

TERMS OF REFERENCE

National Consultant for Communications: design and video editing

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.</p> <p>UNFPA is looking for a motivated, innovative and creative competent designer and video editor consultant who is familiar with the ICPD and human rights as well as with UNFPA styling. He/She will work with UNFPA on a long term contract providing support based on request.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will work closely with the Communication Unit to design and develop materials and products in line with UNFPA standards and branding requirements.</p> <p>The consultant will develop various graphic creations based on the office needs including:</p> <ul style="list-style-type: none"> - Advocacy materials (posters, brochures, books, etc.) to be used for events on key national and international days - Design promotional materials: folders, banners... - Adjust and update previous materials with new text or content based on units needs <p>He/She will also provide video editing services as bellow:</p> <ul style="list-style-type: none"> - Provide cleaning of sound on the audio records - Cut and edit videos with professional software, with consultation with the communication team and also through providing suggestions for the storyboard - Put the subtitles when needed - Respect the duration as well as the choice of images that the communication team provides - Ensure the privacy and confidentiality of the products submitted. All UNFPA images and recording are the propriety of UNFPA and can't in any case be used, shown, modified without the approval of UNFPA.
Duration and working schedule:	From August to 31 st December 2022 (note that payment will be made based on the quotation agreed on by UNFPA for each service)
Place where services are to be delivered:	UNFPA CO Vientiane
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	In line with agreed timeline by UNFPA for each product Final products should include original art work in digital form such as Psd, Ai, PDF, JPG, PNG with printable size; and editable files with raw footages for videos
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will regularly report on the progress of work to UNFPA communication and partnership specialist.

Supervisory arrangements:	The consultant will be supervised by UNFPA communication head of unit
Expected travel:	No travels planned
Required expertise, qualifications and competencies, including language requirements:	<p>Education: Degree in design including mastering photoshop and other designing tools as well as video editing softwares</p> <p>Experience:</p> <ul style="list-style-type: none"> ● Strong experience in designing using illustrator and InDesign and possessing softwares including Lao front ● Proven experience in video editing ● Capable to communicate both in Lao and English ● Previous experience with the UN or other international organisations is an asset
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ul style="list-style-type: none"> ● UNFPA will provide logos, branding guidelines, guidance on designs and discuss the innovative design ideas
Other relevant information or special conditions, if any:	<ul style="list-style-type: none"> ● The budget for this assignment will be charged to core and non core funds according to the tools designed and which unit they will be delivered too ● With satisfactory performance, the payment will be made after completion of each design. The payment will be made in local currency to the consultant's bank account.