

**TERMS OF REFERENCE**

***Local Consultant - Videographer For Every Age***

MDV-ToR/2023/014

Dated: 08 May 2023

<p><b>TERMS OF REFERENCE</b></p> <p><b><i>Local Consultant - Videographer For Every Age</i></b></p> <p>MDV-ToR/2023/014</p> <p>Dated: 08 May 2023</p>	
<p>Hiring Office:</p>	<p>UNFPA Maldives Country Office</p>
<p>Purpose of consultancy:</p>	<p>Maldives is currently in an interesting juncture with demographic dividend and entering into an ageing population. According to the Census 2022, 69% of the population still consists of the working age group while at the same time a decline in birth rate is observed. This is evident in the decline in growth rate of the Maldivian population and will continue to decline over the years due to low fertility rates in the country. In order to address low fertility and ageing which sees the process as one which develops and changes over the life course and, indeed, is intrinsically linked to reproduction and childhood (hence the adoption of a 'life cycle' framework).</p> <p>In order to raise awareness on a life cycle approach, in recent years, UNFPA has adopted a model which demonstrates the trajectories by which adolescent girls move through their lives into adulthood and older age. This model shows the points at which decisions and interventions can be made to shape such trajectories. The proposed idea is to continue the momentum of the #ForEveryAge advocacy campaign by focusing on the interaction between gender, ageing, and the lifecycle.</p> <p>Hence, UNFPA is seeking a National Consultant to produce four short informative videos that focus on the key aspects of gender and population ageing: 1) future of work, 2) low fertility, 3) care economy, 4) healthy relationships. These videos will feature human interest stories from across the country advocating on the importance of the life-cycle approach and gender-dimension in addressing population ageing. The main target audience will be policy makers and in general it will also be publicly disseminated to advocate for policies addressing the life cycle approach.</p>

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p><b>Scope and diversity of assignment:</b></p> <p>The Consultant will be required to manage the video production from development of story line to shooting and post production.</p> <p><b>Specific tasks for the videographer</b></p> <p>The consultant will be required to undertake the following:</p> <ul style="list-style-type: none"> <li>- Formulate a plan to document the videos with more in-depth human-interest story angles depending on each thematic area</li> <li>- Provide professional videos (with production edits, and subtitles, Alternative Text) documenting/showcasing the thematic areas (the videos will be approximately 3-4 minutes each). The videos would explore one or more areas under each of the following thematic areas:             <ol style="list-style-type: none"> <li>1) future of work</li> <li>2) low fertility</li> <li>3) care economy</li> <li>4) healthy relationships</li> </ol> </li> <li>- Ensure written 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>
<p>Duration and working schedule:</p>	<p>Four to six weeks from the day of signing the contract</p>
<p>Place where services are to be delivered:</p>	<p>Male. 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.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>All the videos must be delivered by end of June 2023</p>

<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<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><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> <p>The Consultant will be briefed and debriefed by UNFPA and is expected to keep in close contact via email</p>
<p>Supervisory arrangements:</p>	<p>The consultancy will be managed by UNFPA Country Office</p>
<p>Expected travel:</p>	<p>Maximum two islands based on the story lines</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b>Primary expertise required:</b></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><b>Behavioural Competencies:</b></p> <ul style="list-style-type: none"> <li>● Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization.</li> <li>● Proven leadership, teamwork, and interpersonal skills. Ability to work under limited timing would be an asset.</li> </ul>

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</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 this assignments UNFPA will:</p> <ul style="list-style-type: none"> <li>● Provide background resources on the 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> Payments based on acceptance of the deliverables.</p> <p><b>Copyright and Rights</b> Copyrights of the final product and raw footage shall be the property of UNFPA. 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> <p><b>Ownership of output:</b> UNFPA</p>