

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Videography services Consultant to document climate-resilient UNICEF WASH programme in Pacific Island Countries

BACKGROUND

The Pacific Island Countries and Territories (PICTs) are among the most affected and vulnerable areas to the impacts of climate change, environmental degradation, biodiversity and habitat loss. The 2021 World Risk Index identifies five PICTs among the 20 most at-risk countries in the world (Vanuatu, Solomon Islands, Tonga, Fiji and Kiribati). The climate crisis is the key defining human and child's rights challenge of the current generation and is already having a devastating impact on the well-being of children in PICTs.

The UNICEF Pacific Water, Sanitation and Hygiene (WASH) programme, as an integral part of the Pacific Multi Country Programme, helps to ensure the right of all children to a safe and clean environment both in times of stability and during crisis. The programme aligns with 14 Pacific Island's government priorities and plans for improving access to water and sanitation. The programme covers the Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu. Together, these 14 countries and territories are home to 2.45 million people, living on more than 660 islands and atolls stretching across 17.2 million square kilometers of the Pacific Ocean.

Some PICTs have achieved universal access to basic water, but there is a big rural/urban disparity in access to WASH services, and growing concern around water quality and availability. Almost 30 per cent of the population lack basic sanitation services, and almost 14 per cent practice open defecation.

UNICEF Pacific WASH programme for 2023-2026 supports governments to address disparities as well as increasing concerns on water safety and water security in access to basic WASH services. It will also support improved, sustainable and disaster-resilient WASH infrastructure in communities, schools, health care facilities, services and practices, including open defecation. It will work to ensure that women are involved in the decision-making process for WASH services and planning, and that measures to change WASH behavior are guided by evidence on barriers and enablers. The programme will also aim to close data gaps on WASH in schools and health care facilities.

UNICEF recognizes that documentation is fundamental for knowledge management, sharing of best practices advocacy and for resource mobilization. Water security is one of UNICEF Pacific's four advocacy priorities. UNICEF Pacific therefore seeks a qualified and experienced consultant to produce six (6) 2-minute videos each for climate resilient WASH programme in Fiji, Vanuatu, Solomon Islands, Kiribati, FSM and one for the Pacific Multi-Country Office showcasing UNICEF Climate-Resilient WASH programme. The consultant is also expected to produce a documentary on the 3-star approach to WASH in Vanuatu, Kiribati and Solomon Islands.

OBJECTIVE / SCOPE OF WORK

Objective:

The purpose of the assignment is to produce six (6) 2-minute videos that highlight the UNICEF Climate-Resilient WASH programme's impact in Fiji, Vanuatu, Solomon Islands, Kiribati, FSM and UNICEF Pacific Multi-Country Office and a documentary on 3-star approach to WASH in schools. These videos will serve as critical tools for advocacy and knowledge sharing. The content will support UNICEF Pacific's efforts in resource mobilization and dissemination of best practices.

The purpose videos is to visually document and communicate delivery of climate-resilient WASH services and their role in safeguarding the rights and well-being of children in PICTs.

Expected Results: Seven Engaging Videos:

- i. Create one 2-minute video over all for Pacific MCO programme and 2-mins each for Fiji, Vanuatu, Kiribati, Solomon Islands, and FSM—showcasing the successful implementation and benefits of climate-resilient WASH systems addressing climate risks.
- ii. Create a documentary video (not more than 10 mins) for Pacific MCO documenting three-star approach to WASH in schools programme in Vanuatu, Kiribati, and Solomon Islands.

ACTIVITIES, DELIVERABLES, TIMELINES AND PAYMENT SCHEDULE

Activity 1: Documentation Plan Preparation and Discussion: Collaborate with the UNICEF team to develop a comprehensive documentation plan that outlines the process for documenting climate-resilient WASH systems in Pacific Island Countries.

Deliverable: A finalized documentation plan/ story board that has been reviewed and agreed upon by the UNICEF team. Delivery of storyboard for the videos, in consultation with UNICEF. To re-work on the storyboard until a version approved by UNICEF. Sample story board shared in Annex 1.0

- **Timeline:** 5 days
- **Payment Schedule:** 30%

Activity 2: Filming / of Climate-Resilient WASH Programme: In-country mission to Fiji, Solomon Islands, Vanuatu and Kiribati to visually document the implementation and impact of the climate-resilient WASH programme through professional filming vidoes for FSM to collected by UNICEF staff or local /videographer but the video to finalized by the lead consultant.

Timeline: 20 days

It is essential to acquire consent for photo/video beforehand per UNICEF guidelines and the consultant needs to submit all consent forms. Recommended video dimensions: 1280x720p with an aspect ratio: 16:9 (Landscape) to 9:16 (Portrait) as well as a 1080x1920p video.

