

# **TERMS OF REFERENCE**

## **Videographer/Video Editor**

<b>Location:</b>	New York area (UNDP Regional Bureau for Asia and the Pacific), UNITED STATES OF AMERICA
<b>Type of Contract:</b>	Individual Contract
<b>Post Level:</b>	International Consultant
<b>Languages Required:</b>	English
<b>Period of Initial Contract:</b>	29 May 2021 – 31 December 2021 (Maximum 20 working days)

### **1. Background**

The United Nations Development Programme (UNDP) partners with people at all levels of society to help build nations that can withstand crisis, and drive growth sustainably to improve the quality of life for everyone. On the ground over 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

UNDP's Regional Bureau for Asia and the Pacific (RBAP) is seeking a videographer/video editor to support its video production of a series of interviews about policy papers and events under the supervision and guidance of the Strategic Policy and Planning team.

The productions include a series of interviews for RBAP's Youtube, social media, news features for broadcasters and video messages.

The video products will highlight UNDP's work on poverty reduction, women's empowerment, crisis response, protecting the environment, foresighting and other policy areas.

The Videographer/Video Editor will work with the Strategic Policy and Planning team of RBAP in New York.

The video production and filming will take place at UNDP HQ in New York City, so for this reason UNDP is limiting the bids to videographers/video editors based in New York City (office-based).

The consultant will be engaged for total 6 video production (3 days for each video), for up to 20 days within the period of the contract.

### **2. Duties and Responsibilities**

Under the supervision of the Communications Specialist and the Strategic Policy and Planning team, the consultant will be responsible for the following:

- Ensure highest broadcast quality of videography: minimum HD 1920x1080 or better;
- Ensure that all requests and instructions from UNDP pertaining to videography and video-editing requirements are fulfilled;
- Ensure that all required videography/video-editing jobs are completed on deadline;
- Ensure that correct video formats are used as requested by UNDP;
- Ensure that videos produced for use on social media follows the specifications required by the UNDP;
- Work with the highest professional ethical standards and in keeping with UNDP's and the UN's core messages.

The consultant may be requested to work from the UNDP Headquarters office in New York when needed and when COVID-19 restrictions for consultants to have access to the building are lifted.

### 3. Deliverables

The consultant is expected to work on various aspects of video production for several projects. Deliverables include the following:

- Film and produce 6 videos of UNDP interviews, adding/using existing and/or stock footage;
- The six videos will be used in RBAP Youtube channel and social media networks.

**The timeline for deliverables (including deadlines) will be agreed upon with the supervisor on an on-call basis.**

Selected candidates will need to use their own high-quality audio-visual equipment. UNDP will not provide any equipment. Please share the list of high-quality equipment that the applicant will use.

**Please note that sub-contracting other vendors to perform the job described in this Terms of Reference is not allowed.**

### 4. Working arrangements

- The consultant(s) will be engaged in the office of the Strategic Policy and Planning Team at RBAP at UNDP Headquarters;
- Individual contract (IC) as Framework Agreement are for services on an intermittent and repetitive basis;
- Upon request for services, the consultant must advise within 48 hours as to their availability for said services;
- Financial commitments will only be established each time the services are requested within the scope of the IC;
- Corresponding payments shall be made following certification by UNDP that the services requested have been satisfactorily performed and Deliverables have been achieved by or before the due dates.

### 5. DURATION:

29 May – 31 December 2021 (maximum 20 working days)

The consultant will be engaged for total 6 video production (3 days for each video), for up to 20 days within the period of the contract.

### 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Communication Specialist on Strategy, Policy and Partnerships. She/he will also work closely with the RBAP SPP team. The present ToR is subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations.

The copyright for all research commissioned by UNDP/RBAP will be held by UNDP/RBAP. Publication or dissemination of the works performed by the consultant elsewhere is not permitted before they are published by UNDP.

### 7. COMPETENCIES:

Functional:

- Ability to film broadcast quality video and audio: HD 1920x1080 or better;
- Have Final Cut Pro editing skills (or other professional editing software i.e., Avid, Premiere, etc.);
- Have knowledge of different video formats and video file conversions;
- Have knowledge of converting of video files from multiple formats;
- Have online video publishing and file transfer skills;
- Have working knowledge of publishing on social media sites;
- Have knowledge of lighting for video.

Core:

- Interest in the UN system and general knowledge of development issues;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multicultural environment.

## **8. Required Skills and Experience**

### **Education:**

- Minimum Bachelor's degree in media communications, Journalism, Social Sciences, Humanities, Public Administration, Economics, Political Science or any other related field.
- High experience (five years or more) of working with video production may be considered in lieu of academic degree;
- Professional certificate from a film school is an asset.

### **Experience:**

- At least 3 years' experience in producing video products for social media, particularly Youtube
- Minimum 2years of working experience in video production and FCP editing, or other professional editing software;
- Minimum 2years' experience filming professionally;
- Prior experience working with United Nations teams.
- Experience in the usage of graphic design software packages for social media
- Experience of producing video interviews (please provide the
- Familiarity with video and social media communications of other development organizations (e.g. UNICEF, World Bank, ADB) is an asset

### **Language:**

- Fluency in English; knowledge of other UN languages (French, Spanish, Arabic) an asset.

## **9. Payment Terms:**

**All-inclusive lump sum payment per assignment**

## **10 EVALUATION OF CANDIDATES:**

Individual consultants will be evaluated based on the following methodology:

**Cumulative Analysis:** The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical evaluation of desk review and interview (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 Evaluation – 70%**

- **Criteria A:** University Degree in Media Communications, Journalism, Social Sciences, Humanities, Public Administration, Economics or Political Science. – (10 Points)
- **Criteria B:** At least three years' experience in producing video products for social media, particularly Youtube (25 Points)
- **Criteria C:** Experience producing video interviews- (40 Points)
- **Criteria D:** Familiarity with video and social media communications on sustainable development topics or worked with other development organizations (e.g. UNICEF, World Bank, ADB) is an asset. (15 Points)
- **Criteria E:** Experience in the usage of graphic design software packages for social media. (10 Points)

**Total Points Obtainable in Technical Evaluation: 100 Points**

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

### Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$ .

Where:

- $p$  = points for the financial proposal being evaluated;
- $y$  = maximum number of points for the financial proposal;
- $\mu$  = price of the lowest priced proposal;
- $z$  = price of the proposal being evaluated.

### APPLICATION PROCEDURE:

Interested individual consultant must submit the following documents/ information to demonstrate their qualifications.

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

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP including the Financial proposal (Annex III);
  - Consultant must send a financial proposal based on the lump sum amount for **video production** as per TOR requirement. The total amount quoted shall be all-inclusive and include all costs components required including professional fees and any other applicable cost to be incurred by the IC in delivering the TOR requirement. 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 for each assignment of video production.
  - If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- b) Curriculum Vitae or P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references;
- c) List of owned high-quality equipment that the applicant will use.
- d) list with links of Experience of producing video interviews;
- e) Please provide minimum two samples of Experience in the usage of graphic design software packages for social media

For any inquiry related to this job application please contact with:

Email: [mostaq.ahmed@undp.org](mailto:mostaq.ahmed@undp.org)

Requests for clarifications shall be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline.

Please mention the email subject line as:

*"Inquiry – IC - Videographer/Video Editor"*