



## Post-Production Terms of Reference



### Seeking a contractor to edit impact stories and promotional video

**Duration: 1 May 2021 and 31 July 2021**

#### **Purpose of this work:**

PCI Media seeks a contractor to produce a total of 4 video testimonials and a promotional video that showcase efforts to soundly manage chemicals and waste across 4 countries (exact countries to be determined, but likely Uganda, India, Dominican Republic, and Kyrgyz Republic). The videos will be shared digitally and at international conferences.

#### **Deliverables and details:**

Under the supervision of PCI Media, the Consultant is expected to deliver post-production of:

1. 4 short-form (no more than 4 minutes) video testimonials/impact stories featuring footage from interviews with national representatives and b-roll. Footage will be provided by PCI Media. The video must adhere to branding and marking guidelines provided by PCI Media.
2. A promotional video combining footage from the testimonials and stock footage (up to 2 minutes)
3. 60-second versions of the 4 video testimonials and the promotional video
4. 30-second version of the promotional video

Deliverables should abide by the following guidelines:

- a. Post-production is to include editing; audio balancing; music licensing; subtitling (in English); format exporting; basic motion graphics for logo treatments, credits, lower thirds, and title cards; and archiving raw and edited work.
- b. Subtitling should include identifying locations, name of interviewees, and any other relevant details like technical terms related to the Programme.
- c. Consultant is to allow 4 rounds of revisions by PCI Media.
- d. Footage should be edited in line with the script provided by PCI Media.
- e. Consultant shall include appropriate branding as provided by PCI Media.
- f. Video output quality should be 1080, MOV, MP4 and ProRes. Each video will be delivered in 3 versions: Subtitled, No subtitles, and Clean (no graphics, no text)
- g. Post-production project package. Hard Drive with Premiere Pro, After Effects and any other project files, including all video versions (timestamped review versions too) and all footage, sound, graphics and music files.

#### **Evaluation criteria:**

The independent contractor should have the following qualifications:

- A minimum of 5 years' work experience in photography and videography
- A portfolio of authentic published work
- An eye for detail and creativity
- Knowledge and extensive experience of photo and video editing software
- Work experience in a developing country context would be an advantage.

Consultant must be prepared to travel in-country to remote locations. In-country travel arrangements and logistics will be organized by UN Environment and PCI Media.

Note: English and French are the working languages of the United Nations Secretariat. For the position, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

Each proposal will be first assessed on its technical merits. Scores will be allocated according to the table below:

Item	Technical Evaluation Criteria	Max. Points
1	Overall harmony between ToR requirements and proposal	20
2	Range and depth of portfolio (e.g. PSAs, mini documentaries, interviews, etc.);	40
3	Qualifications/a minimum of 5 years' experience as professional videographer/editor	30
4	Videography experience in development/environmental issues	10

**Timeline:**

Post-production is expected to be completed between **1 May 2021** and **31 July 2021**.

**Submission:**

Interested individuals should submit a Technical and Financial Proposal.

The Technical Proposal should include, but is not limited to, the following:

- Short profile of the company, including references for staff, clients, and relevant work.
- Portfolio (including web links) showcasing video editing work, with information regarding specific responsibilities reflected in each video;
- Production capabilities, including related hardware and editing software.

The Financial Proposal shall specify an all-inclusive fee per video product, including editing, crediting, subtitling, and music licensing. The proposal should be in US Dollars (\$), broken down as follows:

1. 4 video testimonials
2. Promotional video, including stock footage
3. 60-second versions of the 4 video testimonials and the promotional video
4. 30-second version of the promotional video
5. Hard drive and backup with all Premiere Pro and original files and shipping to US

If not included in the ToR, PCI Media will not reimburse costs not directly related to the assignment. This contract will be deliverables-based; financial proposal should fully account for cost of completing each deliverable. This contract does not allow payment of off-hours, medical insurance, taxes, and sick leave.

**COVID-19 Guidelines:**

PCI Media is committed to ensuring the safety of the video crew, interviewees, and all other parties involved in production. We expect the contractor to follow national COVID-19 safety precautions before, during, and after the work in the field.

### **How to Apply**

Please send your application to [jobs@pcimedia.org](mailto:jobs@pcimedia.org), with “Post-Production” in the subject line. We will review applications on a rolling basis.