

TERMS OF REFERENCE

Reference	PN/FJI/056/20
Location	Home based
Application deadline	25 June 2020
Type of Contract	Individual Contractor
Post Level	International Consultant
Consultancy Title	Videographer – UNPRAC Project
Languages required:	English
Duration of Initial Contract:	41 days (Between July to September 2020)

BACKGROUND

The UN Pacific Regional Anti-Corruption (UN-PRAC) Project is a joint UN Office on Drugs and Crime (UNODC) and UN Development Programme (UNDP) initiative, funded by the Australian Government, aimed to support Pacific Island Countries (PICs) to strengthen their national integrity systems.

The project is firmly anchored on two very important international initiatives, namely i) the United Nations Convention against Corruption (UNCAC) as the only international legally binding framework on how to prevent and fight corruption, and ii) the Agenda 2030 and the Sustainable Development Goals (SDGs), specifically SDG 16 which calls for stronger action on anti-corruption, transparency and accountability.

In line with the UNCAC and the SDGs, the ongoing second phase of the UN-PRAC project (2016-2020) takes a multi-pronged approach in helping PICs advance their anti-corruption agenda. These efforts include support for strengthened national anti-corruption policies and institutional frameworks and improved knowledge and capacities for effective implementation of the UNCAC requirements in the Pacific region.

Within the numerous mutually reinforcing activities under UN-PRAC project, UN-PRAC aims to solicit proposals for development and production of video clips to serve as advocacy materials to raise awareness for Pacific people of the importance of preventing and fighting corruption and specific efforts undertaken in the Pacific region.

While the video clips may contain general (universal) anti-corruption messages consistent with UNCAC and SDG16, they must be anchored in the Pacific context and illustrated through Pacific examples, including specifically through UN-PRAC's work. The narrative needs to speak to Pacific people and be based on 'human stories'.

Individual media producers are welcome to submit proposals but must be Pacific-based and able to demonstrate a track record completing videos with anti-corruption and Pacific Island Country contents.

Five potential topics for the video clips:

- Youth as Game Changers in Pacific Integrity
- Pacific Unity against Corruption
- 'Whole of society' approach in fighting against corruption
- Corruption and SDG3 (Health) – the Pacific relevance
- Climate change and corruption

DUTIES AND RESPONSIBILITIES

Scope of Work

The objective of the assignment is production of video clips to convey anti-corruption messages to the public, in line with the UNCAC and SDG 16. The series of video clips need to be contextualized to the Pacific.

Specifically, the videos should:

- Highlight the goals of the UN-PRAC and showcase the impact of anti-corruption on local communities and the importance of taking various anti-corruption measures and raising the awareness of all stakeholders.
- Showcase UN-PRAC's success stories and lessons learnt related to the anti-corruption efforts in the Pacific region.
- The videos need to speak to a regional Pacific audience, rather than to just one Pacific country.

Five topics and contents for storyboards:

1. Corruption and SDG3 (Health) – the Pacific relevance

Corruption undermines human development. It diverts public resources away from the provision of essential services. It increases inequality and hinders national and local economic development by distorting markets for goods and services. It corrodes rule of law and destroys public trust in governments and leaders.

The Sustainable Development Goals (SDGs) now make an explicit link between corruption and peaceful, just and inclusive societies. SDG 16 and its targets on reducing bribery, strengthening institutions and accessing information are not only valuable aspirations in their own right, they are also vital conditions for the achievement of all the 17 goals.

UN-PRAC's contribution to achievement of the SDGs is through strengthening anti-corruption institutions and systems, supporting the implementation of UNCAC, mitigating corruption risks in essential sectors, and strengthening the collective actions of governments, civil society and the private sector in fighting corruption.

What is the Pacific impact on corruption and the SDGs, particularly SDG 3, relating to health? For example, if we fight corruption there will be less poverty – for this child in Kiribati for example (SDG 1) etc? Less hunger for this woman in SOI? (SDG 2 & 5); Genuine vaccines and medical equipment for this market vendor in Fiji (SDG 3).

