

## TERMS OF REFERENCE

### **Individual Consultant: Engagement of Professional Video Editors on Long Term Arrangement (LTA) for 2+1 years (open to National Consultants only)**

**Duty Station:** New Delhi with remote working support

**LTA Duration:** 2 + 1 years

**Closing Date:** 18<sup>th</sup> June 2024

#### **1. BACKGROUND AND PURPOSE**

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 the production of communication, advocacy and visibility materials that document key issues pertinent to children and their rights and ongoing responses in the field to support various advocacy and communication initiatives.

These high-quality content packages include animation films and short films on UNICEF supported initiatives will be disseminated through different channels/platforms including websites, social media networks, partner networks, and donor reports.

There is also an ongoing requirement for editing footage for various productions, films shot by UNICEF staff and also creating multimedia production. These products will be used to create evidence-based visibility materials to support UNICEF's advocacy efforts with legislatures, policymakers, media, donors and the public at large.

Additionally, UNICEF has a bank of footage and films which may sometimes require editing to create new production as per requirement of the programmes and the country office.

#### **To meet this requirement, UNICEF would like to enlist with LTA video editors based in Delhi /NCR to edit and produce video films/products for UNICEF.**

The purpose of the assignment is to engage video editors for creating high-quality content/product packages including design packages, advocacy toolkits, photo packages, human interest stories, animation films and short films that document UNICEF supported initiatives and programmes related to the protection and promotion of child rights. These high-quality content packages will be disseminated through different channels and platforms including website, social media networks, partner networks and donor reports.

#### **2. OBJECTIVES**

The overall objective of the assignment is to engage 8-10 video editors on Long Term Arrangement to get support as and when required for production of video products/ films for UNICEF.

##### **Key Objectives of the Assignment:**

- i. Edit and package video products as per the brief/scripts;
- ii. Support in knowledge management by cataloging footage and organizing video footage;
- iii. Ensure the cataloging is updated and detailed;
- iv. Curate and collate B-Rolls and conceptualize content products as per thematic areas and visit the ICO studio on a regular basis for the same;

- v. Innovate and experiment with new age style language on a constant basis;
- vi. Be equipped to work on special requests from the ICO studio / Ministry as and when may be required;
- vii. Review footage and make suggestions on the use of footage;
- viii. Ensure insertion of relevant UNICEF or partner branding where required;
- ix. Output final cuts to tape and web clips, audio editing and manage media for Final Cut Pro, After FX, Pro Tools, Adobe Premier & Photoshop and related technologies;
- x. Liaise and work in coordination with other video editors/film makers/producers, when required;
- xi. Attend pre-production briefing on issues being covered and participate in preparatory research and production planning;
- xii. Review assembled films or edited videotapes on screens or monitors to determine if corrections are necessary. Assemble recorded raw materials into a finished product that's suitable for broadcasting.
- xiii. Create a 'rough cut' (or assembly edit) of the programme/film for the post production and final stages;
- xiv. Oversee the quality and progress of audio and video engineering and editing; experiment with styles and techniques including the design of graphic elements; Log and digitize source tapes as and when needed.
- xv. Follow the brand guidelines and submission formats in the production process;
- xvi. Should be well equipped and flexible to work remotely as well from the ICO studio.
- xvii. Maintain deadline and deliver quality product.

Selected consultants may be required to work on Saturdays and Sundays, based on the requirements of the assignment. Consultant should be based in Delhi/NCR.

#### **Responsibilities of the Consultant:**

- i. The consultant will use their own equipment; licensed 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 information and guidance 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 original footages taken on the assignment with non-exclusive concomitant world rights in all media in perpetuity.

### **3. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED**

<b>Work Assignments Overview (Include Major Tasks and Activities)</b>	<b>Deliverables/Outputs</b>	<b>Timeline for submission of Deliverable</b>
At the end of each assignment, the consultant will deliver:	<ul style="list-style-type: none"> <li>• Edited film/video in HDV format and required sizes.</li> <li>• 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.</li> <li>• Selection of the best shots and interviews for each of the packages with 'shot-list'.</li> <li>• Pre-production note for the film (where required) and script (if required)</li> </ul>	As per the respective assignments

	<ul style="list-style-type: none"> <li>• Shot list (in case of human-interest stories)</li> <li>• 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)</li> </ul>	
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**4. DUTY STATION**

New Delhi with remote working support

**5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

No travel anticipated.

**6. ESTIMATED DURATION OF LTA**

The Long-Term Arrangement (LTA) will be for a duration of three years. The initial period would be for two years with an option for renewal for a subsequent year on the same rates, terms and conditions, subject to satisfactory performance evaluation and continuing need for the service. The services of the consultants selected under the LTA would also be made available to other UN agencies in India.

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

**Qualification:**

Graduate from a recognized university in any stream.

**Years of Experience/Knowledge/Expertise/Skills required:**

**Mandatory requirements:**

- Minimum of five years of professional video and audio editing experience
- Candidate should be based in Delhi/NCR.
- Candidate must have its own licensed video and audio editing system.
- 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.
- Working knowledge of working in the studio and handling latest equipment (camera/mics /lights) is an asset
- 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.

## 8. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

Technical and Financial ratio is 75:25 (technical proposal-75 points and financial proposal-25 points)

S. No.	Evaluation Criteria	Max. Marks	Min. Marks
1.	Cover Letter – Explaining the motivation for applying and explaining how the candidate's qualifications and skillsets are suitable for this position and list of equipment's and licensed software owned for video and audio editing	05	28
2.	Relevant work experience in video and audio editing	10	
3.	Work Samples: Include three best-edited videos (valid permanent links to be shared at the bottom of the CV)	25	
	<b>Sub-Total</b>	<b>40</b>	<b>28</b>
4.	Video editing test (online/offline)	35	n/a
	<b>Total</b>	<b>75</b>	<b>56</b>

**Note:** Applicants scoring 28 marks (out of 40) will be called for Video editing test. Qualifying score in technical evaluation is 56 out of 75 marks.

## 9. PAYMENT SCHEDULE

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

## 10. IMPORTANT NOTES

- Individuals engaged under a consultancy or individual contract 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 and Individual Contractors. Consultants and individual contractors 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 to ensure that the health insurance (and visa if applicable) 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.

## **HOW TO APPLY:**

The application to be submitted through the online portal and must contain four separate attachments, as follows:

1. A cover letter (max 2 pages) explaining the motivation for applying and explaining how the candidate's qualifications and skillsets are suitable for this position and list of equipment's and licensed software owned for video and audio editing **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**
3. Work Samples: Include three best-edited videos (valid permanent links to be shared at the bottom of the CV) **(to be uploaded online against “Other – Applicant” tab).**

4. A financial proposal indicating all-inclusive professional fee amount, 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)**.

**Important Note:** Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

**Without all the above 04 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:**

UNICEF

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