

TERMS OF REFERENCE
Individual Consultant for Videography

TERMS OF REFERENCE (to be completed by the Hiring Office)	
Hiring Office:	UNFPA CO in Lao PDR
Purpose of consultancy:	<p>UNFPA is the leading 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 passionate videographer/video editor to provide services through a retainer contract with payment per-request basis.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will work under the supervision of the Communications & Partnership Analyst to provide videography services at the the pre-production, production to post-production process, in line with UNFPA standards and branding requirements.</p> <p>The consultant will be responsible for planning, filming, and editing videos that could be used for a variety of purposes.</p> <p>The service will include, but not limited to:</p> <ul style="list-style-type: none"> ● Involve in pre-production process by developing story-board and planning the video shooting with the communications team; ● Film videos on set or on location; ● Edit footages in post-production by trimming footage segments and put together the sequence of the video; ● Input music, dialogues, subtitles, graphics and effects; ● Ensure logical sequencing and smooth running of the video; ● Implement new editing technologies and industry's best practices to maximize efficiency; ● Ensure the ethicality of video shooting and collect consent forms; ● Consult with communication team throughout the pre-production, production and post-production process.
Duration and working schedule:	<p>From 15th February to 31st December 2023</p> <p>(The payment will be made based on the quotation agreed on by UNFPA for each service, the total amount of payment will not exceed 20,000 USD)</p>
Place where services are to be delivered:	UNFPA Lao PDR - Vientiane
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The final cuts of the videos and raw footages shall be submitted in electronic copies with consent forms and relevant documents.</p> <p>UNFPA will have copyright to all videos and footages produced by the consultant under this consultancy.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Based on the approved timeline, the consultant will regularly report on work progress to UNFPA's Communications & Partnership Analyst.
Supervisory arrangements:	The tasks and products will be supervised by UNFPA's Communications & Partnership Analyst.
Expected travel:	Travel to provinces may be required.
Required expertise, qualifications and	<p>Education:</p> <p>University Degree or Diploma in Arts, communications, cinematography, film studies, public relations, marketing, journalism, advertising or other relevant fields.</p>

<p>competencies, including language requirements:</p>	<p>Experience: At least one year of experience in videography. Previous experience with the UN or other international organisations is an asset.</p> <p>Languages: Proficient in Lao and English.</p> <p>Competencies: The consultant is required to:</p> <ul style="list-style-type: none"> ● Have a great eye for quality and attention to detail; ● Creative mind and storytelling skills; ● Ability to work flexible hours to accommodate event/mission schedules; ● Proven work experience as a videographer with a strong portfolio; ● Solid experience with digital technology and editing software packages; ● Thorough knowledge of timing, motivation and continuity; ● Familiarity with special effects, 3D and compositing; ● Familiarity with tools and approaches of communications for development; ● Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel; ● Solid overall computer literacy, including proficiency in various Video editing applications (Adobe Premiere pro, final cuts pro, etc.) and email/internet; ● Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines; ● Have affinity with or interest in sexual and reproductive health, youth and adolescent, gender equality, population dynamics, volunteerism as a mechanism for durable development, and the UN System. <p>Software and Equipment: The consultant must have relevant softwares and equipment to perform the tasks in pre-production, production and post- video production process.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The consultant will be involved in the initial planning process to discuss the location, angles and requirement of the video. UNFPA will provide consent forms, branding guidelines, guidance and technical/quality check on the video.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>With satisfactory performance, the payment will be made in local currency to the consultant's bank account after the completion.</p> <p>The payment will be based on the price stated in the service quotation submitted by the consultant. Quotation is expected to be valid for 2023.</p>
<p>Signature of Requesting Officer in Hiring Office: Vannaseng Insal, Communications & Partnership Analyst</p> <p>Date:</p>	

Approved by:

Mariam A. Khan
UNFPA Representative