

## **Terms of Reference**

**Project Title:** Video Editing Services for ICIMOD

**Contract Modality:** Individual Consultancy

### **1. Background**

The International Centre for Integrated Mountain Development (ICIMOD) is an intergovernmental knowledge and learning centre dedicated to the Hindu Kush Himalaya (HKH) region. Based in Kathmandu, Nepal, ICIMOD works across its eight regional member countries: Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Their mission is to improve the lives and livelihoods of the HKH's population while protecting mountain environments and cultures. ICIMOD generates knowledge and facilitates its sharing through various multimedia platforms, including videos.

### **2. Objective**

ICIMOD requires the services of a skilled and experienced Video Editor to create compelling video content that supports their various mountain development initiatives. These videos will be used for:

- Raising awareness about critical mountain issues.
- Showcasing ICIMOD's work and achievements.
- Educating stakeholders and the public.
- Advocating for policy change and promoting sustainable practices.

### **3. Responsibilities**

The Video Editor will work under the guidance of the ICIMOD Communications Unit and collaborate closely with project teams and videographers (if applicable). Key responsibilities include:

- **Pre-production (if applicable):**
  - Participate in project meetings to understand communication objectives, target audiences, and video concepts.
  - Assist with storyboarding and scriptwriting, ensuring clarity, conciseness, and visual storytelling techniques.
- **Production:**
  - Receive raw footage from videographers or other sources.
  - Edit video footage to create engaging and informative final products.
  - Utilize professional video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) to perform tasks like:

- Assembling and structuring video clips.
  - Color correction and grading.
  - Adding transitions and effects.
  - Integrating motion graphics, animation, and music to enhance storytelling.
- Ensure smooth transitions and logical flow between different video segments.
- **Post-production:**
  - Develop subtitles in English and/or other relevant local languages (as required).
  - Ensure final videos meet industry standards for quality and technical specifications.
  - Compress and export final video files in agreed-upon formats for various distribution platforms (e.g., online, social media).
- **Delivery:**
  - Deliver final video files along with a detailed edit decision list (EDL) if applicable.
  - Participate in video review and feedback sessions with the ICIMOD team.

#### **4. Skills and Qualifications**

- Proven experience in video editing, with a strong portfolio showcasing work on environmental or social justice issues (preferred).
- Excellent storytelling skills and the ability to translate complex information into engaging visuals.
- Proficiency in professional video editing software.
- Strong understanding of video editing principles, including pacing, rhythm, and shot selection.
- Excellent communication and collaboration skills.
- Ability to work independently, manage time effectively, and meet deadlines.
- Fluency in English and/or local HKH language is a strong asset.
- Cultural sensitivity and an understanding of the Hindu Kush Himalaya region (preferred).

#### **5. Deliverables and Timeline**

The specific deliverables and timeline will be finalized based on the agreed-upon project scope and complexity of the video content. However, they will typically include:

- Edited video content in agreed-upon formats and specifications.
- Subtitles in English and/or relevant local languages (if applicable).
- Edit decision list (EDL) if applicable.

#### **6. Reporting Requirements**

The Video Editor will report to the designated ICIMOD Communications Unit staff and provide regular progress updates throughout the editing process.

## **7. Budget, if applicable**

The Consultant should provide their per-day fee rate in USD, inclusive of applicable taxes. The consultant who is based outside Nepal is responsible for tax payments in their home country, following their home country's tax law.

## **8. Contract Duration and Termination**

The contract duration will be determined based on the specific project requirements. Standard termination clauses will be included in the final contract.

## **9. Selection Process**

Interested candidates should submit a proposal outlining their experience, skills, a relevant video editing portfolio, and hourly or project rates by sending an email to [hrod@icimod.org](mailto:hrod@icimod.org) with the following documents:

A brief technical knowledge proposal demonstrating sound knowledge, technical skills, and capability required by the nature of the work and understanding of the requisite tasks set forth in the terms of reference.

- Up-to-date CV/resume
- A financial proposal inclusive of all taxes
- At least two positive references/ recommendations from past employers/ clients
- A copy of the citizenship certificate/ passport for identity verification

Only shortlisted candidates may be invited for an interview and may be required to complete a test.