

**TERMS OF REFERENCE FOR PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE UNFPA SAFEGUARD YOUNG PEOPLE PROGRAMME**

<b>TERMS OF REFERENCE</b>	
Hiring Office:	UNFPA Rwanda CO
Purpose of consultancy:	UNFPA Rwanda CO is seeking the services of an individual consultant to document the best practices of the SYP programme. The Individual Consultant will use photos and videos to capture and edit high-quality human-interest stories, stakeholder interviews and messages of support from government counterparts.
Background:	UNFPA, East and Southern Africa Regional Office (ESARO) is implementing the Safeguard Young People Programme (SYP). The SYP programme has been designed with the intent to identify and scale up proven Sexual and Reproductive Health (SRH) interventions for adolescents and young people in Southern Africa. The SYP programme adopts a multi-sectoral approach for improving the policy, planning and delivery processes pertaining to sexual reproductive health services and the rights of adolescents, in particular, it is trying to improve integrated HIV and SRH youth-friendly services; comprehensive sexuality education (CSE) for in and out of school youth; and youth participation and empowerment. In 2023 SYP is celebrating its 10-year anniversary and is looking for an Individual to provide photography and videography services to support the documentation of best practices in Rwanda. These will be used during events, meetings, publications, and other promotional events.
Scope of work:  (Description of services, activities, or outputs)	<p>The Individual consultant will:</p> <ul style="list-style-type: none"> <li>● Take digital content - photos and videos - of best practices from the SYP initiatives in selected districts in Karongi, Nyamasheke and Rusizi District.</li> <li>● Visit project sites and focus on project beneficiaries as follows. <ul style="list-style-type: none"> <li>○ For photos: horizontal and vertical photos of the same subjects; dramatic angles; close-up, midrange, and wide-angle shots. The photographs should be action-oriented and usable for diverse audiences with universal appeal.</li> <li>○ For videos: footage and final edited videos consisting of documentation of interventions; interviews with beneficiaries, partners and UNFPA staff; in-depth features of some youth and their support networks</li> </ul> </li> </ul>

	(peers, mentors, families, community leaders) as well as testimonials from implementing partners for the human-interest stories.
Duration, working schedule:	The assignment shall be carried in a duration of 10 days spread through one-month effective August 1st to 31, 2023.
Place where services are to be delivered:	Districts in Karongi, Nyamasheke and Rusizi District.
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	<p><b>Photography:</b></p> <ol style="list-style-type: none"> <li>20 x High-resolution jpeg (300 dpi at 2610 x 3900 pixels) photos related to UNFPA SYPs areas of work.</li> <li>Each photo should have its metadata with detailed captions, copyrights, and other relevant information.</li> <li>Each photo should be edited in high definition.</li> <li>Provide both high-resolution and low-resolution photos.</li> <li>Caption information should include full names; locations; and a brief description of the project activity.</li> </ol> <p><b>Videography</b></p> <p>A total of 3 high-quality videos with closed caption subtitles in English, voiceovers, and data graphics. These include:</p> <ol style="list-style-type: none"> <li><b>VIDEO 1:</b> a 3-minute video featuring interviews with UNFPA staff, government partners, and implementing partners.</li> <li><b>VIDEO 2:</b> a 3-minute video featuring adolescent and youth human interest stories.</li> <li><b>VIDEO 3:</b> a 90-second video for social media, summarizing the SYP programme in Rwanda - combining footage and photos from videos 1 and 2 and graphics on text.</li> </ol> <p><b>OTHER INFO:</b></p> <ol style="list-style-type: none"> <li>Complete edits of the 3 videos must incorporate rounds of feedback from UNFPA staff at regional and country levels and the Government of Rwanda.</li> <li>Original b-roll versions of the edited videos to enable future translations, sub-titling, and further edits, as may be required.</li> </ol>

	3. Costs should include 3 rounds of editing per video.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> <li>• Videos and photos need to be delivered biweekly for review</li> <li>• Production of videos and editing to be done within the duration of one month or as per agreed</li> </ul>
Supervisory arrangements:	The Event Management Consultant will report to the Deputy Representative with daily collaboration with the Communications Analyst.
Expected travel:	The consultant is expected to travel to our intervention districts of Karongi, Nyamasheke and Rusizi.
Required expertise, qualifications, and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Bachelor's degree in Mass Communication and/or Journalism preferred</li> <li>• Have the capacity to capture, edit and deliver high-resolution digital content (videos and photos) according to the production timeline agreed with the client prior to executing the job</li> <li>• Minimum of 3 years' experience of working with video production and photo projects or additional 2 years of relevant experience.</li> <li>• Understanding and familiarity of local context and issues surrounding youth</li> <li>• Ability to film broadcast quality video and audio</li> <li>• Have knowledge of different video formats and video file conversions.</li> <li>• Proven post production experience creating photo and video stories</li> <li>• Fluency in English and Kinyarwanda languages</li> <li>• Able to demonstrate an understanding of the communication requirements</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Office transport will be provided to the Individual Consultant during travels outside Kigali.
Other relevant information or special conditions, if any:	An Individual Contract (IC) will be signed with the consultant for the duration of one month.
Signature of Requesting Officer in Hiring Office:	
Date:	

### How to apply:

Interested applicants should send a short letter (one page) of motivation and a detailed CV through the links mentioned below.

UNFPA will only respond to shortlisted CVs only.

**Application deadline:** 31/07/2023, 17h00 Kigali time.

The United Nations does not charge a fee at any stage of its recruitment process (application, interview, processing, training) or other fee, or request information on applicants' bank accounts or HIV status.