

TERMS OF REFERENCE

Reference No.	PN/FJI/022/22
Consultancy Title	Video Producer for Vulavula Sara (Landfill Project) Vision Video
Location	Fiji
Application deadline	9 th March 2022
Type of Contract	Individual contract
Post Level	International or National Consultant
Languages required:	English
Duration of Initial Contract:	March - April, 2022

BACKGROUND

The 'Investing in Coral Reefs and Blue Economy' Project is designed to provide catalytic funding to businesses and projects that have a positive impact on protecting Fiji's marine ecosystem. Conservation projects, particularly around marine ecosystems, are not attracting impact capital at the same pace as the rest of the impact investment market.

To address this challenge, the United Nations Development Programme (UNDP), United Nations Capital Development Fund (UNCDF), and United Nations Environmental Programme (UNEP) in collaboration with the Ministry of Economy has set up a blended finance facility to use the UN's concessional capital to catalyze investments in private sector initiatives with a focus on the conservation and protection of coastal reefs and marine life ecosystems.

One such investible opportunity is a new sanitary landfill in the Western Division of Fiji. The UN will facilitate the process of developing a private-public partnership between private project developers, investors and the Government of Fiji. The project vision is to create a landfill that is integrated with the community and provides a place for entrepreneurs to experiment with more sustainable approaches to waste management.

To that end, the UN is hiring a video producer who can produce a 'vision video' to help potential partners, local and global audiences, and investors visualize the vision and plans for Fiji's second sanitary landfill project. The video producer will work closely with the UN and the UN's landfill project development partner.

Objective

Using the video, we hope to mobilize stakeholder buy-in, create excitement, and build up momentum behind this ambitious project.

DUTIES AND RESPONSIBILITIES

Scope of Work

- Two edited videos (short 60-90 second and long 4-minute versions) which includes interviews with selected partners & High resolution still photos (taken during filming)
- Subtitles/captions: Burned-In Captions Font Options: Proxima Nova Bold, Extra Bold, and Italics Bold OR Myriad Pro Bold Condensed and Bold Semi Condensed. Alignment: Centered and MUST sit half inch above margin bottom (1-2 lines max) Size: Titles: 90-95, Subtitle and

lower thirds: 60-80, Line spacing: -20 to -25

- Language: English

Expected Outputs and Deliverables

- Video treatment
- Script and provision of shot list, interview questions and directions for partners to follow
- Delivery of 1 x 60-90 second short version/trailer HD video with b-roll footage, text and branding elements and sound mix including music;
- Delivery of 1 x 4 minute (max) HD video with b-roll footage, text and branding elements and sound mix including music;
- High resolution still photos (taken during filming) - e.g. a set of 30+ high res still photos (taken during the production stage) - .raw file types ideally
- Backup and archival of project footage - Provide raw files/footage to project team and UNDP

Institutional Arrangement

- Additional guidance on UNDP video standards for Social Media can be provided by Andrea Egan (andrea.egan@undp.org)

Duration of the Work

Deliverables	Expected Duration
Video treatment	2 weeks
Script and provision of shot list, interview questions and directions for partners	2 weeks
Two edited videos High Res still photos Backup and archival project footage	4 weeks

Duty Station

- IC will be located in Fiji for contract duration.

COMPETENCIES

- Comprehensiveness knowledge of Videography
- Strong interpersonal and communication skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- A Bachelor's degree in Media Communications, Film, Journalism, Social Sciences, Humanities, Public Administration, Economics, Political Science or any other related field is desirable but not essential. High experience (five years or more) of working with video production may be considered in lieu of any academic degree

Experience

- At least 6 years of experience producing professional videos with multi-functional teams;
- Experience of working on issues related to international development, poverty reduction and environmental protection in small island developing states, preferably with knowledge on marine pollution, marine biodiversity conservation, or waste management;
- Able to mobilize production team in Fiji;
- Prior experience working with United Nations
- Has previously worked and delivered similar videos & years of experience of team leader

Language requirements

- Fluency of English language is required.

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:

Deliverables	Percentage payment
Video treatment	20%
Script and provision of shot list, interview questions and directions for partners	20%
Two edited videos High Res still photos Backup and archival project footage	60%

The Project Manager, in consultation with the Communications Specialist, will approve payments once the deliverables are deemed satisfactory.

Evaluation Method and Criteria

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as both: a) responsive/compliant/acceptable, and b) offering the lowest price/cost.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: At least 6 years of experience producing professional videos with multi-functional teams – Max 20 Points
- Criteria 2: Experience of working on issues related to international development, poverty reduction and environmental protection in small island developing states, preferably with

knowledge on marine pollution, marine biodiversity conservation, or waste management – Max 10 points

- Criteria 3: Previously worked and delivered similar videos – Max 25 points
- Criteria 4: Able to mobilize production team in Fiji with prior experience working with United Nations – Max 15 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; and b) a video treatment showing how they will conceptualise the video.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

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 consultancy and submitted by 5:00pm, 9th March 2022, 5pm (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org