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| C:\Users\wbright\Desktop\2000px-UNFPA_logo.svg.png | **UNITED NATIONS POPULATION FUND**  **TERMS OF REFERENCE (TOR)**  **Professional Photography and Videography Services**  **For the UNFPA Safeguard Young People programme** |

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| **I. Purpose of work** |
| 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 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 a company to provide photography and videography services to support with the documentation of best practices in Namibia. These will be used during events, meetings, publications and other promotional materials. |
| **II. Objectives of assignment** |
| UNFPA Namibia CO is seeking the services of a company to document the best practices of the SYP programme. The company will use photos and videos to capture and edit high-quality human-interest stories, stakeholder interviews and messages of support from government counterparts. |
| **III. Scope of work, Methodology, Deliverables, Timeframe** |
| **Scope of work**  The company will:   * Take digital content - photos and videos - of best practices from the SYP initiatives in selected regions **Zambezi, Oshana and Khomas** * Visit project sites and focus on project beneficiaries as follows;   + For photos: horizontal and vertical photos of same subjects; dramatic angles; close-up, midrange and wide-angle shots. The photographs should be action-oriented and be usable for diverse audiences with universal appeal.   + For videos: footage and final edited videos comprising of documentation of interventions; interviews with beneficiaries, partners and UNFPA staff; in-depth features of some youth their support networks (peers, mentors, families, community leaders) as well as testimonials from implementing partners for the human interest stories   **Deliverables**  Photography   1. 20 xHigh resolution jpeg (300 dpi at 2610 x 3900 pixels) photos related to UNFPA SYPs areas of work. 2. Each photo should have its metadata with detailed captions, copyrights, and other relevant information. 3. Each photo should be edited in high definition. 4. Provide both high resolution and low resolution photos. 5. Caption information should include: full names; location; and brief description of project activity.   Videography  A total of 3 high quality videos with closed caption subtitles in English, voice overs and data graphics. These include:   1. VIDEO 1: 3x3-minute video featuring interviews with UNFPA staff, government partners, implementing partners 2. VIDEO 2: 3x3-minute video featuring adolescent and youth human interest stories. 3. VIDEO 3: 90 second video for social media, summarizing the SYP programme in Namibia- combining footage and photos from videos 1 and 2 and graphics on text .     **OTHER INFO:**   * Complete edits of the 3 videos must incorporate rounds of feedback from UNFPA staff at regional and country level and the Government of Namibia. * Original b-roll versions of the edited videos to enable future translations, sub-titling and further edits, as may be required. * Costs should include 3 rounds of editing per video.   **Supervisory arrangements**  UNFPA SYP Regional Coordinator and the Regional Communications Adviser.  **Duration of assignment**  The assignment shall be carried over a period not exceeding 1 month. The contract will begin on 24 July 2023 and it will conclude on 24 August 2023 after submitting all the listed deliverables.  The service provider will deliver the draft products in a Google Drive Folder. UNFPA will take a maximum of one week to review and UNFPA comments will have to be incorporated within 3 days. The review time will need to be factored in by the service provider to ensure that all deliverables are finalized within the dates assigned.  **Please note: To take videos or photograph children under 18-years-old, explicit parental or tutorial consent must be sought. UNFPA will provide the videographer / photographer with a blank consent form to be filled in these cases, following UNFPA guidelines.** |

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| **IV. Qualifications, Background, Experience** |
| The vendor is expected to bring together the following expertise, qualifications, and competencies:   * The vendor should have photography and videography experience in English. * The vendor should have quality experience with working with other agencies with similar operations. * The vendor should be able to provide examples of past productions that demonstrate its creative vision and cutting-edge technology. * The vendor must be in a position to guarantee timely delivery of draft and final videos. * In-house edit suites will be an advantage to ensure smooth and timely production. * In-house owned equipment will be an advantage to ensure smooth and timely production. |

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| **V. Evaluation criteria** |
| Proposals will be evaluated against the following criteria:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **#** | **Criteria** |  | **Points** | **%** | | **1** | **Proposed timeline and strategic approach** |  | **30** | **30%** | | **1.1** | **A technical proposal detailing the approach and plan to be adopted and which adequately address the requirements in a creative manner** |  | **20** |  | | **1.2** | **A financial proposal on completion of each task and the cost involved** |  | **10** |  | | **2** | **Expertise of Firm - Team Experience and Qualifications** |  | **70** | **70%** | | **2.1** | Relevant team expertise for media and public relations |  | **10** |  | | **2.2.2** | Knowledge of current evidence on storytelling and narration |  | **20** |  | | **2.2.3** | Experience in documenting human interest and high impact stories |  | **20** |  | | **2.2.4** | Availability of in-house equipment needed for the duration of the project |  | **20** |  | |  | **Total (Minimum Threshold = 70%)** |  | **100** | **100%** |   Candidates that make the first round of selection against the above criteria will be invited for an online interview to further elaborate on the proposals and respond to questions from UNFPA. |