TERMS OF REFERENCE
SPECIAL SERVICE AGREEMENT (SSA)
Video Production Consultant

Post: Video Production Consultant
Organization: GEO Secretariat
Start Date: As soon as possible
Duration of contract: 150 working days over six months (Band C, 390 per day). Total amount: CHF 58,500 (including travel cost)

Context

The Group on Earth Observations (GEO) is a global partnership that promotes the use of Earth observations (EO) as evidence for environmental decisions, policies and finance. Despite rapid advances in EO technology, governments and investors often do not have access to the right environmental data, at the right time and in the right format. This is particularly the case in low- and middle-income countries. Those most affected by climate change and disasters are often the least equipped to respond. GEO closes these gaps in environmental intelligence. We promote open, coordinated, and sustained sharing of data, information, and knowledge about the Earth in support of better research, policy making, decisions, and action. GEO convenes strategic partnerships to identify and develop the Earth Observation tools, services and coordination mechanisms needed to address global needs and knowledge gaps. More than 48 partnerships in the GEO Work Programme develop practical and reusable applications of Earth observations to support public policy and decisions in support of climate action, disaster risk reduction, sustainable development and resilient cities and human settlements. The GEO Secretariat is responsible for cultivating and facilitating partnerships through strategic communication, advocacy and stakeholder engagement. In this context, GEO is looking for a consultant to produce visual content for the GEO new website as well as to provide video production services before, during and after GEO week 2023.

Objective of consultancy

Under the guidance of the Communications and Partnerships team, you will produce 6 short (up to 3 min/max) videos and shorter version of these between October 2023 and March 2024 and provide video production services during the GEO week 2023 in South Africa. This consultancy requires travel to South Africa and one Latin American country. The cost for travel is included in the total contract value.

Main Duties and Responsibilities:

- Develop video scripts and story boards
- Create engaging videos to be shared online and offline
- Produce, shoot and edit video projects; when possible re-purpose existing archival assets to create dynamic new products
- Organize interviews, set-up, conduct and post-produce (subtitles, text animation and design) videos7video projects
- Provide all footage, b-roll, interviews (audio&video) and photos to the GEO Secretariat for future use
- Ensure highest broadcast quality of videography: minimum HD 1920x1080 or better.
• Ensure that all requests and instructions from GEOSEC pertaining to videography and video-editing requirements are fulfilled.
• Ensure that all required videography/video-editing jobs are completed on deadline.

For each video the consultant will propose a script and a storyboard. The videos will be produced only following the acceptance of a script and a story board by GEOSEC and will include a maximum of 5 editing rounds.

Selected candidates will need to use their own high-quality audio-visual equipment. GEOSEC will not provide any equipment. Please share the list of high-quality equipment that the applicant will use as part of your application.

**Deliverables:**

- **Video 1:** Global Ecosystem Atlas video. Based on the compilation of video raw material provided by GEOSEC and the Global Ecosystem Atlas concept produce an engaging video that responds to the following questions: *What is the Global Ecosystem Atlas and why is it needed now? What is the value of it?*
- **Video 2:** GEO Highlights report video. Based on the stories provided by GEOSEC produce a dynamic video showcasing results of the GEO Work Program in 2023.
- **Video 3:** GEO video-advert. Produce long and short versions of a video that answers the following questions: *What is GEO? What do we do and how do we have an impact on people’s lives?*
- GEO week 2023 video production services 6-10 November 2023 + one summary video
- Two GEO video impact stories: one in Ecuador and the second one TBC (planned for 2024).

**GEOSEC will support the consultant with:**

- Briefing and detailed explanation of the kind of video material needed and help in defining the best contents for videos for different purposes
- Video release forms when necessary
- GEOSEC key messages
- GEOSEC visual identity and other relevant communication guidelines
- Possibly assistance in acquiring access to specific locations when filming in the field (i.e. Ecuador)

**Qualifications, skills and experience:**

- Minimum Bachelor’s degree in media communications, Journalism, Social Sciences, Humanities, Public Administration, Economics, Political Science or any other related field.
- High experience (more than 5 years) of working with video production may be considered in lieu of academic degree
- At least 5 years’ experience in producing high quality video products
- Extensive knowledge of professional audio and/or video editing and post-production techniques, and standards
- Ability to film broadcast quality video and audio: HD 1920x1080 or better
- Knowledge of computerized video editing applications and techniques
- Knowledge and understanding of GEO’s mission and activities
- Great interviewing skills
- Ability to think outside of the box and translate complex information in engaging video content
• Ability to effectively manage time and schedules
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
• Prior experience working with UN and/or GEO
• Fluency in English; knowledge of other UN languages (French, Spanish, Arabic) an asset.

Duration and remuneration
The consultant will be employed remotely for a total of 150 days through a period of 6 months. The total value of the contract amounts to CHF 58,500 (Band C, 390 per day).

How to Apply
Please send your CV and samples of your work/links to samples of your work/results, to GEO Secretariat at jobs@geosec.org by 4 September 2023. Please quote the reference mentioned above.