

Individual Consultancy: Engagement of Video Editors on Long Term Arrangement (LTA) for 3 years

LOCATION / DUTY STATION: In Delhi/NCR. Due to the nature of the assignment, individuals residing in Delhi/NCR only will be engaged under this LTA. Foreign nationals with valid work permit are also considered.

DURATION OF LTA: 2 years with the possibility of extension for 1 more year

CLOSING DATE: 31st March 2021

1. BACKGROUND / RATIONALE

UNICEF works towards the realization of the rights of children as prescribed in the Convention of the Rights of the Child.

In its efforts to achieve its goals, various sections of UNICEF apply different strategies and intervene at different levels. With these interventions, there have been significant achievements and different lessons learnt. UNICEF has been using five strategies of (1) capacity development; (2) decentralization and improved governance; (3) partnerships; (4) social inclusion for equity; and (5) knowledge management to enhance results for children. UNICEF realizes 'Knowledge management' as a key strategy to identify and document, processes, impact, issues, key insights, experience etc.

There is an ongoing requirement for production of communication, advocacy and visibility materials that document key children's issues and ongoing responses in the field through high quality content packages, to support UNICEF's and the Government of India's communication, advocacy and visibility efforts with legislatures, policy makers, media, donors, partners and the public at large.

These high-quality content packages include animation films and short films that document UNICEF related initiatives. These high-quality content packages will be disseminated through different channels including website, social media networks, partner networks and donor reports.

There is also an ongoing requirement for editing of footage, films shot by UNICEF staff and also creating multimedia materials for UNICEF, including for online platforms, to create evidence-based visibility material, to support UNICEF's advocacy efforts with legislatures, policy makers, media, donors and the public at large.

Additionally, UNICEF has a bank of footage and films that have been previously made and sometimes require editing to create an updated or different type of film using the material available, this includes requests that UNICEF receives to edit footage shot/maintained by its partners.

To meet this requirement, UNICEF would like to enter into Long Term Arrangement with video editors who will be based out of Delhi to edit and package video films for UNICEF Delhi sections and field offices.

2. PURPOSE OF ASSIGNMENT

UNICEF would like to engage the services of eight video editors who will be available on short notice (usually same day or 2-3 days) to package videos based on the footage/B-roll shared for documenting UNICEF activities and programmes.

3. OBJECTIVE(S)

The overall objective of setting up this Long-Term Arrangement is to facilitate and expedite the process by which UNICEF in India will hire the services of video editors residing in Delhi/NCR and Indian Nationals only.

4. MAJOR TASKS TO BE ACCOMPLISHED

- Edit and package video products as required by the section and brief provided.
- Review footage and make creative and technical suggestions on the use of footage.
- Ensure UNICEF or partner branding as desired.
- Update themselves on UNICEF Brand guidelines and stay updated on the style guide being followed on UNICEF global channels.
- Outputting final cuts to tape and web clips, audio editing.
- Submit final files in hard disks and system. Final files for each project to include- project files, after effect files, music, clean files, raw footage, a one-pager note with fonts used, rights to the usage of music, music etc.
- Aware of the latest editing software technologies and is very well versed with FCP, After Effects, Adobe Premiere, and Photoshop. Ability to create simple motion graphics on After Effects or similar software.
- Liaise and work in coordination with other video editors/filmmakers/producers when required.
- Attend pre-production briefing on issues being covered and participate in preliminary research and production planning.
- Review assembled films or edited videotapes on screens or monitors to determine if corrections are necessary.
- Assemble recorded raw material into a finished product that is suitable for broadcasting.
- Create a 'rough cut' (or assembly edit) of the programme/film and determining the exact cutting for the next and final stages;
- Research visual treatments for the assigned project and recommend their take on the same.
- Recording of voice over in studio/home if necessary.
- Oversee the quality and progress of audio and video engineering and editing;
- Experiment with styles and techniques, including the design of video templates, basic animations, gifs, after effects, and graphic elements.
- Be forthcoming in exploring new formats and adapt to the social media savvy visual language.
- Log and digitize source Hard disks/footage/tapes as and when needed.
- Recommend audio-video banks and plugins for the studio and give technical guidance on studio editing facilities
- Catalog and organize B-Rolls and keep the knowledge management streamlined through maintaining proper submission guidelines
- Follow studio SOPs and log their work promptly.

Consultant may be required to work on weekends, public holidays based on the requirements of the assignment.

Responsibilities of the Consultant:

- i. The consultant will use their own equipment; software and other accessories that may be required for this task.
- ii. The consultant will not share any footage, photographs, etc or any part thereof to any third party without UNICEF's written permission. All components will be UNICEF's property, and the consultant will not share the same with anyone else.
- iii. The consultant will not put their own name or logo/emblem on the final output. The only organization branding will be UNICEF, if required.

Responsibilities of UNICEF:

- i. UNICEF will provide all details pertaining to the activity and the requirements.
- ii. UNICEF will orient the video editor on UNICEF's branding guidelines and the brief for each assignment.
- iii. UNICEF has first selection rights to all originals taken on the assignment with non-exclusive concomitant world rights in all media in perpetuity.

