# Terms of Reference
## For a Short Term Service – Video Editor

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**Project:** Monitoring, Evaluation und Communication (MEC)
**PN:** 2018.2008.3.001

## 1. SHORT DESCRIPTION OF THE PROJECT

Monitoring, Evaluation and Communication Project MEC is commissioned by Federal Ministry of Economic Cooperation and Development BMZ since 2013 and Federal Foreign Office AA contribution since 2017 to take care of Monitoring, Evaluation, Public Relations and Communication of German Development Cooperation's Portfolio in Afghanistan, with the two below module objectives:

- Objective 1: The public, political multipliers in Afghanistan and decision-makers in Afghanistan and Germany are informed evidence-based and gender-sensitive about German cooperation with Afghanistan.

- Objective 2: The Afghan Ministry of Economy has established a reporting system on the progress of national development projects on the basis of M&E.

## 2. DESCRIPTION OF THE ASSIGNMENT

MEC project would like to hire a freelance video editor who will be responsible to properly and professionally edit the raw video materials of GC events and activities and produce some final video products that can be used in the media outlets, GC website as well as social media pages.

## 3. JOB DESCRIPTION FOR VIDEO EDITOR

MEC will provide the raw video materials, narration texts, information and request for the final video clips in high quality formats. MEC and the contractor together decide about the length of the clips and the fitting types for different MEC's communication tools. For better coordination, the video editor will be in regular touch with the project as well as the cameraperson.

For each video editing request, the editor fulfils the followings:

- Gets familiar with the German Cooperation and priority areas in Afghanistan
- Get familiar with the German Cooperation with Afghanistan Corporate Identity and standards
- Confirms the availability to work on each individual project that may include the national holidays or weekends
- Makes sure the video materials and raw clips are in good quality for editing
- Provides feedbacks and consultation to the project for quality improvement of the video clips
- Coordinates with MEC and cameraperson for the joint activities
- Makes sure that the project owns all the legal copyrights of final video clips for any further use

- Establishes a proper archive of films and all other recordings for a period of three years after the submitting the final video products
- Makes sure that the video materials are not shared with a third party at any condition, unless requested by project
- Provides the video clips in proper and agreed formats to MEC or a third party, as per project's demand, within 24 hours after receiving the request from MEC
- Assists the project in formulating and planning for the smooth flow of the routine assignments
- Makes sure to overcome filming and editing errors and find options in completing the assignments.
- Edit and develop the video clips based on the provided rough materials, texts and information.
- Share the video clips for feedback to MEC project, collect their feedback and incorporate their feedback in the video.
- Complies with the admin requirements of the project and the company
- Takes part in feedback meeting/video call with MEC PR team, where requested.
- Submits a final report in proper format, stating activities and lessons learned at the end of the contract duration

GIZ will take care of the following services

- Provides raw video materials, narration texts and specifications for the final video products
- Puts the contractor and the cameraperson in touch for coordination

Note: All costs need to be named and included in the financial offer and contracted budget. Technical equipment (e.g. camera, laptop, etc.) will not be provided by GIZ, but by the contractor.

## 4. EXPECTED DELIVERABLES

- Quality final video clips in digital formats and in different sizes and lengths
- Full copyright of the video clips including the music, caption, narration, transition and other technical items used in the video production
- A printed report together with the invoice
- The report must include: name of the contractor and his/her current address and a summary of his/her activities and all other details requested by GIZ's Admin Team

## 5. TIMELINE

The editing request will take place in between Feb 2021 and December 2021 for a total 50 working days. The contractor will have two days to confirm availability and to start the editing activity.

## 6. PAYMENT AND OTHER EXPENSES

The amount of service fee will be decided based on agreements of both parties (GIZ & contractor) and the payment of service fee will take place based on the completion of deliverables according to the agreed terms of reference.

The contractor's expenses will not be covered by GIZ additionally. All costs need to be included and explicitly mentioned in the financial offer and contracted budget. Technical equipment (e.g. camera, laptop, etc.) will not be provided by GIZ, but by the contractor.

## 7. EXPERTS PROFILE

- Profile required: Proficiency in video-editing and the relevant computer software
- Familiarity with film-making, journalism and communications
- Excellent English and Dari language skills
- 5 – 10 years of experience in working as video editor and/or filmmaker
- Working language: Dari and English

## 8. LOCATION AND DURATION

- Starting period: Feb 2021
- Foreseen finishing period or duration: 31 December 2021
- Planning: N/A
- Location(s) of assignment: Kabul

## 9. ADMINISTRATIVE INFORMATION

- The total amount of contract will be paid in 6 payments (quarterly basis) after the successful completion of duty assignments and according to submitted services (upon evidence)
- For details on costs see quote

## 10. TO DELIVER WITH APPLICATION

- CV of the applicant
- Letter of interest
- TIN
- List of previous projects (incl. short explanations)
- Work samples in soft (5 minutes of videography)