Description of Services

NAME: Vacant

ASSIGNMENT: Produce communication materials for Staff Onboarding and Induction Framework

IUCN REPORTING MANAGER: Raymundo Juan, Head of HR, Asia and Oceania

LOCATION: Home-based

DURATION: 5 October 2021 – 30 November 2021

BACKGROUND/CONTEXT
The Staff Onboarding and Induction Framework establishes a strategic process to integrate new employees within IUCN’s culture. In view of developing this framework, the IUCN Asia and Oceania Regional HR Office is looking for a consultant to support this activity.

OBJECTIVE
IUCN is seeking a professional copy and video editor to produce communications materials for staff onboarding and induction, as well as supply video production and editing services. IUCN will regularly communicate with the consultant and provide feedback and necessary guidance to achieve objectives of the work. IUCN will provide the selected consultant with:
- Branding and other IUCN guidelines on videos;
- Draft script

ASSIGNMENT
The consultant is expected to perform the following functions:
- Edit existing materials, documents and presentation materials for content, layout, look and feel to ensure the right message comes across to intended audience
- Proofread text and correct spelling, grammar, and punctuation errors
- Check text for style and readability, rewrite text to improve clarity as needed and in coordination with the Communications Officer, ensure adherence to communications policies and guidelines
- Facilitate the recording of, and direct four (4) 3-minute introduction and welcome videos from appointed IUCN staff;
- Produce fully-edited videos complete with script editing, videography, editing, audio balancing, sub-titling and format exporting
- Archive raw and edited work according to IUCN standards. All videos produced must be of the highest quality to adequately represent the organization.
- The consultant shall use their own HD quality video camera and licensed professional editing software;
- Edit footages in line with the script agreed and approved by IUCN focal person and produce a professional quality package
- Record and edit narration/voice over where needed according to guidance from relevant IUCN focal person;
- Embed sub-titles in the video as needed and prepare a subtitle template (SRT) which may be replaced using the SRT file;
- Audio balance the final product and convert it in formats for use on TV, and web; Ensure footage is technically good (properly exposed, white-balanced, stabilized and framed);
- Include appropriate IUCN branding.
DEDeliverables and time table

The timetable for the delivery of output is as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>Deadline</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No later than 11 Oct 2021</td>
<td>Produce 4 3-minute hi-resolution videos with replaceable subtitles: 1 introduction video from HR, 1 employee testimonial video and 2 welcome messages from Regional Directors</td>
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<tr>
<td>2</td>
<td>No later than 12 Oct 2021</td>
<td>Produce a subtitle template</td>
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<tr>
<td>3</td>
<td>No later than 20 Oct 2021</td>
<td>Edit 15 induction decks and materials ensuring consistency of messaging and look-and-feel including slide transition and animation</td>
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<tr>
<td>4</td>
<td>No later than 29 Oct 2021</td>
<td>Produce an onboarding webinar video by editing clips from pre-scheduled and scripted townhall sessions and recording additional footage as needed</td>
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CONSULTANT PROFILE (requirements)

- Relevant degree or certification in communications, graphics design, film and video
- At least 5 years of relevant experience in copy and video editing
- High level of creativity and attention to details
- Excellent communication, drafting and presentation skills
- Must have his/her own licensed professional video and audio editing software
- Fluent in English (verbal and written)

Applications

For further details on a Terms of Reference for this position please contact Jignasha.Hansji@iucn.org. When applying please submit a recent Curriculum Vitae with full contact details of three referees together with a letter explaining why you are suitable for this position. The letter should address, individually, each of the selection criteria listed above. The application should also provide a daily rate for an estimated 20 days of work between 5 October 2021 – 30 November 2021. All budgets must be submitted in USD. The full application should be provided electronically to asiarecruitment@iucn.org.

IUCN is an equal opportunity employer. Only successful short-listed applicants will be notified.

Closing date for applications is at 3pm 30 September, 2021.