

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

### National Consultancy - Videographer

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Jordan Country Office
Purpose of consultancy:	Production of short videos highlighting the impact of UNFPA’s work in development and humanitarian settings.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>UNFPA would like to document the achievements realized in implementing these projects in a structured manner, focusing on identifying the specific factors of success, summarizing the actual actions being undertaken on the ground, describing the impact of these interventions on the lives of those whom it is being implemented for. These videos will be shared with partners and the general public.</p> <p><b>The specific objectives of the assignment are as follows:</b></p> <ul style="list-style-type: none"> <li>• Produce short videos on on-call bases.</li> <li>• The videos must include powerful quotes from beneficiaries and IPs.</li> <li>• The video narrative should be written in a creative way.</li> <li>• UNFPA team to identify the stories and to prepare a short narrative or profile before filming.</li> <li>• Draft the story board and submit for comments.</li> <li>• Incorporate the comments from UNFPA’s Communication FP and relevant Programme teams.</li> <li>• Document UNFPA work in improving the reproductive health status of individuals and improving access to quality GBV services.</li> <li>• Submit the final version (both – English and Arabic) including photos with captions (photos to be provided by UNFPA comms team).</li> </ul>
Duration and working schedule:	15 February- 31 December 2024 (exact duration will be contingent upon completion of the selection process and receipt of the required documents from the consultant).
Place where services are to be delivered:	Refugee camps and host communities in Jordan
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p><b><u>Required services will be on call-basis.</u></b></p> <p><b>Outputs/Deliverables:</b></p> <p>The following deliverables are expected from the consultant:</p> <ul style="list-style-type: none"> <li>• Production of short videos highlighting UNFPA work in English and Arabic (subtitles).</li> <li>• The videos must include interviews with UNFPA experts, beneficiaries, and Ips as needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Incorporate the comments from UNFPA’s Communication FP and relevant Programme teams.</li> <li>• Submit the final version with subtitles.</li> <li>• The first draft of videos to be submitted after two weeks from filming.</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Communication FP will be responsible for the quality and content control and will be responsible for liaising closely with the Videographer on a regular basis to monitor progress, and for coordinating the field visits.
Supervisory arrangements:	The consultant will be under the supervision of the JCO Communication focal point.
Expected travel:	Travel to refugee camps (Zaatari and Azraq) when needed and to host communities in Jordan.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• University Degree in Journalism, Video Production, Media or Business administration, or any related field.</li> <li>• The consultant must have at least 2 years of experience in short video production for a diverse audience.</li> <li>• Good understanding of UNFPA’s work with refugees.</li> <li>• Excellent knowledge, experiences and skills in video editing.</li> <li>• Proven experience in working with international organisations (successful experience in working with UN agencies is an added advantage).</li> <li>• High sense of journalistic ethics and in-depth understanding of human right issues.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA office will provide the security permission to enter the camps. Consultant will be responsible for his/her transportation for all associated UNFPA work on this consultancy.
Other relevant information or special conditions, if any:	Payments will be paid upon satisfactory completion of required Videos.
<p>UNFPA Work Environment:  UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA is committed to workforce diversity and inclusion and promotes equal opportunities for all including persons with disabilities.</p>	

**How to apply:**

Interested national candidates are kindly requested to provide us with their P11s, copy of academic credentials, motivation letter, financial proposal (in a separate file attachment) along with a sample of work, through the email address: [jco-consultants@unfpa.org](mailto:jco-consultants@unfpa.org) , indicating the Consultancy Title in the e-mail's subject, **by 3 February 2024, 23:59 pm Jordan local time.**

Failure of candidates to submit a duly completed P11 form, as well as false representations on this form, shall constitute sufficient grounds for withdrawal of further consideration of the application. All information provided by candidates will be treated as strictly confidential.

Candidates whom their proposals are seriously being considered will be contacted.