



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA China
Purpose of consultancy:	The part-time national consultant on video editing will provide technical support in the planning and production of a branding video for UNFPA in China and manage two-three junior video editors.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Background information</p> <p><u>UNFPA</u></p> <p>UNFPA is the United Nations sexual and reproductive health agency. Its mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.</p> <p>UNFPA started operation in China in 1979 and is implementing its ninth Country Programme (2021-2025) of cooperation with the Government of China. It focuses on four thematic areas – sexual and reproductive health and rights, adolescents and youth health and development, gender equality and women's empowerment, and population dynamics.</p> <p>To increase the public's understanding of UNFPA's work in China for advancing sexual and reproductive health and rights, population and development, UNFPA China is planning to review and upgrade its branding video in 2019, to reflect the evolving roles of UNFPA in China in the context of rapid socio-economic development and the pandemic impact.</p> <p>Under the overall supervision of UNFPA China Communications Analyst, the national consultant will provide technical inputs in the branding video planning and production, with duties and responsibilities including:</p> <ul style="list-style-type: none"> - Review available footage and develop the video outline and script with the UNFPA China teams. - Manage two-three junior editors for the video production and guide them in the video editing process to ensure quality and timely delivery of the video product. - Advise on the video editing software and tools, distribution of workload and required resources including paid or unpaid services (e.g. voiceover) for the video production. - Support in quality assurance of the branding video and other video products of UNFPA in China for external communication and carry out any other duties as required.
Duration and working schedule:	Ten working days for a period of three months from August to November 2023.
Place where services are to be delivered:	Home based (remote work)
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Deliverable:</p> <ul style="list-style-type: none"> - A branding video for UNFPA China ready for public release - Evidence of managing the junior editors and technical support provided for quality assurance of other UNFPA China video products. <p>Delivery format: Electronic</p> <p>Delivery date: End of November 2023</p> <p>Payment: In full consideration of the services to be provided, UNFPA will pay the consultant a lump sum of USD3,000 at 100 per cent upon satisfactory receipt of the finalized branding video product and consultancy report from the consultant.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will be required to submit a final electronic report on the deliverable
Supervisory arrangements:	The consultant will be supervised by the UNFPA China Communications Analyst
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> 1. An advanced university degree or professional diplomas/certificates on multimedia design, animation, advertisement, or communications. 2. Proven knowledge and experience on video editing and production, preferably with international organisations or private sector. 3. Proficiency use of video editing and graphic design software and tools. 4. Strong interpersonal communication skills. 5. Experience in supervising and managing people is an asset. 6. Be creative, active, and effective; have a can-do attitude.

	<p>7. Results-oriented, self-discipline and team spirit, and able to deliver work within deadlines.</p> <p>Required Competencies:</p> <ol style="list-style-type: none"> 1. Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN System, embracing cultural diversity, embracing change 2. Core Competencies: Achieving results, being accountable, developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, communicating for impact 3. Functional Skill Set: Video editing, graphic design, report writing, and strategic communications
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Working station: Home based</p> <p>The consultant will be responsible for her/his working equipment and space.</p>
<p>How to submit: Please send your CV, video samples and a motivation letter (in Chinese and English) with the subject “Application for the UNFPA China consultant on video editing” to china.office@unfpa.org before 24 July 2023. Only shortlisted candidates will be notified for the next step.</p> <p>Please note this consultancy is open to Chinese nationals only.</p>	