

LONG-TERM AGREEMENT FOR INDIVIDUAL CONSULTANTS

TERMS OF REFERENCE

Title: Long Term Agreement (LTA) for Individual Videographer

Duty Station: Home based consultancy contract

Duration of LTA: Maximum of 36 months

Closing Date:

1. BACKGROUND / RATIONALE

UNICEF will hire consultants under Long Term Arrangement (LTA) to support its communications needs and fulfil short-term, and possibly short-notice, freelance assignments on an ad-hoc basis. The assignments to be carried out by the videographer will include producing video content, filming field activities and on-camera interviews, covering events, campaigns, and animation film production etc. The assignments will range from producing finished videos to producing b-roll and broadcast quality video content for distribution to various media including television, use on UNICEF's digital channels, use for nation-wide campaigns, or use for educational or public awareness and advocacy purposes.

2. PURPOSE OF ASSIGNMENT

The produced b-roll or packaged videos will be used in UNICEF's and/or its partners' communications platforms, and will also be distributed to the media, and shared with UNICEF HQ, National Committees and donors, and posted on UNICEF's various digital platforms, depending on the purpose and audience of the produced materials. The materials contributing to positive behavior change.

3. PROGRAMME AREA AND SPECIFIC PROJECT AREA

UNICEF Communication and public advocacy as well as behavior change initiatives, through filmmaking and videography. The Communication Section will be responsible to manage to contract. The consultancy services will be made available for use by all sections in UNICEF Cambodia.

4. OBJECTIVE(S)

This selection process aims at hiring professional videographers to produce high-quality visual content on UNICEF work in Cambodia.

5. MAJOR TASKS TO BE ACCOMPLISHED

Under the oversight of the Chief of Communication and the Communication Specialist, the consultant will work closely with the section and officer seeking the videography service for a specific assignment within the Country Office.

Videographers will film activities and events such as: Development projects in the field; interviews with children, families, community members, UNICEF partners, etc. to tell their stories; various visits by donors and national committees as well as goodwill ambassadors, and campaigns. The videographer will also write the storyboard in consultation with UNICEF, develop the script, produce motion design/animated film if required, modify as requested by UNICEF, edit the footage, produce a shortlist and transcription of the soundbites, and package the final product (with narration, graphics, music, sign language, subtitles if needed) as specified by UNICEF. The main type of video content will be documentary style, however on occasions and depending on the purpose of

the product, the filmmaker may be required to source additional support such as narrators, translators, actors, etc.

Length of the assignment will be based on the identified needs, and will include time of pre-production, filming, as well as post-production as agreed with UNICEF.

Responsibilities of the Consultant:

- I. The videographers will use their own equipment and transportation to conduct assignments.
- II. The videographers will not put their own name or logo/emblem on the content / final product. 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 consultant on UNICEF's branding guidelines

6. DELIVERABLES

Deliverables for each video project will be identified based on specific needs, use, target audience, platforms, in consultation with the communication section (or with the requesting programme section, with technical support from the communication section).

The assignment may come at short notice and will need to be completed in agreed working days at a flat rate daily fee (including travel expenses).

Below are examples of key video assignment deliverables (actual deliverables may vary):

Example 1: Fully packaged video, involving pre-production, production, and post-production -- Complete video production assignment from conceptualization, to filming to final editing. This type of assignment will involve delivering a final packaged/edited video piece ready for dissemination (length will vary from 30 seconds to longer as needed, e.g. 4/5 minutes). Deliverables may include a production plan, video treatment and/or script based on research and evidence, b-roll footage and on-camera interviews (with a brief shot-list describing content for archiving), as well as fine-edited final product (with colour- and sound correction, graphics, subtitles, music). Format of file and resolution will be agreed beforehand. UNICEF may request both high-definition (for broadcast), and lower/medium resolution files (for internet streaming).

Example 2: B-roll footage only, involving production and post-production -- UNICEF may contract the consultant, for example upon request of its donors- to visit the field to collect b-roll footage (for editing and packaging elsewhere). In this instance, the b-roll footage should be delivered in the requested format, at the requested approximate length, accompanied with a shot list of locations, names of people, description of the shots.

