



American Red Cross
International
Services

Summary Terms of Reference for External Contractor

Video Production Specialist/Firm

Location: Haiti-based or International – can work remotely

Contract validity period: Up to 15 work days

Background: For the past seven years, the American Red Cross has implemented the Haiti Assistance Program (HAP) that was established to direct the organization's response to the 2010 Earthquake in Haiti. HAP activities focus on integrated community recovery and preparedness interventions in Haiti working within the Red Cross/Red Crescent Network, in particular with the Haitian Red Cross, and also through external partners.

Part of HAP's initiative for program transition activities is to capture programmatic and operational learning visually and through written documentation.

Position Summary: The HAP Learning Team seeks an experienced video production specialist/firm to create a learning product using organization-generated content that is based on HAP's programmatic approach. The video production specialist/firm will work with the HAP Learning Team to conceptualize a solid storyboard and script, resulting in the delivery of a dynamic video.

Specific Duties and Responsibilities: The video production specialist/firm is responsible for working with the HAP Learning Team to transform programmatic content into a dynamic video that fits the Haiti context and appropriately captures key learning, which the Learning Team has generated with sector-appropriate staff. The video production specialist/firm will consult with the Learning Team in the initial, middle and final phases of video production to ensure product evolution is aligned with HAP's learning. The video production specialist/firm will reflect program processes, lessons learned, key messages and recommendations in a dynamic and engaging manner through the creation and use of interviews, video footage, photography, music, subtitles, voice over and editing. This should be delivered within the agreed upon timeframe and based on required work and technical complexity.

Qualifications: The video production specialist/firm should be well-versed in the following, and be able to provide an online portfolio and sample work:

- Scriptwriting
- Film and video production
- Video editing
- Subtitles
- Voice over
- Equipment proficiency
- Creativity
- Attention to details, multitasking and good communication skills
- Knowledge and practical application of the latest up-to-date software for video production: Adobe Photoshop, Adobe Premier, Final Cut Pro, etc.

Required:

- Minimum 5-years-experience producing high quality and content videos
- Proven skills in video production, editing, equipment management, interviews, scriptwriting
- Past performance in creation of dynamic videos – sample work from portfolio should be available for viewing
- Sound knowledge of most up-to-date professional video software and programs
- Excellent communication and interpersonal skills to collaborate with the HAP Learning Team on the video, incorporating content generated by the team
- Languages: English and French

Preferred:

- Knowledge of Red Cross movement is an asset
- Knowledge of humanitarian programs/collaborated with NGOs in the past
- Technical training at Art Institute or University

Compensation:

- Hourly/Daily fees per working day

How to apply: To apply submit CV, and brief cover letter detailing relevant experience and compensation requirements (daily fees per working day) via email to: senji.gayetane@amcrosshaiti.org with cc to gina.barreau@amcrosshaiti.org.

Please put the following in the subject line: “Application for Video Production Specialist/Firm”

Only candidates who have been selected for an interview will be contacted.

Deadline to apply: January 10, 2018. Consultant/Firm should be available to start **at the end of January/early February 2018.**