



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

# Terms of Reference

## PSP Videographer/Video Editor

### Marketing and Emergencies Section

UNHCR, the UN Refugee Agency, is offering a PSP Videographer/Video Editor - individual contractor home-based position within the *Marketing and Emergencies Section of UNHCR's Private Sector Partnership Service (PSP)*.

The successful candidate will work within the Marketing and Emergencies Section within the Private Sector Partnerships Service (PSP) in Copenhagen.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title:** PSP Videographer/Video Editor

**Duty Station:** Home-based

**Duration:** Throughout the year 2020 the Individual Contractor is expected to deliver:

- Maximum thirty (30) working days of home-based video editing work;
- Maximum two (2) content-gathering missions of approximately five (5) days each, with approximately 4 travel days (total) and 6 post-production days (total).

This equals to a maximum of 50 contractual days spread throughout the year 2020.

**Contract Type:** Individual Contractor

**Closing date:** 21 January 2020

**Start date:** 01 February 2020 or as soon as possible

## Organisational context

The PSP content production team (based in Copenhagen) collects and produces content assets for use throughout the PSP network (as well as shared with teams in Geneva and across the agency) after review and approval by the country operation and the regional bureau.

Content assets, including stories and video, will be posted to Refugees Media so that markets can translate and customize for their specific appeals and other products.

Video assets gathered by this contractor will inform and strengthen our donor-driven communications, helping PSP markets raise more income for UNHCR.

## The position

The selected Individual Contractor must bring strong, practical and innovative experience, advice and expertise to deliver a wide range of video assets and products that illustrate UNHCR's work, its staff and the people we serve in dynamic and engaging ways.

It is crucial that the selected candidate has specific and sufficient knowledge to capture video assets in a field operation or emergency setting, as well as produce and edit videos for fundraising purposes. This should be demonstrated through experience in delivering similar products and projects to UNHCR, other UN organizations, or INGOs/charities.

## Duties and responsibilities

Under the supervision of the Fundraising Communication Officer the Individual Contractor is expected to deliver the following products:

- Short engagement videos for PSP thematic fundraising content packages.
- Short engagement videos for global partnerships and campaigns, as needed.
- Short impact videos for major emergencies, as needed.

## Essential minimum qualifications and professional experience required

The ideal candidate will possess the qualification and experiences listed below:

- University degree in Communications, Marketing, photography, film-making or similar relevant field;
- Minimum 3 years (2 years combined with a Master's degree) of professional experience as a photographer within an international agency, an NGO or the private sector;
- Fluency in English.

## Location

This is a home-based position.

## Conditions

Under this contract the Individual Consultant is expected to work a maximum of 50 days throughout the year 2020. Upon completion of project and receipt of invoice, payment will be issued for the actual hours worked.

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to [hqpsphr@unhcr.org](mailto:hqpsphr@unhcr.org) indicating **PSP Videographer/Video Editor** in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

**Vacancy advertised: 07<sup>th</sup> January 2020**

**Closing date: 21<sup>st</sup> January 2020**

*The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.*