



United Nations Entity for Gender Equality
and the Empowerment of Women

TERMS OF REFERENCE

Position	Local (National) Videographer
Type of the contract	Local Consultant (SSA)
Organizational Unit	UN Women Office in Chisinau, Republic of Moldova
Duty Station	Home-based, with field visits and regular interaction through e-mail and Skype with UN Women Office
Application Deadline	13 September 2019
Duration:	1 working day
Supervision:	UN Women responsible staff

I. BACKGROUND

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; the achievement of equality between women and men as partners and beneficiaries of development; human rights; as well as humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The UN Women Strategy for Moldova 2018-2022 focuses on three main areas where gender equality gaps are still present: 1/strengthening women's participation in politics and decision making, 2/economic empowerment of women and 3/ending violence against women and girls. To achieve progress under these areas, UN Women works with variety of national and international partners and as part of different national and regional initiatives. Gender Responsive Budgeting (GRB) is integrated in the current Strategic Note for 2018-2022 under the "Women lead, participate and benefit equally from governance system" Outcome, and is meant to contribute to increased capacities of the public institutions to analyze and improve policies, regulations, and budgets to fulfill gender equality commitments.

Over the past years, through the regional project "Promoting Gender Responsive Policies in South-East Europe and the Republic of Moldova", UN Women has provided extensive support to national and local stakeholders to strengthen democratic governance and advance women's rights through initiatives aimed at mainstreaming gender in policy planning and budgeting. As result, gender responsive budgeting has

increasingly been recognized as important tool for advancing gender equality in Albania, Bosnia and Herzegovina (BiH), Republic of North Macedonia and Republic of Moldova.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

To raise awareness and improve understanding on GRB with the general public, and more specifically with young generations, UN Women will implement a regional campaign "Why Your Money Counts? – The Takeaway Stories". The goal of the campaign is to raise awareness of women and men how the budget spending influences their lives to encourage them to take action that demands accountability. In that respect, UN Women will develop 4 short-documentaries (one per country: Albania, Bosnia and Herzegovina (BiH), Republic of North Macedonia and Republic of Moldova). The documentaries will showcase positive examples on the impact on the lives of women and girls and inspire them to actively participate and voice their needs.

To the above ends, the UN Women Moldova is seeking to recruit a Local Consultant - Videographer, to support the shooting of one video, in duration of 1.30 min, featuring an impactful human-interest story.

II. SCOPE OF WORK AND SPECIFIC TASKS

The National Consultant - Videographer will shoot one interview with a woman beneficiary, footage from her daily work and life, and provide raw video material. The stories and the women beneficiary will be identified by UN Women Moldova. **No editing is needed.**

The Consultant will work closely with UN Women to perform the following tasks:

- The Consultant will record an interview with the women beneficiaries, including footage from their daily activities. The interviews will be arranged with the support by UN Women. The interviews and video footage from their daily work will be used to produce up to 1.30 min video. The video will include motion graphics for extra visual flair, further developed by UN Women;
- The Consultant will be following a story-board developed by the UN Women GRB regional team, in collaboration with a graphic design expert;
- The Consultant will record one interview and additional footage, as described above, following UN Women Branding Guidelines and Policy on Logo Use. The consultant will provide all raw video material to UN Women;
- The material will be used for the UN Women regional campaign "Why Your Money Counts? – The Takeaway Stories", on UN Women ECA website, and different UN Women country social media accounts;
- The Consultant should guarantee that available lighting in the venue or outdoors, and audio and video quality are up to professional standards;
- The Consultant will be required to have her or his own equipment, including professional HD video camera, lenses, lapel and shotgun microphones, tripod and shoulder rig;

- The video footage will remain as property of UN Women. The Consultant should provide the video files to UN Women within the agreed timeline;
- The Consultant should adhere to UN Women ethical standards and requirements for video recording.
- The Consultant will report to UN Women staff on site.

The Consultant should:

- Follow UN Women Branding Guidelines and Identity Standards and UN Women Video Policy and Guidelines - <https://bit.ly/2H1wrLP>
- Produce video material in High-definition, with clean split mono audio tracks.
- The Consultant shall provide, under the advice of UN Women personnel, all raw video material captured during the Assignment.

