



TERMS OF REFERENCE **FOR SPECIAL SERVICE AGREEMENT**

TITLE: TRAINING FOR GREEN SCREEN VFX PRODUCTION

Location : Home based and on-site

Type of Contract : Individual Contract

Languages Required : English

Starting Date :September 2, 2021

Duration of Initial Contract : 10 working days

1) GENERAL BACKGROUND

To create highest-quality videos, UNDP South Africa is procuring necessary equipment to create a green screen studio towards producing powerful communications products that raise awareness of issues of South Africa's development and showcase the good work of the Country Office (CO).

Composited videos and chroma keying shots – using green screen technology – create professional videos and special effects that blend well with animations and substitute for shooting on location, among many other advantages.

“Green screen” is a visual effects (VFX) technique where two images or video streams are layered—i.e. composited — together. For example, green screen allows the user to drop in any given background image behind a foreground. It is used in film production (and also in news and weather reports) to place any desired background behind the subject/actor/presenter.

“Composited video” is the process of combining two or more video images into one. “Chroma-keying” is the process of isolating a single color or brightness value in an electronic image and then making that value transparent in post-production, allowing another image or footage to be placed “beneath” the color that has been blanked out.

Green Screen VFX Production comprises these skills, among other fundamental workflows.

Towards taking full advantage of this new green screen studio, a consultant for Green Screen VFX Production is required to support hardware setup and conduct software usage training of CO staff.

2) OBJECTIVES OF THE ASSIGNMENT

The green screen studio is currently under construction and will be finished before the consultant's contract commences.

The consultant, in close collaboration and supervision of Resident Representative for UNDP South Africa and the UNDP South Africa Communications Team, will be responsible for

1. Physical, technical setup of the green screen studio, with a specific emphasis on



lighting/cinematography – and robust training of CO staff in these areas, as well as advising on any necessary, outstanding equipment.

2. Training on composing camera shots including (not limited to Establishing Shots, Rule of Thirds, Centered/ Wide Angle/ Medium Shots/Close Ups, etc), as well as cinematography, composition, and directing these shots specifically for green screen.
3. Training CO staff on VFX software (e.g. Wondershare) for compositing shots, including chroma keying and using video keying effects, like masking, and working with nested sequences and integrating animations – among other fundamental software skills, such as troubleshooting for chroma key challenges.
4. Working with CO staff to create one short video clip, per staff member, using only green screen shots to communicate a simple idea or message.
5. Develop a simplified user manual covering all the key areas covered in the physical training for CO staff to refer from later. The manual should also provide all the tips and tricks on how to utilize the VFX software, lighting, and sound.

3) SCOPE AND STAGES OF WORK ASSIGNMENT

Informed by a syllabus approved by the CO, during the ten (working) day period, the consultant will:

- I. Set up the green screen studio in the CO, with a special emphasis on the technicals of lighting, and train CO staff in this area
- II. Train CO staff on theory fundamentals of lighting/cinematography, shot composition, and directing specifically for the CO green screen studio
- III. Train CO staff on VFX software (e.g. Wondershare) for compositing shots throughout the entire chroma key workflow.
- IV. Work with CO staff to create one short video clip, per staff member, that uses green screen compositions, only

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 10 working days

Duty Station: Home based

Expected places of travel: UNDP South Africa CO

5) RESPONSIBILITIES

Under the direct supervision of the Resident Representative for UNDP South Africa, the consultant will assume overall responsibility of the assignment.

7) DELIVERABLES

Number	Deliverables	Timeframe
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1	Green screen studio setup and training of CO staff	Aug 2-4
2	Training CO staff on fundamentals of camera shots for green screen	Aug 3-4
3	Train CO staff on VFX software	Aug 5-13
4	Work with CO staff to create one short video clip, per staff member	Aug 5-13
5	Handover a training manual to CO staff providing hardware & software guidance on using the green screen studio and attendant technologies	Aug 5-13

8) DEGREE OF EXPERTISE AND QUALIFICATIONS OF THE CONSULTANT

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Ability to manage complexities
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humoured even under pressure
- Proven organizational and communication skills

Required Qualifications and Experience

- An advanced degree, or vocational training, in Video Production or related field
- Strong technical competency in Adobe Creative Suite, Microsoft Office, and additional, relevant software for green screen VFX, e.g. Wondershare.
- Strong technical competency in theory fundamentals of lighting/cinematography, shot composition, and directing specifically for green screen studios
- Very strong experience in using green screen technology for creating and composing shots
- Excellent oral and written communication skills
- Excellent command of English. At least one other South African language is an asset.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

X PARTIAL

INTERMITTENT

☐ FULL-TIME

IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION

AWARD CRITERIA



Technical (70 points)

- Detailed work plan, including draft syllabus (10 points)
- Academic and professional background as informed by CV (20)
- Samples of video production work, specifically regarding green screen VFX, previously produced (40 points)

Financial (30 points)