Example 3: Video production using existing footage, involving pre- production and post-production only—the consultant may be requested to produce a video using existing footage. This type of assignment may involve the following deliverables: video concept and script writing (pre-production), review of UNICEF archive footage and photography (pre-production), rough-edit based on the agreed script with graphics/music/subtitles, and final fine-edit (post-production).

Example 4: Post-production only – UNICEF may request the consultant to repurpose or re-edit existing video products or to add additional features such as music, sign-language, subtitles, and voice-overs as needed.

General assignment requirements:

- Consultant follows UNICEF's ethical guidelines for filming children and communities, with signed consent/release forms collected by the consultant for submission to UNICEF.
- Both edited/packaged and unedited digital footage to be submitted to UNICEF no later than the deadline agreed.

- Script/storyboard to be produced and signed off by UNICEF before editing a video story.
- Post-production to be carried out as agreed with UNICEF at the time of requesting the assignment and script signed off.
- A shot-list in English for both b-roll and edited/packaged piece specifying depicted activities, location, date, names of subjects, soundbites, time codes.
- Work will be submitted on a CD/external drive or through a suitable file-sharing platform as arranged between the service requestor and the consultant.
- The consultant will use her/his own devices to conduct assignments. UNICEF will not provide financial compensation to the videographer for procuring/renting equipment.

7. CHILD SAFEGUARDING

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate below the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

The consultant will produce high-quality assets of UNICEF-supported initiatives, including those with the direct participation of children. A UNICEF staff will thoroughly supervise the consultant when children are present. Also, as part of the children's safeguard policy, parents of people under-18 must sign a consent form authorizing the filming/interviewing session beforehand.

Child data role YES NO

If yes, please indicate below the number of hours/months of manipulating or transmitting personal identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

8. LOCATION

The videographer is expected to be based in Cambodia. UNICEF Cambodia will not cover international travel costs for the videographer to travel to Cambodia to conduct assignments with the country office.

9. DURATION

The duration of this LTA is 12 months. The contract may be renewed to the max of 36 months upon satisfactory performance and availability of funds.

The duration of each specific assignment commissioned under this LTA will be determined depending on the scope of the filming project. The scope of each assignment, including and number of pre-production, production, and post-production working days, will be agreed upon prior to assigning the videography project.

10. TRAVEL

Filming may require travel outside of Phnom Penh. UNICEF will not make additional payments to cover for travel expenses such as accommodation and subsistence, therefore consultant should consider such expenses when providing her/his financial proposal for the all-inclusive production daily fee.

Consultants are also expected to observe UN security recommendations, e.g. to avoid designated areas at designated times. The UN cannot provide insurance for any damage to the videographer's equipment or personal injury experienced during an assignment.

The videographer supplies all filming equipment.

11. REPORTING REQUIREMENTS

Consultants will report directly to the service requestor from UNICEF.

The UNICEF service requestor will be responsible for providing a clear brief of the assignment to the videographer, including required deliverables. The videographer must review the brief thoroughly to prepare for the assignment and ensure a clear understanding of expectations and deliverables.

Assignments will be carried out either under the direct supervision of UNICEF or indirect supervision when a consultant will, for example, cover a project delivery in the field and will not be accompanied by a service requestor. If working with indirect supervision, consultants are expected to remain in daily contact with a service requester.

Files must be submitted through a hard drive and/or any other means agreed with UNICEF. Consultants may be required to liaise with other parties, e.g. partner organizations, to conduct the assignment.

12. PAYMENT SCHEDULE LINKED TO DELIVERABLES

Payments will be calculated based on the daily fees presented for this tender process. It will be processed after the successful completion of the assignment. Payment will only be made for work satisfactorily completed and accepted by UNICEF.