5. DELIVERABLES AND DEADLINES

At the end of each assignment, the consultant will deliver:

- Edited film/video in HDV format and required sizes.
- Submit final files. Final files for each project to include- project files, after effect files, music, clean files, raw footage, a one-pager note with fonts used, rights to the usage of music, music etc.
- Selection of the best shots and interviews for each of the packages with 'shot-list'.
- Pre-production note for the film (where required) and script (if required)
- Shot list (in case of human interest stories)
- B-Roll - containing a selection of the best shots and interviews for each of the packages (in the case of editing large amounts of footage)

6. DUTY STATION: In Delhi/NCR. Due to the nature of the assignment, individuals residing in Delhi/NCR only will be engaged under this LTA. Foreign nationals with valid work permit are also considered.

7. OFFICIAL TRAVEL INVOLVED: None

8. DURATION OF LTA

Under this Long-Term Arrangement (on-call), the assignment is expected to have a duration of 24 + 12 months. The initial LTA will be for 24 months with an option for renewal for subsequent 12 months upon satisfactory performance and the same rates, terms and conditions.

9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Mandatory requirements:

- Graduate from a recognized university with a minimum of five years of professional video and audio editing experience
- Skilled in a minimum two of the following industry tools: (Avid Media Composer, Lightworks, Photoshop, Adobe, Premiere, After Effects, Final Cut Pro, Pro Tools)
- Able to quickly edit and produce videos based on the brief/script, with correct subtitling and supers, graphic overlay etc. with minimal need for revisions.
- Experience in digitizing and video streaming for the web and other multimedia services, including live streaming for social media platforms.
- Ability to operate the video production equipment, archiving, and editing equipment.
- Access to the minimum required professional equipment to perform the work required.
- Familiarity with special effects, 3D, and compositing.
- Fluency in English.

Desired

- Ability to edit materials from a culturally sensitive perspective
- Willingness to work professionally, including observance of UNICEF product clearance procedures

- Professional work ethic, integrity, and initiative
- Knowledge of international development issues is a plus
- Creative mind and storytelling skills an asset
- Professional certificates in Visual editing / motion graphics an asset.
- Fluency in Hindi and/or Indian regional language/s.

10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The selection will be on the basis of technical evaluation and financial offer in the ratio of 70:30.

The criteria for technical evaluation will be as follows:

Criteria	Marks	
	Min	Max
1) Cover Letter – Explaining the motivation for applying and explaining how the candidate's qualifications and skillsets are suitable for this position.	4	5
2) Relevant work experience and the required equipment – listed in the CV and details of the available equipment with configuration and software.	12	15
3) Work Samples – Include three best-edited videos (valid permanent links to be shared at the bottom of the CV)	12	15
Total	28	35
Candidates will be shortlisted for the online editing test based on the review of sub-criteria 1, 2, and 3 as listed above. The candidates who score overall 28 marks and above against criteria (1 through 3) as well as meet the minimum cut-off in each of the above 3 sub-criteria will be shortlisted for the test.		
4) A video editing test (online) will be administered to shortlisted candidates	28	35
Total Technical Score	56	70

Only those who meet the overall qualifying marks of 56 out of 70 marks and score the minimum cut-off in each of the sub-criteria, including the test, will be considered technically responsive, and their financials will be opened. Financial has weightage of 30 marks. **Only top scoring (technical plus financial) eight (8) candidates will be awarded LTA.**

11. PAYMENT SCHEDULE

As agreed in the contract. On submission of invoices after completion of the deliverables on a monthly basis.

12. ISSUANCE OF CONTRACTS BY UNICEF AND OTHER UN AGENCIES, FUNDS AND PROGRAMMES

Note 1: Purchases will be made against contracts to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA-S(s). Actual quantities to be purchased will vary from contract to contract.

Note 2: Other United Nations Agencies, Funds and Programmes shall be entitled to place contracts under the prices and terms of the LTA-S. Contracts placed by other United Nations entities constitute a contractual agreement between the supplier and the ordering United Nations entity. UNICEF will not be a contractual party to these contracts and has therefore no obligations or liabilities for contracts not issued by UNICEF.

HOW TO APPLY:

The application to be submitted through the online portal should contain four separate attachments:

- i. A Cover letter explaining the motivation for applying and explaining how the qualifications and skillset of the candidate are suitable for this position **(to be uploaded online under “Cover Letter” tab)**
- ii. Curriculum Vitae (CV) **(to be uploaded online under “Resume” tab)**
- iii. Three Work Samples - you can either share permanent links to your best three work samples or you can upload the documents with permanent links. **It is critical to submit work samples as you will observe from the advertisement that marks have been assigned to these criteria** for arriving at the most suitable candidate **(to be uploaded online against “Other – Applicant” tab).**
- iv. A financial proposal indicating professional fee as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab)**

Without all the above 4 documents your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

For any clarifications, please contact:

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