2. Youth as Game Changers in Pacific Integrity

Corruption is among the biggest challenges for development and prosperity in the Pacific, but a new generation of youth in the Pacific is not afraid to address local corruption issues.

The video may celebrate the role of youth in tackling corruption in the Pacific and inspire a debate for broadening the civic space for participation of youth and creating sustainable partnerships in the Pacific.

The case in point could be the Pacific Youth Forum Against Corruption (PYFAC), a network of youth from across 14 Pacific Island Countries and their efforts for putting anti-corruption at the core of the concept of governance in the Pacific.

3. Pacific Unity against Corruption

Pacific unity against corruption is seen as a prerequisite for the achievement of the region's sustainable development and resilience aspirations. Pacific Island countries are committed to anti-corruption measures through a regional approach.

What concretely has been done? What is inspiring? The video should showcase the importance of the Pacific region working together against corruption and be illustrated by the commitment taken under the 'Teieniwa' vision.

4. 'Whole of society' fighting against corruption

Governments alone cannot eradicate corruption. Meaningful involvement of 'whole-of-society' is crucial to effectively prevent and fight corruption.

Citizens, small businesses and companies, journalists, Parliamentarians and academia must play a meaningful role. While they all should expect integrity from their institutions, they should also expect integrity from each other.

What is the Pacific approach? Any highlights? The video should showcase the benefits of using a 'whole-of-society' approach to UNCAC and SDG16 implementation that are being used in the Pacific.

UN-PRAC is working to promote the 'whole-of-society' approach. For example, when Papua New Guinea undertook their UNCAC Review, civil society were included in the official review committee and also joined in PNG's reviewing mission of another country; in Kiribati, the private sector is an active stakeholder on the NACS Committee and was a key player in enabling the parliament to adopt good governance/private sector legislation.

5. Climate change and corruption

The costs of corruption in climate action and in climate-related sectors are huge and devastating.

Data and evidence clearly illustrate that the costs of corruption in climate-related sectors are staggering. But what is the personal impact to a local family when corruption interrupts well-intended climate action?

Corruption can undermine adaptation and mitigation activities not only by exacerbating the negative effects on climate change, but also by reducing the amount of resources for climate action.

This is particularly relevant for the Pacific islands because of their vulnerability to climate change.

This is why it is important for the Pacific countries to step up the prevention and fight against corruption.

By supporting anti-corruption policies and practices, UN-PRAC is contributing to mitigating the corruption risks related to climate change

Expected Outputs and Deliverables

Under the supervision and guidance of UNODC's Regional Anti-Corruption Adviser (Pacific) and UNDP's Advisor on Anti-Corruption, UNDP Multi-Country Pacific Office, the consultant will perform the following duties:

- Review the proposed list of topics for the video clips;
- Select two topics, including one on health as mandatory and the second one optional;
- Present a work plan for production of the two videos by working online/remotely to include the following steps:
 - Initial storyboards;
 - Video shooting, graphics and editing;
 - Local Pacific interviewees, any narration and subtitles in English;
 - Storyboard development and agreed script;
 - Full usage rights for music (or music for which copyright has been granted);
 - Fully produced videos clip of approximately 3-4 minutes in length in 1080p (HD) resolution aimed at sharing with broad audience/general public including local communities, government institutions, CSOs, local stakeholders, as well as an international audience;
 - Produce a condensed 30-40 second video summary/teaser of the video suitable for social media sharing, adhering to UNDP video guidelines.
- Conduct / source appropriate short interviews with local stakeholders who, along with local people impacted by anti-corruption, may include the project's major partners, beneficiaries and stakeholders in consultation with UN-PRAC team. There may be one short interview or quote overlay from an UN-PRAC representative, but the bulk of the video is local voices and vision. Given current prohibitions on travel, the proposal may need to be produced in one

Pacific country with some local interviewees but will need to incorporate some HD quality interviews/vision from other Pacific countries;

- Work on the development and finalization of the products, in close consultation with UN-PRAC.
- Based on satisfactory development and acceptable of the two videos, the consultant may be asked to develop and produce the remaining three videos. Hence the financial proposal should be modular, per video.

