

Temporary support to the Office of the SRSG for Children and Armed Conflict

CONSULTANT –TERMS OF REFERENCE

A. Background

This consultancy is located in the Office of the Special Representative of the Secretary-General (OSRSG) for Children and Armed Conflict (CAAC). The mandate and work of the Office derives from General Assembly Resolution 51/77 and subsequent General Assembly resolutions, as well as successive Security Council resolutions on children and armed conflict.

B. Project description and objective

The Office of the Special Representative of the Secretary-General for Children and Armed Conflict (OSRSG-CAAC) is looking for a video editor to assist in the production of a mini documentary highlighting the history of OSRSG-CAAC using a predetermined script that will be provided by the Office, archival footage and taped interviews. The video will be used during an event celebrating the 20th Anniversary of the Office's Mandate in early December 2016, as well as online and in social media. The video editor will be expected to work with his/her own equipment and to use Avid or Final Cut Pro editing software.

C. Responsibilities

Under the overall guidance and supervision of the Communications Officer, OSRSG-CAAC, the video editor will be responsible for the following:

- Work with the Communications Officer, OSRSG-CAAC, using the script provided, archival footage and taped interviews to edit the mini-documentary.
- Provide broadcast quality video editing of the mini documentary.
- Ensure that all the required video editing is completed by the deadline.
- Ensure delivery of all requested products including, upload ready video files and broadcast ready packages.
- Work with the highest professional ethical standards and in keeping with the UN's ideals and core messages.

D. Expected Outputs / performance indicators

- Broadcast quality mini-documentary (3-5 minutes in duration)
- Upload mini-documentary to all OSRG-CAAC video channels including YouTube and the Office's website

E. Location

The consultant will work at UNHQ in New York.

F. Duration of Work

The consultant will be engaged for 5 days work during a period of one month from 1 November 2016 to 30 November 2016.

G. Qualifications

- Have knowledge and experience of UN film production style.
- Knowledge of video and sound editing.
- Have experience with working International organizations.
- Bachelor's degree and/or professional certificate from a Film School or equivalent in work experience.
- At least 5 years of working experience editing documentary films, or news and current affairs TV programs.
- Proficient in Final Cut Pro or Avid editing software.
- Have extensive knowledge of graphical video design.
- Working knowledge of HD formats.
- Proficiency in the English language.

Applications

The following documents must be submitted to tremblay@un.org (incomplete applications will not be accepted).

1. Proposal:
 - video sample to be submitted electronically via weblink
 - cover letter
2. Personal CV
 - including past experience in similar projects and at least 3 references