**TERMS OF REFERENCE**

## Project Title: Global Case Management Online Learning Series

## Organization: International Rescue Committee (IRC)

## Job Title: *Video Production Consultant*

## Station: Remote

## Project Budget: $20,000

## Dates: March 2019- September 2019

**BACKGROUND:**

Under the [Alliance for Child Protection in Humanitarian Assistance](https://alliancecpha.org/en), the IRC and UNICEF co-lead the Case Management Task Force (CMTF) which aims to strengthen case management in humanitarian response as part of child protection systems building. To improve the knowledge and skills of global, regional and field-level child protection responders, the CMTF has led resource development initiatives by standardizing inter-agency tools and guidance while providing technical support for case management services. Though huge progress has been made over the last five years to define the case management process, principles and approaches in humanitarian settings, case management is still in a nascent stage in the sector.

Case management is a time and resource intensive process which requires high-skilled staff, and continuous supervision to promote a quality response. To implement case management, particularly in humanitarian settings, poses an even greater challenge as children’s vulnerabilities are amplified and often the social service workforce is no longer capable of providing individual children with support. There is a clear demand from the global community to further localize the guidance and the training materials and improve the reach of global child protection and case management resources.

As a part of an OFDA funded Case Management Capacity Building initiative, the IRC and CMTF are seeking a Video Production Consultant to create a Global Case Management Online Series of educational content to visualize and highlight key global inter-agency Case Management resources. The Video Production Consultant must possess strong and practical expertise in conceptualizing and producing quality content that is salient with its potential learners.

**OBJECTIVES:**
The goal of the Global Case Management Online Learning Series is to increase visibility, accessibility, and familiarity with key interagency case management resources in response to the demand for more technical guidance, resources and support by child protection practitioners globally. The primary audience of the learning series is designed to reach child protection actors involved in or interested in case management systems strengthening in humanitarian settings. The learning series will be disseminated on a monthly basis with accompanying Q&A webinars facilitated two-three weeks after each video release, where child protection actors can reflect and engage in peer-led conversations on linking the practical usage of resources highlighted in the series.

**SCOPE OF WORK:**

It is expected that the Video Production Consultant has specific knowledge in producing quality educational video content and understand effective online pedagogy principles for adult learners. This will be demonstrated with experience of delivering similar products for other organizations.

The scope of work is five videos in English, French and Arabic that will introduce CMTF’s key technical resources. Each video will capture the resources essential function and importance in building a case management system that ultimately serves the most vulnerable children. The work includes:

* Review and revise the initial script prepared by IRC/CMTF.
* Facilitate and organize audio recordings to match visuals. Stock footage will be provided by the IRC/CMTF.
* Create educational visuals (animations, drawings, etc.) in alignment with key resources highlighted.
* Conduct post-production editing of the footage.

**RESPONSIBILITIES OF SERVICE PROVIDER**

Oversee the technical production of a high-quality video series including all project steps.

* Revise the initial script prepared by IRC/CMTF in order to have a detailed storyboard and comprehensive educational video guideline.
* Coordinate with the CMTF to execute high quality audio recordings and collect video visuals as needed.
* Provide all technical videography and editing equipment (microphones, headphones, cables, stands, etc.)
* Submit a preliminary “Look and Feel” sample of project outcomes.
* Independently conduct the post-production editing and finalization, thereby requiring a digital audio workstation and the respective programs for e.g. cutting, sound editing, adding subtitles. If music is embedded, service provider must hold the rights for the music to be used for the series or ensure a creative commons license for their use for this purpose.
* A high level of cooperation and professionalism with all parties involved in recording of content.
* **PLEASE NOTE:**
	+ Translations and embedding of subtitles into video content is highly preferred.
	+ Travel may be required, thus factored into project budget, pending discussion and confirmation of applicant selected.

## RESPONSIBILITIES OF THE IRC

* Preparation of the preliminary script and stock footage according to outlined modules.
* Reviewing and offering revisions to the technical content.
* Identification of narrators (in English, Arabic and French) for each module and script.
* Supervision of the audio recordings while ensuring logistic support and technical content assistance.
* Provide access to necessary logos, stock footage, and visuals required to build video content.
* Coordinate with service provider should travel be required.

**DELIVERABLES AND TIMELINE:** Final Deliverables:

* Five 1080p (1920x1080 resolution) high definition video of 5 minutes each in English, Arabic and French
* A detailed report on all recordings including script in digital format, names and contact details of all narrators and other persons involved.

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| **Deliverable** | **Deadline** |
| First Draft of Video Content – “Look and Feel” | March 29, 2019 |
| First Draft of Scripts | March 29, 2019 |
| Script Revisions | April 15, 2019 |
| Video 1 | April 29, 2019 |
| Video 2 | May 27, 2019 |
| Video 3 | June 24, 2019 |
| Video 4 | July 29, 2019 |
| Video 5 | August 26, 2019 |

The Video Production Consultant should start no later than **March 18, 2019** and the final deliverable is expected no later than the end of **July 31, 2019**.

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

## Essential Minimum Qualifications and Professional Experience Required:

* Possess University level qualifications (Bachelor’s or Master’s degree) in a relevant area.
* Experience working in audio/video production with demonstrated competency implementing and managing similar projects.
* Experience developing online learning content with adult learners as a targeted audience.
* Proven ability of creative work.
* High level of professionalism and communication with partners.
* Highly organized and autonomous, able to multi-task and prioritize workload when necessary.
* Written fluency in English.

# **To Apply**

Interested applicants should submit a one-page creative brief and an itemized quotation. Any supporting materials exhibiting experience and competency in similar projects are also welcome. **The deadline for applications is ­­­­– March 8, 2019.** Complete applications should be submitted to cmtf@alliancecpha.org.

**Professional Standards**

All IRC consultants are required to adhere to THE IRC Way Standards for Professional Conduct and the IRC employment policies.