Deliverable	Output	Working Days	Indicative Completion Date
A	Concept and story boards for two potential video clips	Up to 5	5 July
B	Production of the first video clip on agreed Health/Corruption topic, and condensed 30-40 sec summary/teaser of the video	Up to 7	20 July
C	Production of the second video clip on agreed topic (UN-PRAC may also order production of the rest of the videos up to five, upon satisfactory delivery of the first video)	Up to 6	10 August
D - optional	Concept, story boards and production of additional three videos, contingent on success of production of the first two videos.	Up to 23 days	15 September 2020

Institutional Arrangement

The Consultant will report to the UNODC's Regional Anti-Corruption Adviser (Pacific) and UNDP's Anti-Corruption Specialist, Effective Governance, Pacific Office.

Duration of the Work

The time frame of the consultancy is estimated is from 1 July to 30 September 2020, up to a maximum of 41 days: 18 days for the first two videos, and up to a maximum of 23 days for the three additional videos. Production of additional three videos, contingent on success of production of the first two videos. If requested, the additional three videos need to be produced until 15 September 2020.

Duty Station

Home based

COMPETENCIES

The prospective consultant should have proven experience in video production in the Pacific region.

Corporate competencies:

- Demonstrates integrity and fairness by modelling UN values and ethical standards;
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Display cultural, gender, nationality, religion and age sensitivity and adaptability.

Functional competencies:

- Demonstrated ability to work harmoniously in a multi-cultural environment;
- Ability to work on own initiative as well as a member of a team and to work under pressure;
- Excellent relationship management;
- Excellent communication, facilitation, presentation and reporting skills

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Bachelor's degree in communications, film, marketing, journalism, media, or other relevant field or Graduate Diploma/degree in film making; or at least three years of equivalent professional video production.

Experience

- Demonstrated experience in developing, producing, and editing videos in at least one Pacific Island Country;
- Demonstrated success in producing quality video products. Please attach or provide links to two samples of previous work that shows a video in English to your application;
- Demonstrated video literacy with Pacific anti-corruption issues or similar contemporary Pacific whole-of-society issue;
- Previous experience producing videos with demonstrated impact with a Pacific National Government, UN agency, development agency or advocacy group;
- Track record of producing quality work to deadlines

Language requirements

- Fluency in the English language; fluency in other Pacific languages would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **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:

- **Deliverable 1:** Concept and story boards for two potential video clips: 12% of total contract amount
- **Deliverable 2:** Production of the first video clip on agreed Health/Corruption topic: 17% of total contract amount
- **Deliverable 3:** Production of the second video clip on agreed topic (UN-PRAC may also order production of the rest of the videos up to five, upon satisfactory delivery of the first video): 15% of total contract amount
- **Deliverable 4:** Concept, story boards and production of additional three videos, contingent on success of production of the first two videos: 56% of total contract amount

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

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 Bachelor's degree in communications, film, marketing, journalism, media, or other relevant field or Graduate Diploma/degree in film making; or at least three years of equivalent professional video production. (max 5 points)
- Criteria 2: Demonstrated experience in developing, producing, and editing videos in at least one Pacific Island Country (max 20 points)
- Criteria 3: Demonstrated success in producing quality video products. Please attach or provide links to two samples of previous work that shows a video in English to your application (max 20 points)
- Criteria 4: Demonstrated video literacy with Pacific anti-corruption issues or similar contemporary Pacific whole-of-society issue (max 10 points);

- Criteria 5: Previous experience producing videos with demonstrated impact with a Pacific National Government, UN agency, development agency or advocacy group (max 10 points);
- Criteria 6: Track record of producing quality work to deadlines (max 5 points)

Only candidates 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. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal in USD**, 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](#)

Annex III – UNDP Video Standards for Social Media: 2020 (Update: January 8, 2020)

<https://intranet.undp.org/unit/pb/communicate/communicationstoolkit/outsideundp/SitePages/brandidentity.aspx#film>

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Videographer – UNPRAC Project**) with reference **[PN/FJI/056/20]** and submitted via **UN Job shop** by **25th June 2020**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office via email: procurement.fj@undp.org.

Women applicants are encouraged to apply