

Terms of Reference for Ultra-Poor Graduation Initiative

Videographer/ Video Production Company

Position:	Videographer & Video Editor
Location:	New York, NY
Dates of Assignment:	December - January 2020

About BRAC Ultra Poor Graduation Initiative (UPGI)

Beginning in 2002, BRAC pioneered the Ultra-Poor Graduation approach in Bangladesh, a comprehensive, time-bound, and sequenced set of interventions designed to enable the most vulnerable and destitute households to progress along a pathway out of extreme poverty. BRAC established the Ultra-Poor Graduation Initiative (UPGI) to deliver technical assistance to agents of scale on how to adapt and implement the Graduation approach and other holistic economic inclusion and social protection strategies. For more than a decade, BRAC has served as a leading provider of global technical assistance and advisory services for the Graduation approach to governments, multilateral institutions, and NGOs worldwide.

Background

At this time, BRAC UPGI is experiencing rapid growth across its team both locally and worldwide. With this growth, there is a need to create effective and interactive training materials to get new staff onboarded. It's especially timely now as the Technical Assistance team has needed to adapt its services for a virtual setting without international travel. Therefore, BRAC UPGI is planning to create a Technical Assistance Bootcamp with video modules that will help get our new staff members up to speed on the work and mission of the team.

The ideal freelancer/video production company for this assignment would be based in New York City, with all the equipment needed for the assignment. The Videographer must be willing to travel to our office and capture b-rolls, and short videos of Technical Assistance staff delivering training modules. The Videographer should have post-production editing skills and should be able to handle filming without much assistance from BRAC UPGI staff (TA Bootcamp content and timings for filming will all be handled by BRAC UPGI). BRAC UPGI staff will coordinate all the office logistics, including the selection of Technical Assistance staff to deliver training and activities to feature in the video.

To ensure the safety of our team, our office has implemented the following COVID-19 protocol:

- All must wear masks except the person(s) being filmed
- Adhere to capacity max requirements based on NY State and BRAC USA Policy
- Social distancing of 6ft maintained at all times except for persons being filmed/crew's own contact

- Use of hand sanitizer at agreed upon intervals (entering office, post washroom, every hour, etc)
- Submit to temperature checks when entering the office (temp must be under 100)
- Signing of a log for anyone present on each day of filming (for contact tracing purposes)

Therefore, at any given time, there will only be a maximum of 5 people in the office including the videographer and UPGI team members on this project. We will respect social distancing guidelines throughout the duration of this project.

Scope of Work

- Shoot high-quality, professional videos in HD quality and multiple b-rolls of Technical Assistance staff conducting training. To be filmed the weeks of December 14 - December 18, 2020, and January 11 - 14, 2021, about 6-10 hours of content to be filmed in total.
- Submit the first half of the edited training modules for feedback by January 4, 2021. The final version of the films must be completed by January 8, 2021 (Estimated timeline).
- Submit the second draft of all edited training modules for feedback by January 22, 2021. The final version of the second half of the edited training modules must be completed by January 29, 2021 (Estimated timeline).

How to Apply

Candidates should apply by submitting the following:

- CV(s) of consultant(s) to complete the assignment.
- References for similar work or documented evidence that demonstrates similar assignments.
- A proposed budget/quote, which cannot be used to purchase equipment needed for this video project.

Please submit all documentation electronically to Miriam Keep (applications@brac-upgi.org) no later than November 30, 2020, with the subject "Application for Videographer, BRAC UPGI - Candidate Name." Applications are reviewed on a rolling basis, early applications are preferred.

Only soft copy applications will be considered, and only shortlisted candidates will be contacted.

BRAC USA values a diverse workforce and is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.