TERMS OF REFERENCE

 VIDEO EDITOR

SHORT-TERM CONSULTANCY

CENTER FOR COMMUNICATION PROGRAMS PAKISTAN

**INTRODUCTION:**

Center for Communication Programs Pakistan (Center) is a non-governmental organization based in Islamabad and dedicated exclusively to the study and practice of development communication. Center is providing support to Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ) GmbH in implementation of the Support to Local Governance (LoGo) Programme. The LoGo Programme is aimed at improving service delivery by local governments in Khyber Pakhtunkhwa and in the Punjab. Center, more specifically, is working with the LoGo Programme’s result area State-Citizen Dialogue for development and implementation of a Communication for Development (C4D) Campaign to support citizen’s voices, rights and responsibilities in Pakistan. Center has created a work package with the objective to increase knowledge and awareness about rights and responsibilities of an active citizenship through interventions based on cooperate design, visibility strategies, excellence in learning, Entertainment Education (EE), outreach and social mobilization, and civic education.

**PURPOSE:**

The objective is to engage a Video Editor to assist in developing short PR videos and documenting theatre performances in Punjab and Khyber Pakhtunkhwa under GIZ’s project, State-Citizen Dialogue.

The content for the videos will be provided to the Video Editor. The design and overall look of the two videos will be based on the already developed colour pallets. All technical backstopping will also be provided by Center.

**PRODUCT:**

The production of the videos will be led by Center in terms of content scripting and visualisation however, the services of a Video Editor are needed to create videos along with:

* Subtitles
* Graphics/animation
* Video footage (if necessary)
* Video recordings of theatre performances

**Tone:**

Focused, informative, revelatory and creative by way of explanation through visuals and graphics.

**DUTY STATION:**

This is a short term consultancy, based in CCPP office in Islamabad.

**SUPPORT MATERIAL:**

Center will provide background documents to assist in the development of the videos. Center will also share technical details on the resources and the desired overall look of the videos. In addition, Center will also provide references to sample videos.

**MAJOR TASK:**

As per the above-mentioned goals and objectives, the interrelated parts of the assignment are as follows:

|  |  |
| --- | --- |
| **Tasks** | **Estimated Duration** |
| 1. Inception and developing the concept, outlines, and formats of the videos;
 | One week |
| 1. Developing the videos with subtitles and animation, graphics etc;
 | Two weeks |
| 1. Proofreading and editing, pre-testing the videos with the intended audiences i.e. branding, text and quality; and finalising the product for viewing;
 | One week |
| 1. Video documentation of theatre performances.
 | During the consultancy period depending on the number of performances. |

**DELIVERABLES:**

1. Detailed concept, outline and format;
2. Developed videos with subtitles and animation, graphics etc;
3. Proofread and edited videos and finalised product for viewing;
4. Complete video documentation of theatre performances as directed by the supervisor during the consultancy period.

**TIMEFRAME:**

The Video Editor will be engaged for a period of one month starting from September 2019.

**QUALIFICATIONS:**

Demonstrable experience in video editing, filming/graphics.

**DEADLINE:**

Ausgut 30, 2019: 5:00 pm