

Terms of Reference (TOR)

A. Programme Title: Social and Local Development Programme

B. Type of Contract: Long Term Agreement

C. Subject: Sound Engineer (3)

D. Programme Description

UNDP Social and Local Development Programme focuses on eradicating poverty, strengthening local capacities and supporting government policies for development. The Programme targets four regions across Lebanon with solid and diversified networks and partnerships within the four targeted-regions (South Lebanon, North Lebanon, Bekaa region and Mount Lebanon).

UNDP's support in the area of poverty reduction focuses on policy and operational support. At the upstream level, UNDP provides policy advice for the development of national policies for social development and poverty reduction, in addition to building the country statistical database for poverty measurement and monitoring. At the downstream level, UNDP supports the implementation of local development/ local governance initiatives in four areas of the country.

E. Scope of Work

UNDP Social and Local Development Programme wishes to make a long-term agreement with Three Sound Engineers. The Sound Engineer should record audio in high quality the projects and activities of the UNDP Social and Local Development Programme. He/She should own the basic equipment needed to complete the required tasks, and should be able to secure any additional resources when needed.

F. Expected Outputs and Deliverables

As per the request of the Social Local Development Programme's Senior Communication Officer and under his supervision, the Sound Engineer will be recording audio during the filming of documentaries, inaugurations, ongoing projects, interviews, campaigns, and any other activity requested for communication purposes. After completion of recording, the media cards are handed to the communication officer in charge for copying of the data to hard disks.

G. Institutional Arrangement

- a) The Sound Engineer will work under the direct supervision of the SLD Senior Communication Officer.

H. Duration of the Work

Two years based on satisfactory performance of services.

I. Duty Station

The Sound Engineer will record audio in any region in Lebanon depending on need (Beirut, North, South, Bekaa, and Mount Lebanon).

J. Qualifications of the Successful Individual Contractor

I- Academic Qualifications:

- a. University graduate in audiovisual studies or any related field is preferred

II- Years of Experience:

- a. At least 4 years of experience as Sound Engineer

III- Competencies:

To complete the required tasks, the Sound Engineer should own or have access to:

- a. Should own the following equipment:
 - 1. Shotgun microphone with windshield
 - 2. Wireless Neck microphones (At least 2)
 - 3. Multi-channel audio recorder
 - 4. Wireless reference audio sent to camera
- b. Should be able to provide (if not own):
 - 1. Additional microphones as needed by project
- c. Positive and professional attitude during recording

K. Scope of Price Proposal and Schedule of Payments

The Sound Engineer shall be paid upon completion of each project and the handover of the media recorded.

- i) The audio recording fee must be all-inclusive (professional fees, travel costs, living allowances, communications, consumables); and any additional assistants needed for audio recording purposes.
- ii) The Sound Engineer must take into consideration his transportation fees to any location within the Lebanese territory.

Description	Half Day (USD)	Full Day (USD)
Cost of the outputs and deliverables		

mentioned in item F (Recording audio in high quality using the equipment specified in section 3 - Competencies)		
Including 4 additional neck mics*		
Including 1 additional shotgun*		

* Financial proposals above indicate the item in the line **in addition to** the basic audio recording equipment