

Humanitarian Programme Cycle: Video Production Consultancy

Terms of Reference

Job title:	Videographer
Project Title:	Accelerating the localisation of child protection coordination in humanitarian settings
Organization:	Save the Children
Station:	Remote
Maximum Budget:	\$ 8000 USD
Dates:	November-December 2020

Background

Save the Children (SC) is working with the Child Protection Area of Responsibility (CPAoR)¹ to accelerate the localisation of child protection coordination by providing support through capacity-building, small grants, and leadership opportunities for national and local actors. The initiative has been adapted in light of the Covid-19 pandemic to align with restrictions to access and an increase in remote management.

Localisation

Within humanitarian response, coordination amongst actors is crucial and coordination should adhere to the localisation principle. Localisation refers to a collective commitment to promote humanitarian responses that are both “as local as possible, as international as necessary.” Localisation is a process in which the humanitarian response is re-shaped to meet this commitment. Localisation initiatives tend to promote:

- Increased participation of local actors in governance, programme design and decision making;
- Increased resources available to local actors, linked to an increased commitment to the principles of transparency; and
- More equitable partnerships with local actors, including providing tailored capacity building and empowering efforts to retain staff, scale up and sustain services.

Description of work

To support further localisation of child protection coordination groups in a variety of humanitarian settings, a videographer is sought to lead the production of a 5-7 minute video on [Strategic Planning in the Humanitarian Programme Cycle \(HPC\)](#). This video will be the second in a video series on the HPC, which aims to improve the quality and accessibility of capacity building resources for staff.

¹ <http://cpaor.net/about-us>

The primary audience for this video is local and national child protection actors. Priority contexts for the video are Iraq and South Sudan.

Expectations

The selected candidate will be responsible for technical production of a high-quality video including all project steps. A high level of cooperation and professionalism with a range of colleagues from diverse country and cultural backgrounds is expected. The selected candidate will work together with colleagues from Iraq and South Sudan to record some content. Tasks are likely to include, but are not limited to:

- Reviewing and finalising the script in collaboration with Save the Children;
- Creating visuals (illustrations, drawings, using existing SC photo and video content, and/ or sourcing new content) in line with requested branding;
- Develop a detailed storyboard that outlines: draft images and visuals, the timing for each section of the script; and a description and (where feasible) example of videos;
- Supporting national colleagues to record voiceovers and case studies in low resource settings; and
- Independently conducting post-production editing and finalization, thereby requiring a digital audio workstation and the respective programs for e.g. cutting, sound editing, adding subtitles. If music is embedded, service provider must hold the rights for the music to be used for the series or ensure a creative commons license for their use for this purpose; and
- *NB. Translations and embedding of subtitles into video content is highly preferred.*

Specifications

The exact content and approach to the video will be agreed with the selected candidate, but the main specifications for the video are:

- **Time:** 5-7 minutes maximum
- **Content:** user-friendly, memorable key messages about the importance of conducting collaborative needs analysis and reflecting that analysis in programme design
- **Format:** Voice narration over visuals depicting the key messages and case studies. Visuals might be simple line illustrations, photographs or clips from existing programming, or talking heads for case studies; Must be similar in style and format to the first video in series (see link below)
- **Language:** First version in English and Arabic (two separate videos)
- **First Video in the Series:**
<https://www.youtube.com/watch?v=HohtvchYWmU&feature=youtu.be>
- **Other Similar Style Videos:**
 - https://www.youtube.com/watch?v=t_-EbC0aUY0&list=PLTqpcYbBSkF-jUlqQgFOyy_LPraoJqKBd
 - <https://www.youtube.com/watch?v=48MCG22FgrE>

Timeframe

The work will be on a part-time basis and should start as soon as possible and will end on 31st December 2020. The videographer will work in close collaboration with Save the Children staff in Iraq and South Sudan and at the global level and regularly update the line manager on progress.

Consultant Profile

- At least 5 years' experience in videography, animation, graphic design, and/or illustration;
- Proven ability to design, gather content, and edit to a high quality standard in the context of educational videos;
- Experience of capacity building and adapting guidance and technical information;
- Demonstrable understanding of cultural diversity, different learning styles, and different capacity levels;
- Patience, respect and professionalism in working with a variety of colleagues in low resource settings and a willingness to collaborate to find creative solutions;
- Experience working for an NGO or with/for children and young people is an asset;
- Fluency in written and spoken English (Arabic is an asset); and
- In line with the localisation agenda, videographers from the focus countries (Iraq, South Sudan, and Yemen) or with significant experience living in those contexts are encouraged to apply

Application process

Applicants are requested to submit an **email entitled, "Application Strategic Planning Video Production", to Susanna Davies, Senior Humanitarian Coordinator for Child Protection, Save the Children, susanna.davies@rb.se:**

- A cover letter explaining your approach to the video production and relevant qualifications;
- CV and 2-3 examples of similar previous work; and
- Daily rate in USD + Total Budget required for production

Deadline for Applications is 26 October 2020.