

**TERMS OF REFERENCE**  
**Videography contractor- UNFPA work on the ground**  
(MDV-ToR/2022/14 Dated: 24 May 2022)

Hiring Office:	UNFPA Maldives Country Office
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Purpose of consultancy:	<p>UNFPA is the UN leading agency for Reproductive Health and Rights, delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.</p> <p>Over this year, UNFPA has commenced its 7th Country Programme in the Maldives (for interventions between 2022-2026). Aligned with the United Nations Sustainable Development framework (UNSDCF) and the national Strategic Action Plan (SAP), the country programme will add value to current efforts towards placing the International Conference on Population and Development (ICPD)'s Programme of Action at the forefront of planning frameworks. This will include: reducing the unmet need for family planning; empowering young people through access to Sexual and Reproductive Health (SRH) information and services; reducing Gender Based Violence (GBV) and other harmful practices through social norm change; and supporting the generation of important population data for evidence based policies and programmes. The country programme will take the principles of leaving no one behind (LNOB) and a life-cycle approach towards ensuring that young people, women and girls' full-potentials are realized.</p> <p>UNFPA is seeking videography services over a non-exclusive long term agreement (LTA) of 2 (two) years to showcase UNFPA Maldives Country Office’s work on the ground with a particular focus on the lived realities of the beneficiaries of UNFPA’s interventions.</p>
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Scope of work: (Description of services, activities, or outputs)	<p>The contractor will be responsible for providing videography services towards professionally-made videos targeting UNFPA donors and/or a general audience, including pre-production(scripting, storyboarding), production(filming, interviews and lighting) and post-production(editing, subtitles, animation etc.) elements.</p> <p>The contractor is expected to possess their own professional cameras, lighting and audio equipment, and editing software.</p>
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	<p>During each assignment the contractor will be required to undertake the following:</p> <ul style="list-style-type: none"> <li>● Formulate a plan to document the video with more in-depth human-interest story angles depending on each thematic area</li> <li>● Provide professional videos (with production edits, sign language and subtitles) documenting/showcasing on-the-ground work of UNFPA (the videos will be approximately 5-10 minutes each). The videos would explore one or more of the following thematic areas: <ul style="list-style-type: none"> <li>○ Gender based violence and harmful practices</li> <li>○ Sexual and reproductive health and unmet need for Family Planning</li> <li>○ Population and Development</li> <li>○ Adolescents and Youth</li> </ul> </li> <li>● Provide B-roll footage (approximately 2-3 minutes) relating to the thematic area(s) for use with UNFPA publicity materials.</li> <li>● Provide transcripts (and translations where applicable) in English for each video with timestamps</li> <li>● Ensure due consent has been obtained from any subjects/interviewees and follow the best practices for protecting the rights (and where applicable the identity) of the people recorded and documented</li> </ul>
Duration and working schedule	The LTA will be entered into effect in June 2022
Place where the services are to be delivered:	Maldives. Any travel from Male' to other islands pre-approved from UNFPA will be reimbursed at actual costs as evidenced by the receipts or used boarding pass, as provisioned in the UNFPA travel policy.
Monitoring and progress control, including reporting requirements, periodicity, format and deadline:	<p>Work will be monitored by UNFPA and timely updates are required. The Contractor should be reachable by UNFPA during working hours for the duration of any assignments.</p> <p>UNFPA will provide prior notice on potential upcoming assignments at least:</p> <p>1 week ahead for assignments in Male'</p> <p>2 weeks ahead for assignments in other islands</p> <p><b>Format of outputs:</b></p> <ul style="list-style-type: none"> <li>● High-Resolution videos in MP4 format</li> <li>● Transcripts in .doc or .docx format.</li> </ul>
Supervisory arrangements:	The contract will be managed by the UNFPA Country Office.
Expected travel:	Some travel may be expected on field missions with UNFPA.
Required expertise,	<b>Primary expertise required:</b>

<p>qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> <li>● Minimum of two years of professional experience in videography.</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>● Ownership of professional videography equipment and software.</li> <li>● Understanding of UNFPA’s main mandates of work Population and Development, Sexual and Reproductive Health and/or Gender Equality and Women’s Empowerment will be an added advantage.</li> </ul> <p><b>Profile of the company:</b></p> <ul style="list-style-type: none"> <li>● Companies with a strong commitment to equality, including balanced gender representation and policies for inclusion, are strongly encouraged to apply.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p><b>UNFPA:</b></p> <p>UNFPA will not be committed to purchase/assign any minimum quantity of the services. Purchases/assignments will be made only if and when there is an actual requirement. UNFPA shall not be liable for any costs in the event that no purchase is made under the resulting LTA. All reductions in market prices provided by the supplier will be passed on in full to UNFPA.</p> <p>During any assignments UNFPA will:</p> <ul style="list-style-type: none"> <li>● Provide background resources on the country programme and thematic areas.</li> <li>● Provide necessary logos for the purposes of the assignment</li> <li>● Provide UNFPA consent forms</li> <li>● Monitor and facilitate the progress of the assignment;</li> <li>● Review and provide comments to the deliverables in a timely manner;</li> <li>● Provide necessary contacts;</li> <li>● Provide timely feedback.</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></p> <p>Full payment based on the market price set by the contractor and UNFPA’s acceptance of the deliverables under each assignment.</p> <p><b>Language of reports/publications and other documentation and working language in country of assignment:</b></p> <p>English</p> <p><b>Ownership of output and copyright:</b></p>

	<p>Copyrights of the final product and raw footage shall be the property of UNFPA.</p> <p>The contractor shall not use UNFPA's logo or any other material supplied by UNFPA, for any purposes outside the scope of the assignment and contract.</p>
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<p>Signature of Requesting Officer in Hiring Office: UNFPA Maldives</p> <p>Date:</p>
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