III. PRINCIPLES

- Messages should be positive and empowering and reflect the significant contribution women give to defence and society;
- The video material should be consistent with UN Women Communications guidelines;
- UN Women will hold non-exclusive world rights in perpetuity of all designed submissions and products.

IV. DELIVERABLES AND TIMELINE

Activities	Deliverables	Timeline: Days allocated/Expected delivery date
<ul style="list-style-type: none"> ➤ Shoot one interview with woman beneficiary – impactful GRB human-interest story 	<ul style="list-style-type: none"> ➤ Raw footage 	<p>1 day / by 27 September</p>
<ul style="list-style-type: none"> ➤ Additional footage of the narrator’s daily activities and life 		

V. DURATION OF ASSIGNMENT AND DUTY STATION

The time required for the consultancy is **1 day** within the period indicated.

UN Women will not provide equipment or office space. The contractor will work on their own computer(s)/ other equipment and use their own office resources and materials in the execution of this assignment. The contractor's fee shall be inclusive of all office administrative costs and products must be compatible with standard UN Women office equipment.

VI. CONTRACT SUPERVISION

The consultant will work in close cooperation with UN Women Moldova responsible staff who will be responsible for the quality assurance of the deliverables.

VII. SCHEDULE OF PAYMENTS

Payment in full upon final submission and satisfactory deliverables of the assignment in accordance with specified requirements.

VIII. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Core Values/guiding principles:

- **Integrity** - Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
- **Professionalism** - Demonstrate professional competence and Consultant knowledge of the pertinent substantive areas of work.
- **Cultural sensitivity and respect for diversity** - Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Additionally, the individual should have an international outlook, appreciating difference in values and learning from cultural diversity.

Core Competencies:

- **Planning & Organizing** – Develops clear goals in line with agreed strategies, identifies priorities, foresees risks and makes allowances accordingly.
- **Organizational Awareness** - Demonstrate corporate knowledge and sound judgment.
- **Teamwork** - Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Accountability** – Takes ownership of all responsibilities and delivers outputs in accordance with agreed time, cost and quality standards.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Seeks and applies knowledge, information, and best practices from within and outside UN Women
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

- Development and Operational Effectiveness
- Demonstrates excellent written and oral communication skills. Communicates sensitively, effectively and creatively across different constituencies
- Demonstrates very good understanding of and experience in communications and outreach/advocacy
- Ability to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems
- Uses Information Technology effectively as a tool and resource

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Proven networking skills and ability to generate interest in UN Women's mandate
- Identifies opportunities and builds strong partnerships with clients and partners

IX. QUALIFICATIONS AND EXPERIENCE

Education:

University degree in journalism, television, filmmaking or related field, or similar technical qualification.

Experience:

- Minimum 3 years of experience in filmmaking, video production, television, photography, journalism and/or photo-journalism;
- Proven track record of delivering similar products;
- The following specific experiences will be considered as an asset: previous experience in producing videos for the UN, European Commission or other international organizations;
- Excellent written and oral skills in Romanian and English required.

Warranties, Consent and Intellectual Property

- a) The Consultant represents and warrants that he/she has not, and undertakes that he/she shall not, infringe any third party intellectual property rights in performing any activities pursuant to the Contract. The Consultant represents and warrants that that he/she shall perform the activities pursuant to the UN Women Video Policy and Guidelines including obtaining written consent when required, including from survivors of violence and from the legal guardian/s of children under 18 years of age.¹

¹ For a model UN Women consent form, see Annex 1 of the UN Women Photo Policy and Guidelines.

