**DRC**

**Terms of Reference (TOR)**

**for**

***Consultancy for video post-production***

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# Who is JIPS?

JIPS is an interagency service established in 2009 to bring governments, communities, humanitarian and development actors together to collaborate towards collective outcomes and durable solutions to displacement situations. It does so by supporting collaborative and responsible data processes including profiling, developing the capacities of governments and key stakeholders, and advancing global discourse towards sound global standards. Field-focused and committed to enhancing local ownership and capacity, JIPS is a globally recognised impartial broker that draws on extensive field experience in diverse displacement contexts and a unique combination of technical, soft and political skills to drive change in the contexts it supports and the global discussions it informs.

# Purpose of the consultancy

JIPS is seeking a video editor to support the post-production of two videos highlighting our capacity building efforts on displacement data processes under the guidance of the Knowledge Sharing and Communications Team.

# Background

The consultant will be engaged for the post-production of a total of 2 videos:

**1) A post-training video** following the completion of the first course of JIPS’ new blended Collaborative Leadership Program, featuring testimonials from selected participants, footage from the virtual training sessions, the training platform, and b-roll

**2) A post-event video** following a Regional Workshop on Internal Displacement Statistics in the SICA region taking place in Honduras, featuring interviews with relevant actors working on official statistics on forced internal displacement in Central American countries, b-roll from the workshop, and archive imagery as needed

# Objective of the consultancy

With a dedicated focal person in JIPS (Head of Knowledge Sharing and Communications), and in close cooperation with relevant JIPS colleagues, the Consultant will be responsible for the following:

1. Post-production of two JIPS videos, including assembly, sound, processing, subtitling, synchronisation etc.
2. Ensure that all requests and instructions on the storyboard and video editing requirements are fulfilled
3. Record and edit voice over where needed and in line with guidance from JIPS
4. Clearly identify interviewees by name, title and organization with an appealing animation
5. Identify and procure b-roll (stock or archive imagery including photos and video snippets) as needed according to storyboards
6. Follow branding instructions for each video
7. Delivery of the final two videos in a range of different formats (standard 16:9 for presentations, youtube and as needed for social media outputs on twitter and linkedin)

JIPS responsibilities:

* JIPS will agree with the consultant on the schedule for delivery of the video and flag any issues, expected deadlines and upcoming work in a timely manner
* JIPS will provide input/feedback in a timely manner to video drafts according to guidelines
* JIPS will be responsible provide the consultant with relevant interview material and storyboards to be used as a basis for the development of the different deliverables and to point the consultant to examples of external material to be used

# Scope of work and Methodology

The Consultant will be required to prepare a short workplan for the delivery of the videos indicating how

the objectives of the project will be achieved, and the support required from JIPS.

# Deliverables

The Consultant will submit the following deliverables as mentioned below:

| **Phase** | **Expected deliverables** | **Indicative description tasks** | **Maximum expected timeframe** |
| --- | --- | --- | --- |
| **Video 1** | **Post-production** | Post production of video 1 following branding and storyboard instructions, procuring b-roll as needed | **5 working days** |
| **Video 2** | **Post-production** | Post production of video 1 following branding and storyboard instructions, procuring b-roll as needed | **5 working days** |

The Consultant will provide updates and seek input from the dedicated focal persons by e-mail and via virtual meetings as needed.

# Duration, timeline, and payment

The total expected duration to complete the deliverables under this consultancy is 5 days for each video for up to 20 days within the period of the contract.

All-inclusive lump sum payment after satisfactory completion of deliverables. The consultant’s fee must include all taxes and other changes including any VAT costs.

# Eligibility, qualification, and experience required

* **Eligibility**: The consultant has the authorisation to work remotely. The Consultant must be available to complete deliverables during the timeframe of the contract between November and December 2022.
* **Qualification, experience and skills**:
  + At least five years of consolidated experience in video post-production, including experience with editing software Final Cut Pro and/or Adobe Premiere Pro
  + Demonstrated experience of production of mini video documentaries
  + Access to suitable photographic, video and audio resources for enhancement of the final project as per the storyboard
  + Experience covering – often sensitive – issues related to humanitarian and development subjects including displacement will be an asset
  + Excellent project management, responsiveness, ability to meet tight deadlines while maintaining quality is a must
  + Demonstrated creative skills, high attention to detail, and ability to tailor the design with intended audiences and channels
  + Familiarity with JIPS products and previous work with JIPS or its partners is an asset.
* **Language requirements**: good command of English

# Technical supervision

The selected consultant will work under the overall supervision ofJIPS Head of Knowledge Sharing and Communications, and with the key focal persons for each video:

* **Post-training video: Julia Litzkow,** JIPS’ Communications and Knowledge Sharing Officer, [Julia.litzkow@jips.org](mailto:Julia.litzkow@jips.org)
* **Post-event video: Corina Demottaz,** JIPS’ Head of Knowledge Sharing and Communications, [demottaz@jips.org](mailto:demottaz@jips.org)

# Location and support

The Consultancy will be carried out remotely and the Consultant will provide her/his own computer and mobile telephone and video editing software.

# Submission process

## Bids can be submitted by email to the following dedicated, controlled, and secure email address: [tender.gva@drc.com](mailto:tender.gva@drc.com) with the full title of this tender.

* **The administrative proposal must include:**
  + A signed General conditions of contract document
  + A signed Code of Conduct document
  + A complete and signed Supplier and Registration form
  + A portfolio with relevant examples to showcase the consultant’s work and capabilities
  + Other relevant documents (see letter of invitation)
* **The financial proposal (RFQ Form) must:**
  + Detail the applicant’s anticipated costs in **CHF**

JIPS reserves the right to negotiate based on the availability of the budget allocated to this activity.

# Evaluation of bids

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| CONSULTANT QUALIFICATIONS AND EXPERIENCE | POINTS TO BE AWARDED |
| At least five years of experience in video post-production, including with editing software Final Cut Pro and/or Adobe Premiere Pro | (1-10) |
| Demonstrated creative skills, experience producing high-quality video products tailored to audiences and channels | (1-10) |
| Working experience in development or humanitarian sphere | (1-10) |