

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**  
**Videographer Consultant**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Jordan
Purpose of consultancy:	UNFPA-Jordan is looking for a qualified individual to provide technical assistance to produce 5 short videos highlighting the impact of UNFPA's Sexual and Reproductive Health (SRH) Clinic and Women and Girls Safe Space (WGSS) in Zaatari Camp for Syrian Refugees that is funded by ECHO.
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, and to highlight the role of ECHO's fund. These stories will be shared with partners and the general public. The specific objectives of the assignment are as follows:</p> <ul style="list-style-type: none"> <li>● Document UNFPA work in improving the reproductive health status of individuals and improving access to quality GBV services.</li> <li>● Create an Information Pack from compiled materials to be used in reporting to the donors and to be used on UNFPA's digital platforms (social media and website).</li> </ul>
Duration and working schedule:	<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 5 short videos on the SRH Clinic and the WGSS in English and Arabic (subtitles).</li> <li>● The videos must include interviews with UNFPA experts, beneficiaries and IPs.</li> <li>● The storyboard should be developed in a creative way.</li> <li>● Prepare a short narrative or profile before video shooting.</li> <li>● Incorporate the comments from UNFPA's Communication team and relevant Programme teams.</li> <li>● Submit the final version with subtitles.</li> <li>● The first story to be submitted after <b>two weeks</b> from receiving the permit to enter Zaatari camp.</li> <li>● The last video to be received by 15 August 2021.</li> </ul>
Place where services are to be delivered:	Zatarai Camp
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>1 May – 31 August, 2021.</p> <p>The payment will be based on production and delivery of a number of short videos on the SRH Clinic and the WGSS in English and Arabic (subtitles). The consultant will work remotely, produce and submit deliverables electronically. All deliverables are exclusive to UNFPA and the consultant should submit all the original materials (broll, design file: adobe premier or final cut).</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Communication team will be responsible for the quality and content control and will be responsible for liaising closely with the Consultant on a regular basis to monitor progress, for coordinating the field visits.

Supervisory arrangements:	The consultant will be under the supervision of the Communication focal point at JCO. Certificate of payment to be submitted by the communication team for each video payment.
Expected travel:	Field travel to Zaatari camp or any other sites as needed.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>● University Degree in translation, languages, Media or Business administration.</li> <li>● The consultant must have at least 5 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 . The hired consultant will have to arrange any expenses costs related to field visits including transportation for all associated UNFPA work on this consultancy, as UNFPA will not be able to support.
Other relevant information or special conditions, if any:	<p>Payments will be paid upon satisfactory completion of each short video to be delivered electronically.</p> <p>A sample of prior similar work done by the consultant as individual is required along with a financial proposal indicating the cost per video (2-3 minutes video)</p>
<p><b><u>UNFPA Work Environment:</u></b></p> <p>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> <p>How to apply:</p> <p>Interested 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: <a href="mailto:jco-consultants@unfpa.org">jco-consultants@unfpa.org</a> , indicating the Consultancy Title in the e-mail's subject, <b>by 27 April 2021, 23:59 pm.</b></p> <p>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 treated as strictly confidential.</p> <p>Candidates whom their proposals are seriously being considered will be contacted.</p>	