

TERMS OF REFERENCE

Posting Title:	Video Producer/Editor Consultant
Department/Office:	Division for Ocean Affairs and the Law of the Sea, United Nations Office of Legal Affairs ("the Division")
Duty Station:	Home based (remote work), with possible travel
Type of Contract:	Consultancy
Post Level:	Consultant (video producer/editor)
Languages Required:	English
Starting Date:	29 March 2024
(date when the selected candidate is expected to start)	
Duration:	Part time. 6 Months (54 working days). 29 March 2024 to 29 August 2024
Contract Sum:	US \$30,000 (paid in two instalments upon the Division's confirmation of completion of each phase)

Background

The Programmes of Assistance to Meet the Strategic Capacity Needs of Developing States in the Field of Ocean Governance and the Law of the Sea is a project implemented by the Office of Legal Affairs of the Secretariat of the United Nations through its Division for Ocean Affairs and the Law of the Sea ("DOALOS" or "the Division"), with funding provided by Norway, through its Norwegian Agency for Development Cooperation (Norad). The project provides support to developing States, particularly Small Island Developing States (SIDS), in building sustainable ocean-based economies through addressing critical capacity barriers at the regional and national levels, including with respect to the implementation of the 1982 United Nations Convention on the Law of the Sea ("UNCLOS") and related frameworks.

The Programme of Assistance is composed of four major series of activities: (1) consultations with relevant regional intergovernmental organizations with a view to identifying capacity-building activities that would reinforce national and regional ocean governance programmes of work; (2) design and delivery of need-based capacity-building training courses; (3) analyses of national frameworks for ocean governance in selected beneficiary States (Ocean Governance Studies); and (4) facilitation of technical assistance for selected beneficiary States to implement key findings of the ocean governance studies.

The Programme aims to improve outreach and awareness-raising, as well as to enhance its visibility and impact by sharing information and promoting its activities in relevant conferences and events, with beneficiary States, and in digital platforms. Therefore, the Programme envisages the development of audio-visual materials for outreach and awareness-raising efforts, which include the development of six videos to communicate to government officials, policymakers, organizations, academia, and the general public the key project activities and its impacts.

Work Location

The consultant will be home based, with travel as necessary.

Expected Duration

Part time. 6 months (54 working days).
29 March 2024 to 29 August 2024

Duties and Responsibilities

Under the overall supervision of the Director of the Division, the work of the Consultant shall be overseen by the Senior Legal Officer in charge of Capacity-Building and Trust Funds and managed directly by the Officer serving as Focal Point for the project within the Division, to whom the Consultant shall report.

The Division will provide to the consultant an existing set of audio and video materials related to the project.

The consultant is responsible to:

- Take videos of events/field visits/interviews of stakeholders to collect additional audiovisual material and complement the existing set of materials;
- Execute video post-processing to produce high quality materials.

Travel and other expenses associated with these responsibilities are to be borne by the consultant.

United Nations Exclusive Property Clause

All materials produced during this consultancy are the property of the United Nations.

Scope of Work and Deliverables

The main deliverables of the consultancy are the following:

The consultant will develop in coordination with DOALOS the overall concept and scenarios for six dynamic and cinematic videos:

- a. Four videos of 1 to 2 minutes on the activities of the Project
- b. Two social media videos (up to 1 minute each) informing about the project.

In order to complete the deliverables, the consultant will:

- Need to abide by DOALOS communications policies and guidelines, including incorporating gender perspectives in their deliverables;
- Develop script/storyline and storyboard tailored to different audiences in consultation with and approved by the Division;
- Ensure that deliverables meet at a minimum the technical standards of High Definition broadcasting;
- Set up audio and/or video equipment for in-house and external location shoots;
- Set up lighting as required/if any, to provide a professional set for video production;
- Obtain and provide to the United Nations signed releases from all subjects;
- Operate video cameras, video/audio equipment to produce high quality products.
- Perform video post-processing to edit and generate video, audio and animated effects to produce professional products;
- Ensure appropriate licensing of any third-party materials (music, stock photos or footage, graphics, animations) as approved by DOALOS.

Specific requirements for videography:

- All footage should be shot at a minimum in full HD (16:9) 1080p50 or 1080p60;
- Compression H.264/MPEG4 video at 12,000 Kbps (minimum) bitrate and high-definition broadcast quality, or better;
- AAC Audio at 256 KBps with no out of sync issue, distortion, reverb and other audio issues.

- In case subtitling is required, final outputs should be submitted in three versions: Version 1 clean (no subtitles or graphics); Version 2 with subtitle, and Version 3 without subtitles;
- Raw video footage, B-Roll used in the production of the final video.

The delivery of the final videos in different formats for different platforms will be agreed with the DOALOS team, and the consultant will provide support for and advice on the distribution of the produced audio-visual and social media materials.

Timelines

Phase 1 completion	Approved: Storyboard and script for the 6 videos	Month 2
Phase 2 completion	Approved: 6 videos	Month 6

Qualifications and experience required

- A minimum of five years of professional practice in filming, video production and editing with a record of providing high-quality, creative work for clients is required;
- Experience in producing videos relating to ocean affairs, sustainable development, or conservation is desirable;
- Previous work experience with the UN system is desirable.

Other desired qualifications include: Strategic and creative mindset. Strong time-management, organization, communication, and interpersonal skills. Ability to handle diplomatically sensitive situations with target audiences. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Works collaboratively with colleagues to achieve project goals. Allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning. Ability to use relevant software, actively seeks to apply technology to appropriate tasks.

Pursuant to United Nations regulations, persons who have served as consultant, individual contractor, intern or gratis personnel for the United Nations in the six months prior to the commencement of the consultancy, or who are in active government service, are not eligible for appointment.

Languages

For this position, fluency in English with excellent drafting and communication skills, is required. Knowledge of other United Nations official languages is an advantage.

TO APPLY TO THIS CONSULTANCY:

1. Complete the application form available at the following link:
<https://forms.office.com/e/KP52rZeqhv>
2. After completing the form, please send a CV and cover letter to luciana.fernandescoelho@un.org (with a copy to doalos@un.org) with the email subject line "DOALOS/Norad Project – Video Producer/Editor "

The documents should be named as follows:

surname of candidate_CV

surname of candidate_cover_letter

Only applications that follow both stages of the application process will be considered.

Closing date: 8 March 2024

Female candidates are strongly encouraged to apply.