

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	Uganda Country Office
Purpose of Consultancy:	UNFPA Uganda is seeking the services of a professional videographer to assist the organisation in documenting good practices under the Gender and Women Empowerment (GEWE) programme. The purpose of this consultancy is to produce a high quality three, 5 minutes' video of beneficiaries responding to specific questions. The purpose of the video is to showcase how UNFPA is changing lives of women, girls, young people, and communities through interventions to preventing and responding to gender-based violence.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><b>Specific tasks</b></p> <ul style="list-style-type: none"> <li>• To develop filming scripts with the guidance of a designated official at UNFPA.</li> <li>• To collect clips of the candidate.</li> <li>• The footage should show the women telling their stories. They can be at work, in her home, at the markets, in the street - doing something.</li> <li>• Produce six, five minutes videos (with good audio, free of distracting ambient noise) of the women and/or stakeholders responding to questions shared by UNFPA about their past, present or expectations of the future.</li> <li>• Video b-roll of the featured women at home, at work, with family, in the market, etc., over which we may place audio of her voice from her interview.</li> <li>• Translations into English (with subtitles to the clips. The subtitles can be edited to meet the quality of UNFPA).</li> <li>• The videographer must obtain permission from subject. This can be written or recorded.</li> </ul> <p><b>Conditions of Work</b></p> <ol style="list-style-type: none"> <li>I. The Consultant will be required to travel to the location of the women being featured in the video.</li> <li>II. UNFPA will cover travel-related costs to the location, such as road travel a daily subsistence allowance at UN rate (to cover housing, food and other daily expenses during the field mission).</li> <li>III. The Consultant is expected to use his/her own camera and editing equipment.</li> </ol>
Duration and working schedule:	The duration of the consultancy will be 30 days, including preparation, days of travel to the field, as well as editorial time. In consultation with the UNFPA Communications Focal Point, the Consultant will generate a schedule specifying the implementation of the documentation and editorial process until delivery of the final product. 1 Month; 15 July 2022 to 16 <sup>th</sup> August 2022
Terms and Conditions	The Videographer will be paid in a lump sum within 30 days after having satisfactorily completed the shoot and submitted content to UNFPA headquarters.

Place where services are to be delivered:	UNFPA Uganda Country Office
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p><b>Expected Deliverables</b></p> <ol style="list-style-type: none"> <li>I. Two copies of DVDs of high quality footage (clear picture and sound without hissing) captured in HD format: Video 1080p or 720p with HD sound to be delivered at UNFPA Offices. The DVDs should be fully branded with UNFPA logo.</li> <li>II. Ensure to include translations for all the speakers (with sub-titles) in English for footage where speakers are using local language.</li> <li>III. Prepare a short report on the assignment of the video production, including all consent forms signed by individuals who have featured in the Interviews.</li> </ol>
Supervisory arrangements:	Prossy Nakanjako, Programme Specialist Communications
Expected travel:	15 Days
Required expertise, qualifications and competencies, including language requirements:	<p><b>4.0. Qualification and Expertise</b></p> <p>The successful candidate is required to meet the following criteria:</p> <ol style="list-style-type: none"> <li>I. University degree or diploma in videography or related fields from a recognized institution.</li> <li>II. Should possess at least 5 years of filming experience with a reputable media agency.</li> <li>III. Strong theoretical and practical background in videography, including possession and ability to use the most current version of HD cameras, sound and lighting equipment, and most recent editing programmes.</li> <li>IV. Proven experience in filming and production for similar projects, including subject and light management, as well editing using the latest software.</li> <li>V. Good understanding of new and evolving technologies and digital platforms. The Consultant should demonstrate a track record of having successfully undertaken similar projects (share links to samples of documentaries produced).</li> <li>VI. Demonstrated ability to take initiative and work independently.</li> <li>VII. The Consultant should have the capacity and deliver within the specified timeframe.</li> <li>VIII. Experience working with UN projects and initiatives will be an asset.</li> </ol>
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Inputs / services to be provided by UNFPA or implementing partner (e.g: support services, office space, equipment), if applicable:	Work will be conducted at UNFPA Country Office.
Other relevant information or special conditions, if any:	<p><b>7.0. Other relevant information or special conditions, if any:</b></p> <ul style="list-style-type: none"> <li>• All footage (when available) will be turned over to UNFPA; The Consultant will insure that all participants have signed a consent form or provided verbal consent, recorded on a smart phone or video camera; no participant will be compensated for participation in the videos/photos.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consultants agree to conduct themselves with beneficiaries according to UN ethical guidelines.</li> <li>• UNFPA will only respond to those applicants in whom the Country Office has further interest.</li> <li>• UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.</li> <li>• UNFPA is committed to maintain balanced gender distribution of the positions and therefore encourage women to apply.</li> </ul>
<b>Application deadline and how to apply:</b>	<b>Opening date:</b> 12 July 2022 <b>Closing date:</b> 18 July 2022  All applications should be sent by email to: <a href="mailto:nakibira@unfpa.org">nakibira@unfpa.org</a> , copying <a href="mailto:alfeu@unfpa.org">alfeu@unfpa.org</a> .
<b><u>Signature of Requesting Officer in Hiring Office:</u></b>  ..... Prossy Nakanjako Programme Specialist Communications  Date:.....	