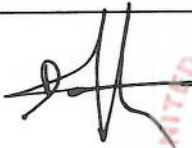



## TERMS OF REFERENCE

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

Payment Terms	<ul style="list-style-type: none"> <li>- 50% ( upon submission and approval of script, interview questions, and start of filming)</li> <li>- 50% (upon submission and approval of final product)</li> </ul> <p>Note: Consultancy no. 1 to be charged to <b>TLS03YTH-CSE_IMPROV_SCHL-FPA90-PU0074</b>  Consultancy no. 2 to be charged to <b>TLS03YTH-DSM_CSE/SRH_INF-FPA90-PU0074</b></p>
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Bachelor Degree degree in Broadcasting Film, Communication and other related field of studies.</li> <li>• Technical knowledge on boarder area includes gender equality, youth sexual and reproductive health, social and behavioral change issues.</li> <li>• At least 5 years of professional work experience related to video producer, editor, planning and managing video production, camera operator and other audio-visual production related experiences.</li> <li>• Previous working experience with National Multimedia and Communication Company would be an asset.</li> <li>• Fluency in written and spoken Tetum, English, knowledge of Portuguese would be an added advantage.</li> </ul>
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)
<p>Candidates are expected to send CVs, P11 as well as an application letter stating their interest to <a href="mailto:jossoares@unfpa.org">jossoares@unfpa.org</a>. Deadline of submission of application is: 31 August 2019.</p> <p>Please complete and submit your profile on the following link:  <a href="http://www.unfpa.org/unfpa-consultant-roster">http://www.unfpa.org/unfpa-consultant-roster</a></p>	
Signature of Requesting Officer in Hiring Office:  Date: 26/8/2019	 

*Alfaro*