Activity 3: Video Editing and Subtitles: Produce six (6) engaging 2-minute videos that meet UNICEF's branding and quality standards, complete with subtitles, and compile a final report detailing the production process. Produce a max 10-minute documentary on 3-star approach to WASH in schools that meet UNICEF's branding and quality standards, complete with subtitles, and to compile a final report detailing the production process.

- **Deliverable** set of six (6) 2-minute videos, professionally edited and subtitled, adhering to UNICEF's design and branding standards including final edited videos as well as the raw versions.

- **Deliverable:** 10-20 mins of edited broll for each country with shot list.
- **Deliverable:** 10-minute documentary, professionally edited and subtitled, adhering to UNICEF's design and branding standards, including the raw versions.
- **Timeline:** 25 days

Total estimated time for finalization of six 2-minute videos and the documentary: **25 days**

- **Payment Schedule:** 70%

Estimated number of days is provided as a guide. Consultant is expected to propose the estimated days based on past experience on actual number of days required, development of script/finalization of story, shooting and editing and finalization.

UNICEF and the videographer will share copyright of all the assets produced under this contract, with videographer granting to UNICEF non-exclusive world rights in perpetuity to all assets.

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Qualifications and experience

- Specialized in photography and videography services with at least three-years' professional experience in filming and production on development issues
- Experience in developing short form videos and or documentary style videos.
- Ability to deliver images and video according to the specified quality and technical requirements.
- Substantive experience producing visual content for print, broadcast, online and social media platforms.
- Pacific-based work experience is desirable. Capacity to work throughout the focus countries is required.
- Experience of working with children and young people.
- Knowledge of children's issues.
- Experience with projects featuring children and knowledge of UNICEF's ethical guidelines on reporting on children.
- Experience in working with UN, UNICEF or international development agencies would be an advantage.
- Good working experience with government services, NGOs and local authorities.
- Ability to work under pressure with the obligation to produce quality results.

Languages

- Fluency in written English is required. Demonstrated ability to express ideas and facts in writing and orally in a clear, organized, and convincing manner appropriate to the audience and occasion.
- Proficiency in local language in any of the assignment countries is an asset.

The consultant is expected to maintain at all times demeanour and behaviour consistent with highest journalistic ethical standards aligned with UNICEF principles of working with children.

LOCATION, DURATION AND CLARIFICATION ON SUPERVISION

Part of the deliverables can be done remotely but will require one trip to each of the proposed countries Fiji, Vanuatu, Solomon Islands and Kiribati with approximately one week each to conduct videography services. The consultant will arrange their own accommodation, airfares, and other means of transport and visa (where required), which should be covered in the financial proposal, together with their daily rate. For the FSM, the vendor will receive video footage from the FSM field office to be edited remotely.

The consultant would report directly to the Chief of WASH Programme with technical oversight from the Chief of Communication.

ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (COVID-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
- No contract may commence unless the contract is signed by both UNICEF and the Consultant.
- The Consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of the offer and before the signature of contract.
- Payments will be issued upon receipt of satisfactory deliverables as outlined and based on satisfactory fulfilment of UNICEF’s quality standard. As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

GUIDANCE FOR APPLICANTS

Please submit a **technical & separate financial offer** along with your application. The proposal should include:

Structure of technical proposal:

- **CV** for demonstrating relevant experience, and provide references
- **Workplan** with estimated timeframes per deliverable
- Link to sample of previous work
- NB: No price information should be included within the technical proposal

The **financial proposal** should be a **lump sum amount for all the deliverables** and should show a break down for the following:

- Monthly / Daily fees for videography based on the deliverables in the Terms of Reference above.
- Travel (economy air ticket to Fiji, Vanuatu, Solomon Islands and Kiribati).
- Living allowance for duty station indicated.
- Miscellaneous - to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs.

Annex 1.0

Financial Offer Template

Item No	Item Description	Unit	Quantity	Unit Cost	Total Cost (US\$)	Remarks
1	Story board, filming, editing and submission of final approved seven videos	Person days			\$ -	
2	Flight to Fiji and return back to base station for consultant	round trip			\$ -	
3	Fiji-Kiribati-Fiji or base station to Kiribati and back	round trip			\$ -	
4	Fiji -Solomon Islands-Fji or base station to Kiribati and back	round trip			\$ -	
5	Fiji-Vanuatu-Fiji or base station to Kiribati and back	round trip			\$ -	
6	Living costs - Field work	Person days			\$ -	
7	Miscellaneous (Health insurance, VISA, stationeries. Etc)				\$ -	
Total Lumpsum Fee					\$ -	