

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Consultancy for Digital Content Producer and Workshop Support		Duty Station: Florence
Purpose of Activity/Assignment: To develop and produce high quality, cutting-edge, multi-lingual digital content for web platforms including blogs, podcasts, multimedia and social media products, videos and infographics as well as the design of slide presentations. Digital content will be based on the research projects carried out by the Office of Research but also on issues such as those highlighted for major important events entailing input from a variety of sources.		
Scope of Work: Work with the Convening Team to produce video and audio content for webinars and events organized by the Team. The incumbent will work closely with the Convening Associate to provide the digital components mentioned above for the organization and production of on-line/in-person events. The incumbent will become well-versed in the activities of the Office of Research in order to provide well-informed content and will work with the various teams across the office to ensure this. The incumbent will work with the Convening Team to provide assistance and support for workshops and events as needed, including hybrid events (in-person and online).		
Start Date: 17 January 2022	End Date: 3 December 2022	Number of Days (working) 20 per month

Work Assignment Overview		
Tasks/Milestone	Deliverables/Outputs	Timeline
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	31 January 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	27 February 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	31 March 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	30 April 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	31 May 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	30 June 2022

Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	31 July 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	31 August 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	30 September 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	31 October 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	30 November 2022
Monthly payment	Digital content and other support provided for Leading Minds Online and other online and offline events	31 December 2022
Minimum Qualifications required:		Knowledge/Expertise/Skills required:
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other		Several years of relevant work experience with digital multimedia, webinar platforms and software.
		<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: