

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Consultancy for developing video for International Girl Child Day, UNFPA Maldives

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>Background</p> <p>UNFPA together the Maldives Girl Guide Association and the Ministry of Environment and Energy – SDG Unit have developed a work plan under the celebrations of this year's Girl Child Day (October 11th).</p> <p>In the Maldives, a welcoming paradise to thousands of tourists every year, the life of island girls is full of challenges. She will abandon school for paid work, marry at a very young age and bear one child or two, her husband will migrate to Male', the capital city, and she will be become the head of household and endure a life of privations alone and in silence. She will also become vulnerable to gender-based violence which affects 1 in 3 Maldivian women and girls.</p> <p>UNFPA pictures the 10-year-old girl in a world that truly values, nurtures and protects her. In this world, people have agreed that her human rights in their entirety must be upheld, just as they are for her brother, and this is reflected in laws and legal practice as well as social norms and people's behaviour.</p> <p>Over the next 12 years, 17 Sustainable Development Goals and 169 targets will underpin the achievement of the 2030 Agenda. Through the 2030 Agenda, countries explicitly commits to leaving no one behind as they seek to achieve inclusive and sustainable development. This puts the world on notice that no 10-year-old girl can remain on the margins of any society.</p> <p>Purpose</p> <p>Produce videos portraying the life of the island girls in Maldives. Provide a short training to instruct the Maldives Girl Guide Association how to film short videos which are to be edited by the consultant in a visually attractive manner so it can be widely broadcasted through media in the Maldives.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Provide a short training to instruct the Maldives Girl Guide Association members on how to film short videos with cell phones; • Prepare instructions for the guiders • Edit 1 video portraying the life of the island girls in Maldives with the duration of max. 10 min and 5 short videos with a duration of 30sec in HD format 1080/50 in specific deliverables: <ul style="list-style-type: none"> - 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: All content will be made available by Maldives Girl Guide Association with the assistance from UNFPA)</p>
Duration and working schedule:	1 month - The final deliverable must be ready by 5 th October
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 one month from the award date of the contract.</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 Maldives Girl Guide Association 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, editing, graphics design</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

	<p>promotion, public relations and/or related discipline would be desirable.</p> <ul style="list-style-type: none"> • 3 years' experience preferably in communication, prints and broadcast media with a focus on development, health or gender equality 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. • Familiarity of UNFPA's areas of work and knowledge of UN terms, language and writing standards is highly desirable. • Excellent proficiency in Dhivehi and 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.
<p>Inputs / services to be provided by NBS and UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<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 • Identify relevant photos from UNFPA photo library and take new photos if necessary as per the UNFPA ethical guidelines <p>Girl Guide Association</p> <ul style="list-style-type: none"> • Briefing and debriefing • Developing the questionnaire • Coordinate the training as well as production of video footage from across the country • Supporting the consultant to arrange virtual training • Mobilise girl guides from across the country • 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 necessary contacts • Provide UNFPA Corporate style guide <p>Provide stories and details of the completed work and plan for the future</p>
<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>Basis of payment: Payments based on acceptance of all the deliverables.</p> <p>Format of outputs: Editable electronic form</p> <p>Language of video products: Dhivehi with English Subtitles</p> <p>Ownership of output: SDG Unit/Girl Guide Association/UNFPA</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Ritsu Nacken, Country Director, UNFPA Maldives</p> <p>Date:</p>	