- b) The Consultant shall indemnify, hold and save harmless, and defend, at its own expense, UN Women, its officials, employees, consultants, agents or other representatives from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses arising out the Consultant's violations of the representations and warranties above.
- c) The indemnity set forth, above, shall not apply to:
- A claim of infringement resulting from the Consultant's compliance with specific written instructions by UN Women directing a change in the specifications for the Deliverables or directing a manner of performance of the Contract not normally used by the Consultant; or
 - A claim of infringement resulting from additions to or changes in any Deliverables furnished under the Contract if UN Women or another party acting under the direction of UN Women made the changes.
- d) UN Women shall advise the Consultant about any such suits, proceedings, claims, demands, losses or liability within a reasonable period of time after having received actual notice thereof. The Consultant shall have sole control of the defense of any such suit, proceeding, claim or demand and of all negotiations in connection with the settlement or compromise thereof, except with respect to the assertion or defense of the privileges and immunities of UN Women or any matter relating thereto, for which only UN Women itself is authorized to assert and maintain. UN Women shall have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.
- e) In the event the use by UN Women of any Deliverables provided to UN Women by the Consultant, in whole or in part, in any suit or proceeding, is for any reason enjoined, temporarily or permanently, or is found to infringe any patent, copyright, trademark or other intellectual property right, or in the event of a settlement, is enjoined, limited or otherwise interfered with, then the Consultant, at its sole cost and expense, shall, promptly, either:
- procure for UN Women the unrestricted right to continue using such Deliverables provided to UN Women;
 - replace or modify the Deliverables provided to UN Women, or part thereof, with the equivalent or better product, or part thereof, that is non-infringing; or,
 - refund to UN Women the full price paid by UN Women for the right to have or use such Deliverables, or part thereof.
- f) UN Women confirms that the whole of the copyright present, future or contingent whatsoever and all other right, title and interest in and to the Deliverables shall be vested in the Consultant throughout the world in accordance with all applicable copyright laws. The Consultant further acknowledges and agrees that UN Women shall have the unconditional non-exclusive and perpetual right to make use of the Deliverables including but not limited to the entire take of all video footage from the Assignment in such manner

as UN Women shall in its sole discretion think fit including without limitation the right to include the Deliverables on its own website and/or in any other public relations materials used to promote UN Women. UN Women may re-edit the Deliverables or any part thereof as convenient for its own exploitation of the Deliverables in any medium. UN Women may provide the Deliverables to other UN agencies and the media at no cost and may apply a Creative Commons Attribution-NonCommercial-NoDeriv 2.0 Generic license to the Deliverables.

Application procedure:

The following documents should be submitted as part of the application:

- **Cover letter** to include a brief overview (unedited text) about which of your previous experiences makes you the most suitable candidate for the advertised position.
- **Duly filled Personal History Form PHF 11;**
- **Financial Proposal (completed Annex 2).** The financial proposal shall include a breakdown of this lump sum on a daily basis.

Evaluation of applicants:

Consultants will be evaluated using a cumulative analysis method taking into consideration the combination of qualifications and financial proposal. Contract will be awarded to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of below defined technical and financial criteria.

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for financial evaluation.

	Evaluation Criteria	Max points
TECHNICAL EVALUATION (70%)		70
Language Requirements	Excellent written and spoken Romanian and English	REQUI RED
Education	Minimum educational requirement: University degree in journalism, television, filmmaking or related field, or similar technical qualification.	10

Professional experience	Minimum 3 years of filmmaking, video production, television, photography, journalism, and/or photo-journalism;	35
	Proven track record of producing similar products;	15
	Experience in producing videos for the UN, European Commission or other international organizations.	10
Total technical		70

Financial Evaluation (30%) – max. 30 points:

The maximum number of points assigned to the financial proposal is allocated to the **lowest price** proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

$$p = 30 (\mu/z)$$

Using the following values:

p = points for the financial proposal being evaluated

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Annex I:

Price Proposal Guideline and Template

The prospective National Consultant should take the following explanations into account during submission of his/her price proposal.

1. Daily fee

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

2. Travel costs

UN Women will not cover transportation cost within Chisinau.

3. Daily Subsistence Allowance

Not applicable.

4. Currency of the price proposal

The applicants are requested to submit their price proposals in MDL. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency MDL conversion to MDL at the date of applications' submission deadline.

Annex II:

Price Proposal Submission Form

To: United Nations Entity for Gender Equality and the Empowerment of Women

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women Moldova within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

A. Cost Breakdown by Cost Component

Description	Unit of measure (days, units)	No of Units	Unit price, MDL	Total Price, MDL
Daily fee, all inclusive	days	1		
Other costs (if any)				

I confirm that my financial proposal will remain unchanged.

I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 60 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: