as a separated DVD with the unedited raw footage. Subtitles should not be encrusted in the video, but in separate .srt file.
- 4 key issues reflected in the video documentary must be edited separately into a 3/4 minute video to be used individually according to UNDP's discretion

20 copies of the DVD, containing the documentary and the 4 key issues' cuts, should be submitted at the end of the contract with the proper DVD covers in line with UNDP Corporate Guidelines.

Three field trips should be organized in collaboration with UNDP communications team to visit the project sites or other relevant areas, gather further information and interview some local villagers, and the identified spokespersons.

The lump sum will be inclusive of all costs including travel expenses and transportation to the provinces. The number of days in the provinces are estimated and will depend on the shooting plan, weather conditions, and specific needs.

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<b>N</b>	<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review outputs and confirm acceptance)</i>
1	Detailed shooting plan and draft script	5 working days	2 <sup>nd</sup> week of October	Communications Analyst
2	Final cut	15 working days	2 <sup>nd</sup> week of December	Communications Analyst
3	Final product with sub-titles and 20 copies of the DVD, containing the video documentary and the cuts of the 4 key issues' videos	5 working days	3 <sup>rd</sup> week of December	Communications Analyst
<b>Total # of Days:</b>		25 working days from 1 <sup>st</sup> week of October to 4 <sup>th</sup> week December 2016		

## **5. Institutional Arrangement**

The consultant will work under the direct supervision of the Communications Analyst. The consultant will work closely with the communications team of UNDP to complete the assignment including the identification of institutions/organizations/individuals that the consultant will liaise with in the course of performing the work. The communications team will assist the consultant in arranging transportation to the field.

## **6. Duration of the Work**

The consultant is expected to complete the assignment with 25 working days within 3 months from 01 October 2016 to 31 December 2016.

The consultant is expected to submit the shooting plan and the draft script 10 days after signing of the contract. The consultant is expected to submit the draft cut by first week of December and final cut by 2nd week of December. All the products are expected to be submitted by 3rd week of December.

## **7. Duty Station**

The consultant will perform the task at home-based for the script writing and in Phnom Penh and other provinces in Cambodia for the shooting and meeting with UNDP Communications team.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the *Basic Security in the Field (BSIF) training* (<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>) prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.<sup>i</sup>

## 8. Minimum Qualifications of the Individual Contractor

<b>Education:</b>	Minimum Bachelor degree in media and management and/or social development fields
<b>Experience:</b>	<ul style="list-style-type: none"><li>Minimum 5 years of video production, media and communications and previous experience on development and poverty reduction.</li></ul>
<b>Competencies:</b>	<ul style="list-style-type: none"><li>Proven ability to produce high quality video documentaries</li><li>Capacity for script development (narration, interviews, etc.) and naturally embedding corporate messages needed</li><li>Creativity in packaging narration, footage and interview into a final product</li><li>Experience of similar work for UN, Development Partners and/or NGOs, especially in Cambodia</li><li>Knowledge of development issues in Cambodia, particularly on the 4 key issues – development finance, upgrading value chain, building resilience and voice and participation.</li></ul>
<b>Language Requirement:</b>	English and Khmer, as some interviews with local villagers have to be done. Translation into Khmer might be done by a third party, but under the winning bidder's responsibility.
<b>Other Requirements (if any):</b>	Two (2) video samples (or online links) should be submitted to support the application, as well as one (1) full script from a previous work.

## 9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Experience in producing video, documentary and other media products	30
Script development skills	20
Previous work submitted	20
Knowledge of development issues in Cambodia, particularly on the 4 key issues: development finance, upgrading value chain, building resilience and voice and participation.	20
Experience of similar work for UN, Development Partners and/or NGOs, especially in Cambodia	10
<b>Total Obtainable Score:</b>	<b>100</b>

## 10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon submission and acceptance of the shooting plan and draft script	2nd week of October	20%
2	Upon submission and acceptance of final cut	1st week of December	30%
3	Upon submission and acceptance of final product with sub-titles and 20 copies of the DVD, containing the video documentary and the cuts of the 4 key issues' videos	3rd week of December	50%

## **11. Annexes**

- 1.** UNDP Cambodia Country Programme Document 2016 - 2018
- 2.** Technical summary of the key issues

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<sup>i</sup> POPP: <https://intranet.undp.org/global/popp/cap/Pages/administration-of-travel-of-ic.aspx>