

TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Timor-Leste
Purpose of Consultancy:	Two consultancies to develop: <ol style="list-style-type: none"> 1. A documentary video on the importance of in-school Comprehensive Sexuality Education (CSE) 2. A documentary video on boys and girls circle intervention
Scope of work: <i>(Description of services, activities, or outputs)</i>	Under the overall guidance and supervision of UNFPA country office, selected individual or media company will be responsible for: <ul style="list-style-type: none"> • Producing a documentary video on video on the importance of in-school Comprehensive Sexuality Education (CSE) (Max 15 minutes) by the second week of September. UNFPA retains full Copy right of all footage documentary. • Video is to include: Scriptwriting (With Technical input from UNFPA), Storytelling, and interviews questions. • Ensuring the availability of persons for filming and interview • Ensuring permission from persons for filming and interview • Coordinating the filming and interviews with people • Delivering of documentary video in the highest Broadcast and Web format. • Liaising with UNFPA on production schedules, filming, filming formats, and location access. • Working with the highest professional ethical standards and in keeping with UNFPA and the Timor-Leste government ideals and core messages on the importance of boys and girls circle. • Ensuring that the correct technical requirements are followed as stated below • Ensuring that interviews in Tetun will be subtitled to English
Deliverables	<ol style="list-style-type: none"> 1. It is expected that selected individual or media company will produce: <ul style="list-style-type: none"> - A work plan and a story board based on inputs from UNFPA. - <i>Draft 1</i>: unedited rough version of script and interview questions upon which UNFPA will provide initial inputs - <i>Draft 2</i>: first edited version of short film upon which UNFPA will provide substantive inputs - <i>Draft 3</i>: second edited version of documentary upon which UNFPA will provide final inputs - Final high resolution file of documentary - Delivery of all footage filmed for the production on hard drives. - Final version: Broadcast and Web Format 2. Web streaming file of maximum 15 minutes <p>UNFPA Retains full rights of all footage filmed for the production</p>
Duration and working schedule:	<p><i>Duration of Consultancy is 5 weeks with expected start on the 2nd of September 2019.</i></p> <p><i>Working Schedule:</i></p> <ol style="list-style-type: none"> 1. Completion of script and interview questions 1 Week 2. Location Scouting, Invitation for interview and permission from persons for filming and interview 1 Week 3. Principal Photography and interview 1 Week 4. Editing and Post-Production with Feedback 2 Weeks 5. Delivery.
Payment Terms	<ul style="list-style-type: none"> - 50% (upon submission and approval of script, interview questions, and start of filming) - 50% (upon submission and approval of final product)

	Note: Consultancy no. 1 to be charged to TLS03YTH-CSE_IMPROV_SCHL-FPA90-PU0074 Consultancy no. 2 to be charged to TLS03YTH-DSM_CSE/SRH_INF-FPA90-PU0074
Place where services are to be delivered:	UNFPA Timor-Leste Country Office (UNFPA-TL CO)
Supervisory arrangements:	Reports to the Assistant Representative of UNFPA Timor-Leste through the UNFPA M&E Officer and Youth Officer.
Expected travel to municipality:	NA (filming and interview will only be happening in Dili)
Candidates are expected to send CVs, P11 as well as an application letter, stating their interest to jossoares@unfpa.org . Deadline of submission of application is: 25 August 2019, please complete and submit your profile on this link: http://www.unfpa.org/unfpa-consultant-roster	
Signature of Requesting Officer in Hiring Office: approved	
Date: 16 August 2019	