



United Nations Population Fund
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Date: 17 September 2017

TERMS OF REFERENCE Videographer
(Ref: RFQ/MDV/17/11)

Background

Quotation is required to obtain footage of participants' activities as well as to document interviews to be carried out as part of the "International Day for the Girl Child" campaign during second half of September 2017.

UNFPA envisages the video to release on 11th October 2017.

The field work, documenting would be carried out **this month**. Hence, the individual should be ready to travel.

We seek a creative videographer to:

Document interviews along with the footages

- Apart of fieldwork in Male', travelling to other islands is required
- Shoot and Compile a 3 - 4 minute video which shows everything regarding the project (parts of interviews and footage)
- Share B-roll footage of selected participants for future use
- Total number of videos to be produced: 1 video altogether
- Deadline for final product to be available: by 9th October 2017

Expenses

UNFPA will facilitate the selected individual travel expenses and arrangements, **but the selected individual will be responsible for the provision of all equipment. (e.g.: camera etc.)**

Qualifications and experience

- a. The contractor should have sound experience in developing video content, preferably for international development organizations.
- b. The contractor should have country experience.
- c. The contractor must show tact and cultural sensitivity at all times.
- d. The contractor must have excellent interpersonal and communication skills and ability to work with a wide range of stakeholders.
- e. The contractor must have excellent spoken communication skills in English and Dhivehi.
- f. Selection of the contractor will be based on creativity, availability and competence judged based on previous work.



Price Quotation Form

Name of Bidder: _____

Date of Bid: _____

Request for Quotation No: RFQ/MDV/17/11

Currency of Bid price: _____ Maldivian Rufiyaa (MVR)

Delivery time: _____

Expiration of Validity of Quotation: _____

(must be valid for at least 90 days from the date of submission)

Price Schedule:

Item	Description	Unit of Measure ¹	Unit Rate MVR	Number of Units
1				
2				
3				
	TOTAL			

Vendor's Comments:

I hereby certify that I/(*this company, which I am duly authorized to sign for*), accept(s) the terms and conditions of UNFPA and I/we will abide by this quotation until it expires.

Signature and /seal

¹ For example, each