



United Nations Population Fund  
Maldives Country Office  
3rd Floor, Shinetree Building  
Boduthakurufaanu Magu, Maafannu  
Male', Republic of Maldives  
E-mail: maldives.office@unfpa.org  
Website: www.unfpa.org

Date: 5 September 2016

## **TERMS OF REFERENCE Videographer**

(Ref: RFQ/MDV/16/09)

### **Background**

The application is required to document interviews and obtain footage during the art workshops to be carried out as part of the “Nirakun” campaign during second half of September 2016.

UNFPA envisages videos to release on 20 October 2016 during an event to launch 2016 State of the World Population report in Maldives

The field work, documenting would be carried out **this month**. Hence, the individual should be ready to travel.

We seek a creative videographer to:

Document interviews along with art workshops

- Apart of fieldwork in Male', travelling to other islands is required
- Shoot and Compile a 3-5 minute video which shows everything regarding the project (parts of interviews and footage during the art workshops)
- Two 30 second video clips for social media
- Share B-roll footage of selected participants for future use
- Total number of videos to be produced: 3 videos altogether
- Deadline for final product to be available: by 20<sup>th</sup> October 2016

### **Expenses**

UNFPA will facilitate the selected individual travel expenses and arrangements, **but the selected individual will be responsible for the provision of all equipment. (e.g.: camera etc.)**

### **Qualifications and experience**

- a. The contractor should have sound experience in developing video content, preferably for international development organizations.
- b. The contractor should have country experience.
- c. The contractor must show tact and cultural sensitivity at all times.
- d. The contractor must have excellent interpersonal and communication skills and ability to work with a wide range of stakeholders.
- e. The contractor must have excellent spoken communication skills in English and Dhivehi.
- f. Selection of the contractor will be based on creativity, availability and competence judged based on previous work.



**Price Quotation Form**

Name of Bidder: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

Request for Quotation No: RFQ/MDV/16/09

Currency of Bid price: \_\_\_\_\_ **Maldivian Rufiyaa (MVR)**

Delivery time: \_\_\_\_\_

Expiration of Validity of Quotation: \_\_\_\_\_  
*(must be valid for at least 90 days from the date of submission)*

Price Schedule:

Item	Description	Unit of Measure <sup>1</sup>	Unit Rate MVR	Number of Units
<b>1. Fees</b>				
1				
2				
3				
	<b>TOTAL</b>			

*Vendor's Comments:*

I hereby certify that I/(*this company, which I am duly authorized to sign for*), accept(s) the terms and conditions of UNFPA and I/we will abide by this quotation until it expires.

***Signature and /seal***

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<sup>1</sup> For example, each