

TERMS OF REFERENCE

Reference	PN/FJI/033/20
Location	Suva, Fiji
Application deadline	30 th March 2020
Type of Contract	Individual Contractor
Post Level	National Consultant
Consultancy Title	Videographer -M4C Outcome 2 Interventions and Successes
Languages required:	English
Duration of Initial Contract:	50 working days (Between 30 March to 31 May 2020)

BACKGROUND

The Markets for Change (M4C) Project is a UN Women Project in partnership with UNDP and is a six-year initiative aimed at ensuring that marketplaces in rural and urban areas in Fiji, Solomon Islands and Vanuatu are safe, inclusive and non-discriminatory environments, promoting gender equality and women's empowerment. Market vendors and predominantly women, and marketplaces offer important venues to effect women's social and economic change. In targeting female market vendors at marketplaces, the M4C Project will contribute to the broader Pacific Women's Economic Empowerment (WEE) result of secure, productive and sustainable work opportunities for women.

The M4C Project is based on experiences gained from implementation of the Partners Improving Markets (PIM) Pilot Project that included Fiji, which showed solid evidence that marketplace improvements in physical infrastructure and governance can significantly improve the economic and social lives of women market vendors. Given that M4C Project Phase 1 ends on June 2020, UNDP Inclusive Growth will work to recruit and develop an M4C Outcome 2 video documentary which will highlight the project's progresses, lessons learned, and the issues faced by women market vendors.

DUTIES AND RESPONSIBILITIES

Scope of Work

The Videographer will be required to:

In collaboration with UNDP team script 1 documentary and 15 human-interest video stories, following the guidelines provided by UNDP;

Shoot and produce the videos;

25 - 30 Hi-res photos from each country that can be used for online media.

Expected Outputs and Deliverables

The consultant is required to perform the following tasks:

- Work with the UNDP teams on developing storyline for the video
- Film and edit the video
- Incorporate sub-titles, logos etc.
- Finalize video after feedback and approval
- Take Hi Res photos

The final products must be tailored to UNDP specifications.

The deliverables are:

- Storyline for the videos developed with and approved by UNDP M4C Team – by 8th April
- 5x 2 – 5-minute video with audio and subtitles (English) for Solomon Islands - by 30 April;
- 5x 2 – 5-minute video with audio and subtitles (English) for Vanuatu- by 14 May;
- Edited professional video 1 x 30 - 45-minute video with audio and subtitles (English) covering Fiji, Solomon Islands, and Vanuatu - by 31 May;
- 5x 2 – 5-minute videos with audio and subtitles (English) for Fiji- by 31 May
- Clean version of edited videos (without audio and subtitles), Raw footage, 25 – 30 Hi-res photos for each country i.e. Fiji, Solomon Islands, and Vanuatu - by 31 May;

Intellectual Property:

All information and production of video pertaining to the assignment 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-M4C, in line with the national and International Copyright Laws applicable.

Institutional Arrangement

- IC will work in close collaboration with UNDP M4C Team in Fiji, UNDP Pacific Inclusive Growth Communications and M&E, Programme officer(s), and under supervision of UNDP Inclusive Growth team;
- Final clearance will be made by UNDP Pacific Communications team, and UNDP Pacific Inclusive Growth Acting Team Leader;
- IC will work closely with the entrepreneurs (subjects of the video).

Duration of the Work

- The work is expected to be completed within 50 working days.
- Target days: 30 March – 31 May 2020.

Duty Station

Suva, Fiji

COMPETENCIES

- Strong interpersonal and communication skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Comprehensiveness knowledge of Adobe Creative or other editing software;
- Knowledge, skills and experience to film with professional video equipment;
- Professional knowledge of sound and lighting for video;
- Graphics and post-production skills;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Recognized certificate or other credentials for local/regional filmmaking, media or related programmes.

Experience

- A minimum 5 years of demonstrated experience in filming, video production and editing;
- Experience in producing videos for the United Nations, governments or international non-profits or advocacy campaigns;
- Working experience in Fiji and Pacific region, especially creating media products with 'Pacific/Local media firms';
- Experience in producing video for international audiences.

Language requirements

- Fluency of English language will be required;
- Fluency of i-Taukei, Hindi, Bis-lama & Pidgin languages will be an advantage.

Price Proposal and Schedule of Payments

Lump Sum Amount. 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. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables	Indicative Completion dates	Percentage of Total Price (Weight for payment)
<ul style="list-style-type: none"> • Storyline for the videos developed with and approved by UNDP M4C Team 	8 th April 2020	20%
<ul style="list-style-type: none"> • 5x 2 – 5-minute video with audio and subtitles (English) for Solomon Islands 	30 th April 2020	20%
<ul style="list-style-type: none"> • 5x 2 – 5-minute video with audio and subtitles (English) for Vanuatu 	14 th May 2020	20%
<ul style="list-style-type: none"> • Edited professional video 1 x 30 - 45-minute video with audio and subtitles (English) covering Fiji, Solomon Islands, and Vanuatu • 5x 2 – 5-minute videos with audio and subtitles (English) for Fiji • Clean version of edited videos (without audio and subtitles) • Raw footage • 25 – 30 Hi-res photos for each country i.e. Fiji, Solomon Islands, and Vanuatu 	31 st May 2020	40%

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 70 points)

Criteria 1: Relevance of Education and training (max 10 points)

Criteria 2: Experience working in filming, video production and editing (max 15 points)

Criteria 3: Experience with the United Nations, governments or international non-profits or advocacy campaigns (max 10 points)

Criteria 4: Experience in the Pacific, creating products for international audiences (max 15 points)

Criteria 5: Strength of the submitted portfolio (max 20 points)

Only bidders obtaining a minimum of 49 points (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.

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV** indicating all past experience from similar projects, links to portfolio, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal in FJD**, as per template provided in Annex II.

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Videographer -M4C Outcome 2 Interventions and Successes**) and reference number (**PN/FJI/033/20**) and submitted via email on etenderbox.pacific@undp.org by **11.59pm Tuesday 30th March 2020 – Fiji time**.
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org

Women applicants are encouraged to apply