13. CONTRACT SUPERVISOR

Chief of Communication

14. NATURE OF 'PENALTY CLAUSE' TO BE STIPULATED IN CONTRACT

Unsatisfactory performance: In case of unsatisfactory performance, the contract will be terminated by a notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

15. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ LANGUAGE SKILLS REQUIRED (Please use as applicable)

Qualifications and Experience

- Bachelor's degree and above, or certificate in a relevant field such as filmmaking, communications, journalism, marketing, advertisement, etc.
- At least 5 years of proven experience in filmmaking including scripting and editing.
- Experience interviewing children, families, community members, and other stakeholders on camera is essential.
- Experience in conceptualizing story angles and identifying characters is essential.

- Experience in developing story boards and treatments as well as scripts is essential.
- Experience in use of effects in cut videos is essential.
- Experience in motion design and animated film production is an asset.
- Previous experience working in Cambodia is highly desirable.
- Demonstrated experience in videography in the area of development/human rights/child

Knowledge and Skills

- Demonstrates professional competence and knowledge of the areas of work
- Proven expertise in video production including filming, story development, sophisticated editing techniques
- Utilize high-resolution, state-of-the-art digital camera/equipment for the assignment
- Be available and willing to travel for the assignments
- Have the ability to work under pressure, be open to input/scrutiny, respect cultural contexts and deliver on tight deadlines
- Experience working with UN agencies and International Organizations would be desirable

Competencies

- Ability to work quickly and responsively
- Cultural sensitivity and valuing diversity
- Demonstrates integrity and high ethical standards
- Promotes the vision, mission and strategic goals of UNICEF
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

Languages

Fluency in English and fluency or good knowledge of the Khmer language is highly desirable and will be considered an asset.

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

A two-stage procedure shall be utilized in evaluating proposals, where the evaluation of the technical Proposal will be completed prior to any price proposal being reviewed and compared. For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

CRITERIA	Points
TECHNICAL SCORE (max. 100 points) weight 70%:	
Education and previous experience (including the number of years as a professional videographer and previous experience in filming industry)	25
Knowledge of the Khmer language	15
Quality of previous work (as seen in submitted products)	60
TOTAL TECHNICAL SCORE	100
<i>* Only candidates who have attained a minimum of 70 points will be considered technically qualified candidates.</i>	
FINANCIAL SCORE (max. 100 points) weight 30%:	
Pre-Production, Production and Post-Production costs & necessary expenses, transparency and efficiency of costs	100
TOTAL FINANCIAL SCORE	100

17. FINANCIAL PROPOSAL:

Only the financial/price proposals of candidates with a minimum of 70 points in the technical evaluation will be considered and evaluated. The total weight allocated for the price component is 30.

The Cumulative Analysis Method (weight combined score method) will be used for evaluation and selection. The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically qualified candidates with a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price. The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

Financial Proposals shall include:

1) Pre-Production

Proposed all-inclusive daily fee for filmmaking process, after development and before production. It involves finalizing the script, hiring the actors and crew, finding locations, determining what equipment you'll need, and figuring out the budget etc.

2) Production daily fee in Phnom Penh

Proposed all-inclusive daily production fee for more than 5 hours of video shooting. All-inclusive means the fee will include all expenses, including transportation and other costs. If filming will require less than 5 hours, a half-day rate will apply (50% of the agreed daily rate).

3) Production daily fee outside Phom Penh

Proposed all-inclusive daily production fee, including all related travel expenses (transportation, living allowance, accommodation, and other costs). The service fee will be applied only for the days the service was rendered; Service Providers are not entitled to service fees for the travel time.

4) Post-production daily fee

Proposed all-inclusive daily post-production fee (for more than 5 hours of post-production. It includes time spent on editing, captioning, etc. A half-day rate will apply if less than 5 hours is required (50% of the agreed daily rate).

Applications without one of the required documents or elements will be treated as incomplete and will not be considered for further processing.

HOW TO APPLY:

Interested candidates may submit the documentation required as follows:

- i. Cover letter
- ii. CV/resume
- iii. Sample script written by the applicant
- iv. Portfolios containing previous videos of documentary and or development work/social realities (preferably from Cambodia but can include other countries) which can be provided in digital format.
- v. A financial proposal (For details, please refer to point: 17)

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 5 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.