

**TERMS OF REFERENCE**  
**Visual Media Consultant for Youth Advocacy Summit 2018**

<b>TERMS OF REFERENCE</b>	
Hiring Office:	UNFPA
Purpose of consultancy:	<p>Youth Advocacy Union is a joint body of youth-led or youth based organizations formed in 2014 with support of the UNFPA Maldives. JCI Maldives is leading the development of a mandate for the Union as part of its partnership with UNFPA Maldives to engage young people in policy making and promoting UNSCR 2250 on Youth, Peace and Security.</p> <p>National Youth Advocacy Summit 2018 is the annual gathering of youth-led or youth-based organizations party to the Youth Advocacy Union, along with young leaders from all sectors of the society, to increase coordination between youth led organizations in an effort to minimize replicated work and to establish a network for resource sharing among the members of the Union.</p> <p>Purpose of the consultancy is to develop designs and documenting the Summit, output will be used to illustrating publications, websites, newsletters and institutional magazines by JCI Maldives and/or UNFPA Maldives.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>Scope and diversity of assignment:</b></p> <p>In consultation with JCI Maldives, the consultant will:</p> <ul style="list-style-type: none"> <li>● Design all digital artwork related to the summit for publications and marketing materials</li> <li>● Photograph participants and summit activities, as follows: horizontal and vertical photos; close-up, participants in action, participants engaging in activities of the Summit.</li> <li>● Develop a short video as follows: in high resolution; participants in action and key moments of the summit. [1:30 sec clip and 10 min video]</li> </ul>
Duration and working schedule:	20 days between the period of 10 June, 2018 – 20 July, 2018
Place where services are to be delivered:	UNFPA Maldives
Delivery dates and how work will be delivered	Consultant is expected to work with UNFPA Maldives and JCI Maldives – all outputs are expected to be delivered in digital format before 20 <sup>th</sup> July, 2018.
Monitoring and progress control, including reporting requirements, periodicity format	<p>The Consultant’s progress will be monitored by JCI Maldives, to ensure timely delivery of outputs.</p> <p>JCI Maldives will provide progress reports of the consultant to UNFPA Maldives once every week via phone or email</p>

and deadline:	
Supervisory arrangements:	<p>All supervisory roles will be by JCI Maldives. JCI Maldives will provide weekly updates of the consultant to UNFPA Maldives</p> <p>Any financial transactions for the consultant will be arranged by UNFPA Maldives</p>
Expected travel:	No travel required
Required expertise, qualifications and competencies, including language requirements:	<p><b>Primary expertise required:</b></p> <ul style="list-style-type: none"> <li>● Significant experience in delivery of high quality services in photography, videography and graphics design , particularly for social media products</li> <li>● Excellent communication and analytical skills and demonstrated ability to transfer and impart knowledge.</li> </ul> <p><b>Functional Competencies</b></p> <ul style="list-style-type: none"> <li>● Good analytical, writing, and presentation skills. Fluency in reading, writing, and speaking both English and Dhivehi.</li> <li>● Computer skills, Excel and various office applications. Demonstrated experience in knowledge and information management.</li> </ul> <p><b>Behavioural Competencies:</b></p> <ul style="list-style-type: none"> <li>● Demonstrated ability to work in a multicultural environment and to establish harmonious and effective working relationships, both within and outside the organization;</li> <li>● Proven leadership, teamwork, and interpersonal skills. Ability to work and deliver under a limited period of time would be an asset.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p><b>Consultant:</b></p> <ul style="list-style-type: none"> <li>● Fulfil the stipulated in the contract and the ToR through review of documents, email communications, and meetings;</li> <li>● Maintain close contact by email with JCI Maldives and UNFPA Maldives;</li> <li>● Communicate any complications regarding the assignment as soon as possible with UNFPA Maldives and JCI Maldives</li> </ul> <p><b>JCI Maldives:</b></p> <ul style="list-style-type: none"> <li>● Coordinate with the consultant to achieve outputs of the consultancy;</li> <li>● Provide any support services to the consultant;</li> <li>● Provide feedback to the consultant on outputs of the consultancy;</li> <li>● Communicate any complications regarding the assignment and the consultant with UNFPA Maldives as soon as possible</li> </ul>

	<p><b>UNFPA:</b></p> <ul style="list-style-type: none"> <li>● Provide contacts and any available resources;</li> <li>● Issue the payment.</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p><b>Basis of payment:</b> Lump sum all inclusive (in one installment) upon approval of the deliverables by UNFPA.</p> <p><b>Format of outputs:</b></p> <ul style="list-style-type: none"> <li>● High Resolution jpeg or raw files (300 dpi at 2610 x 3900 pixels) photos of the event. Each photo should be edited.</li> <li>● Videos should be in high quality and adaptive to social media specifications.</li> <li>● Digital illustrations should be adaptable to social media and for print use.</li> </ul> <p><b>Language of reports/publications and other documentation and working language in country of assignment:</b> English and Dhivehi</p> <p><b>Ownership of output:</b> UNFPA Maldives</p>
<p>Signature of Requesting Officer in Hiring Office: _____</p> <p>Date: _____</p>	