

TERMS OF REFERENCE FOR NATIONAL CONSULTANT

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Hiring Office:	UNFPA Mongolia Country Office
Purpose of consultancy:	To produce a promotional video emphasizing the crucial role of midwives in saving lives and empowering families, mothers, and girls in a humanitarian setting in Mongolia.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Empowering midwives in all settings is one of the global mandate areas of UNFPA and the CO strongly advocates for quality midwifery care in Mongolia and supports the government in recognizing the importance of midwifery practice and improving the midwifery education and training in line with the Global Midwifery Strategy and International Confederation of Midwives (ICM) standards and accreditation policies.</p> <p>Every year on May 5th, the International Day of the Midwife takes place, and the theme of this year is “Midwife: A Vital for Climate Solution”.</p> <p>In relation to the International Day of Midwife – May 5, the UNFPA Mongolia will implement a mini-information campaign as part of the global efforts to help build a competent, well-trained, and well-supported midwifery workforce in low-resource settings.</p> <p>The purpose of the campaign is to raise awareness about and engage the public to recognize the valuable roles of midwives and promote their empowerment. The key message of the campaign will be “Midwives Save Lives” aligned with internationally used and promoted message. Within the framework of the mini campaign, the CO plans to produce and share with the social media channels a promotional video and a short footage with the key message.</p> <p>To produce these products, UNFPA Mongolia will hire a videographer, who will perform the tasks described below:</p> <ul style="list-style-type: none"> - To shoot high-quality footages of a midwife at different settings, including working at the duty stations, giving an interview, and during the provision of the outreach services, especially in “dzud” situations. - To deliver a high-quality promotional video product that is no longer than 6 minutes with English subtitles and UNFPA logos. - To deliver a short version of the video, preferably 30 second to 1-minute, that captures the key message of the full video to disseminate it on social media platforms.
Duration and working schedule	10 working days from April 15 to April 26, 2024.
Place where services are to be delivered:	The consultant will need to travel outside of Ulaanbaatar city for video shooting. The location will be determined through discussion with the UNFPA SRHR team. For editing and finalizing, the consultant will work from his/her own space.
Delivery dates and how work will be delivered <i>(e.g. electronic, hard copy etc.):</i>	<ul style="list-style-type: none"> • To develop a script for video based on the close consultation with the UNFPA CO staff. • To shoot high-quality action footages and interview the midwife by April 22 based on the script. • To deliver the final video products by April 26 in various formats suitable for TV and social media dissemination, including MP4 and HD. • To transfer all electronic copies of high-quality videos to UNFPA prior completion of consultancy. - Copyright and ownership of all documents produced is the intellectual property of UNFPA. - The videographer must use its own equipment required to complete the consultancy work.
Monitoring and progress	The storyline or script will be approved by UNFPA.

control, including reporting requirements, periodicity format and deadline:	<p>The consultant will report on the progress of the deliverables to UNFPA regularly by email or phone calls.</p> <p>The CO will provide English subtitles and logos.</p> <p>The UNFPA Mongolia may request additional information when necessary.</p>
Supervisory arrangements:	<p>The consultant shall work under the direct guidance and supervision of the SRH program analyst and in close coordination and consultation with the Communications and Media Analyst of UNFPA Mongolia.</p>
Expected travel:	<p>Travelling outside the city is required. UNFPA will be responsible for travel arrangements and its related expenses.</p>
Required expertise, qualifications and competencies, including language requirements:	<p>Education</p> <ul style="list-style-type: none"> - Bachelor’s degree in ICT, video production, filmmaking, movie industry, graphic design. <p>Experience:</p> <ul style="list-style-type: none"> - At least 10 years of proven experience in working in the field of video production, movie industry, or TV sector as a video shooter, developer, and editor. - Proven experience in developing and implementing media campaigns for development issues in Mongolia. - Wide networking in media and broadcasting will be an asset. - Experience of working with UN and/or UNFPA is an asset. - Fluency in Mongolian and working knowledge of the English language is an advantage. <p>Required competencies and skills:</p> <ul style="list-style-type: none"> • Exemplifying integrity and accountability • Demonstrates commitment to human rights and development principles and values, • Excellent communication skills, • Planning, organizing, and achieving results Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, <p>Working in teams/managing ourselves and our relationships</p>
Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ol style="list-style-type: none"> 1. It is anticipated that the consultancy will be governed by an Individual consultancy contract under the standard UNFPA terms and conditions. 2. UNFPA will pay a consultancy fee according to the current UNFPA-approved schedule of rates at a level to be negotiated. <p>Schedule of payment:</p> <ol style="list-style-type: none"> 1. 100% of the payment shall be paid upon acceptance of all the deliverables. <p>UNFPA reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNFPA.</p> <p>Logistical arrangements</p> <p>The UNFPA Country Office will be responsible for arranging all related logistical matters required for the planned events. The CO will also provide support in organizing meetings with relevant stakeholders.</p>
Other relevant information or special conditions, if any:	<p>N/A</p>