



RENEW

Phendey Oudpel Lam
Phendey Gyatshel, Lower Motithang
P.O. Box 1404
Thimphu, Bhutan

Terms of Reference

Consultancy: Videographer cum Photographer

I. Background

Respect, Educate, Nurture and Empower Women (RENEW) is a non-profit organization founded by Her Majesty the Queen Mother *Gyalyum* Sangay Choden Wangchuck to empower survivors of Domestic/Gender Based Violence particularly women & children in Bhutan. The Organization seeks to create awareness and services on Sexual Reproductive Health (SRH), Domestic Violence (DV) and Gender-Based Violence (GBV).

To achieve the organization's advocacy goal, RENEW will be developing various audio-visual media content for which the organization is seeking a consultant- videographer who has a good knowledge in video editing, scripting (including subtitling) and photography. The consultant shall be responsible for producing a series of talk shows, interviews, and other audio-visual content for RENEW's social media awareness campaigns & advocacy activities.

The consultant's engagement with the Organization shall be for an initial period of 6 months with possibility of extension for future projects.

II. Required Skills and experience

2. Competencies

- a. Ability to film high quality video and audio materials.
- b. Ability to capture high quality photographs that is properly composed
- c. Have knowledge in post-production.
- d. Have proficient translating skills for subtitles
- e. Have knowledge in different video formats and video file conversion
- f. Ability to work efficiently in diverse settings
- g. Display higher level of sensitivity and adaptability in areas of gender, culture, race, religion, age or working with persons with disability



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2. Education and work experience:

- a. Minimum Bachelor's Degree in Mass Communication or English & Media studies (However, preference to be given to those with quality experience regardless of the course)
- b. Minimum of three years of experience in video editing and filming.

III. Core Consultancy deliverables.

Sl No	Topic Area	Expected deliverables
1	Duties and Responsibilities	<ul style="list-style-type: none"> • The production of highest quality video with highest image quality; • Responsible for both pre-production and post-production of the videos (inclusive of scripting) in line with the organization's requirements; • Ensure accuracy in post-production with the ability to translate the content into English/Dzongkha (as required for subtitles) while ensuring the organization's core message is correctly delivered; • Ability to take high quality action-oriented photos in line with the organization's core areas of work for the photo album. • Ensure that the works assigned by the organization are completed within the deadline set; • Exhibit the highest level of professionalism while abiding by RENEW's core values, mission, and vision.
2	Duration	<ul style="list-style-type: none"> • January to July 2022, with possibility of extension for future projects.
3	Working modality	<ul style="list-style-type: none"> • The consultant will be working with the program department for awareness campaigns and advocacy activities related on SRH and GBV. • An elaborate working deliverable which includes schedules/time frame/output shall be developed and agreed upon before the signing of the contract. • Must be present in all vital programs/workshop/stakeholders meeting pertaining to the consultancy. • Two draft presentations of the final products shall be made to the

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		Organization.
4	Consultancy outputs	<ul style="list-style-type: none"> • Submit minimum 10 high quality photos per program/workshop for the photo album (The pictures should be submitted a day after the program was conducted). • There shall be a maximum ofprogram/meetings conducted to meet the project outputs.(RENEW shall liaise with the consultant in advance) • Four high-quality video documentation of the programs. Two documentary each for RESPOND project and CSE-SGBV project (workshops and programs related to the programs) • Five Episode of youth talk-show “Lab Gomi Gyi Loju”
5	Payment terms	<ul style="list-style-type: none"> • 20%, as first installment and advance upon signing the contract agreement. • 40% second installment upon the submission of two video products. • 40% final installment of the final submission upon the four products.
6	Overall Supervision	Dr. Meenakshi Rai Director, Program & Services Department
7	Immediate focal	Karma Tobden Assistant Communication Officer Email:karmatobden95@gmail.com Phone: 17518738

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