


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Consultancy for developing videos to supplement reproductive health education, UNFPA Maldives

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>Background</p> <p>Integration of life skills education including reproductive health education is an important aspect in the education policies and in the curriculum roll out process. The national frameworks such as the National Reproductive Health Strategy and the National Standards on Adolescent and Youth Friendly Health Services prioritize reproductive health information for adolescents.</p> <p>The Ministry of Education commenced rollout of the new curriculum in 2015 with Key Stage 1 covering Grades 1 to 3, Key Stage 2 in 2016, Key Stage 3 in 2017 and plans to roll out the Key Stage 4 and 5 in the coming years. The resource materials and text books for both students and teachers form a major part of the curriculum where the competencies are to be grounded.</p> <p>Some of the key challenges include delivery of the sensitive topics. In order to overcome the barriers and to effectively deliver the RHE curriculum, UNFPA is supporting the National Institute of Education to develop supplementary videos.</p> <p>Purpose</p> <p>Produce 10 one-minute videos reflecting pertinent questions raised by teachers and/or students to deliver the contents of the reproductive health education components. The audience of these videos will be parents, teachers and students.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Conceptualization of media narratives: a creative work is necessary in order to deliver 10 videos with the same language • 10 one-minute videos reflecting frequently asked questions on selected reproductive health issues <ul style="list-style-type: none"> - 2x Apple Pro Res 422 QuickTime or 422 GQ versions delivered on a hard drive or if possible a USB flash drive (depending on the size), one with subtitles in English and the other in Dhivehi. - In addition, a H264 compressed version of the video of both versions listed above shall be delivered on the same hard drive or USB flash drive if possible. - The audio must be delivered on 4 tracks. Track 1 and 2 full stereo mix. Tracks 3 and 4 music and effects un-dipped. - Submit 3 copies of the video at full resolution. One with subtitles, the second one clean and the third copy to running time code on screen time. <p>(Note: FAQ and the relevant answers will be made available by National Institute of Education (NIE) with the assistance from UNFPA)</p>
Duration and working schedule:	1 month
Place where services are to be delivered:	United Nations Population Fund, 3 rd Floor, Shinetree Building, Maafannu Boduthakurufaanu Magu, Male' 20184
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultancy will be undertaken homebased.</p> <p>The work should be delivered electronically.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Consultant will be briefed and debriefed by NIE and UNFPA, and is expected to keep in close contact via email, Skype, etc.
Supervisory arrangements:	The consultancy will be managed by UNFPA Country Office.
Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<p>Primary expertise required:</p> <p>Communications, videography</p> <p>Functional Competencies</p>

	<ul style="list-style-type: none"> • Completion of secondary level education and/or basic university degree in desktop and graphics design, video editing and animation, communication, journalism, health promotion, public relations and/or related discipline would be desirable. • 3 years' experience preferably in communication, prints and broadcast media with a focus on development, health or gender promotion. • Proficiency in desktop publishing (Graphic designing – Illustrator/Photoshop). • Ability to edit and present documents in a manner that is correct, effective and easy to read without compromising the information of the author. • Excellent proficiency in English including excellent writing and editing skills. • Strong research and excellent writing skills in English • Excellent organizational skills • Experience in producing corporate products • Demonstrated ability to meet deadlines and work under pressure <p>Behavioural Competencies</p> <ul style="list-style-type: none"> • Ability to be flexible and respond to changes as part of the review and feedback process; • Strong interpersonal skills, able to communicate and work with diverse people • Participate effectively in team-based, information-sharing environment, collaborating and cooperating effectively with others; • Focus and result oriented.
Inputs / services to be provided by NBS and UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Consultant:</p> <ul style="list-style-type: none"> • Fulfil the stipulated in the contract and the ToR through review of documents, email communications, Skype calls and meetings • Maintain close contact by email with UNFPA • Communicate any complications regarding the assignment as soon as possible <p>NIE:</p> <ul style="list-style-type: none"> • Providing the FAQ including objective for each video. • Facilitating a real time training for video purposes • Facilitate videoing at a classroom setting • Commenting and Reviewing final product on a timely manner. <p>UNFPA Maldives:</p> <ul style="list-style-type: none"> • Monitor and facilitate the progress of the assignment • Review and provide comments to the deliverables in a timely manner • Facilitate key informants for the videos, if relevant
Other relevant information or special conditions, if any:	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p>Basis of payment: Payments based on acceptance of all the deliverables.</p> <p>Format of outputs: Editable electronic form</p> <p>Language of reports/publications and other documentation and working language in country of assignment: English</p> <p>Ownership of output: NIE/UNFPA</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Ritsa Nacken, Country Director, UNFPA Maldives </p> <p>Date: 18/05/2018</p>	