



Food and Agriculture Organization
of the United Nations

**FAO Representation in Islamic Republic of Iran
VACANCY ANNOUNCEMENT FOR VIDEO PRODUCTION (17/05)**

Job Title:	Multimedia and Documentary Producer		
Division/Department:	FAO Representation in Iran		
Location:	Tehran, Iran		
Expected Start Date of Assignment:	As soon as possible	Duration:	45 Days
Reports to:	<i>Title: Communication and Advocacy Specialist</i>		

GENERAL DESCRIPTION OF TASKS AND OBJECTIVES TO BE ACHIEVED

In Zagros region, and due to the continued drought which was witnessed in Iran in the last decade, vast areas of the natural oak forests were affected by tree dieback/decline which resulted in dead branches, dead crowns and finally a dead tree. The problem was first reported in 2009 by the regional Watershed Management Organization (FRWO) offices of Fars and Ilam provinces. This was soon followed by reports from all the provinces in the Zagros region. By 2014, the Forest Range and Watershed Organization (FRWO) estimated the total affected areas at 1.4 million hectares (almost 25% of the Zagros forests) and the country considering the issue as a matter of high national priority.

Boxwood (*Buxus hyrcana* Pojark.) is endemic to Northern Iran forests and it is a protected species under IUCN. During the summer 2012 *Buxus* die-back due to boxwood blight (*Calonectria pseudonavicula*) in the northern forests of Iran was first reported. From 2012 to 2014 the spread of disease from the North West (Lavandevil area in Guilan province) to North East (Bandar Gaz in Golestan province) was reported. Currently, the disease has infected Guilan, Mazandaran and Golestan provinces. The total infested area is estimated at 57,000 hectares, while *Buxus* forest area in northern Iran is about 70,000 hectares. According to FRWO reports the severity of infection varies in different regions and changes between 30 to 100 percent leaving most of the areas with the rate of zero regeneration.

The FAO's TCP project aims at supporting the country's effort in establishing a sustainable forest management that increases the resilience and strengthen the capacity of the Zagros forest to overcome natural threats such as the ongoing drought and Caspian forest to manage the biotic stresses caused by boxwood blight disease. As such, the project will support the actions taken so far by the FRWO in developing the "Guidelines on sustainable forest management in the Zagros forest ecosystems to prevent and control oak dieback" including the sanitation measures to control the Charcoal Disease and management of Boxwood blight disease. Besides, the project assists the country in building an efficient national forest monitoring system capable of detecting forest cover changes in the country as well as assessing the extent and severity of the oak decline and *Buxus* dieback. The project also facilitates and expedites the formulation of two bigger projects (a GEF and a UTF project) that will support the large scale implementation of the remedial actions and help in establishing a sustainable forest management system in the Zagros and Caspian regions.

A. Overall Objective

The overall objective is to produce a documentary film on the project that communicates to the donor, stakeholders, the media and the wider public on FAO overall mandate in forestry promoting results and achievements of the TCP project and the following FAO recommendations on , people's participation in the affected provinces, including:

- Raise awareness on the oak decline problem in Zagros forests, and on boxwood blight problem in Caspian forests and call for broader actions and support from the decision makers (advocating ratification of the formulated UTF project);
- Avoid wounding trees by public and support quarantine activities through collaboration with Iranian Forestry experts;
- Promote good cultural practices such as preventing or relieving compacted soil;
- Explain different remedial actions such as pruning out dead or declining branches to control the spread of the fungus on a tree, especially if combined with good cultural practices that increase the vigor of the tree and eliminate stresses;
- Instruct on how infected wood should be destroyed immediately to keep the fungus from spreading.

B. Specific objectives

1. Develop two master documentary that have *minimum 4 minutes* duration each on the project activities and results to present to beneficiaries and stakeholders of the project and upload on FAO's social media channels.
2. Develop two short video clips with duration of *minimum one and half minutes* each focusing on solutions and suggestions made by the FAO forestry experts within the project framework.

Note. Versions provided should be compatible for internet and (HD) TV screening.

C. Scope of work and Specific Tasks

The following scope of work is envisaged for successful completion of the assignment:

1. Review all documents and materials (Project concept note, brief activity report, any other visibility material produced such as brochures, press releases, etc.) in order to better understand the project objectives, FAO mandate and results achieved;
2. Consult with Communication and Advocacy Unit (CAU) of the FAO Representation in Iran and communicate with partners, stakeholders, and beneficiaries to establish and communicate impact of the project activities. (FAO will facilitate communication with external parties)
3. Specifically the producer will:
 - Review, through relevant literature and consultations with FAO and selected contacts of the project;
 - Identify and propose (in close consultation with FAO project team) a structure for the documentary;
 - Consult and interview identified partners, stakeholders and beneficiaries;
 - Deliver a draft script and documentary outline for comments;
 - Produce a documentary film in both long version and short versions
 - Focus on the overall and specific objectives of the project.
 - Present the documentary film to the CAU (FAO Iran).
 - Finalize the documentary film incorporating the comments arising from the presentation to the project team.

D. Roles / Responsibilities

a) Producer

1. Present and refine methodology for implementing the assignment;
2. Prepare script and narration for overall project documentaries and videos;
3. Make arrangements for logistics including accommodation, local transport, equipment, communication services and any other needed details and,
4. Advise FAO on issues related to the assignment in a timely manner.

b) FAO Representation in the I. R. of Iran

1. Organize an inception coordination meeting between the producer and project team (a skype meeting can be an option);
2. Establish and facilitate contact with field staff involved and any external contacts needed;
3. Coordinate with project staff for the field visits to set appointments, identify content, and capture the footage;
4. Review and approve the work plan, including schedule for filming, timeframe and approach to be used;
5. Provide reference material;
6. Identify thematic cases for documentation;

7. Provide feedback when and where necessary;
8. Meet the relevant costs related to this production, as agreed in the contract upon approved offer;
9. Review and approve the draft and final production as stipulated in the deliverables section and contract.

E. Deliverables

Under the direct supervision of the Communication and Advocacy Specialist within the FAO Representation in the Islamic Republic of Iran and the overall supervision of the FAO Representative, the producer shall deliver the following:

1. An inception report that will include the implementation strategy, plus a detailed production and post-production schedule for filming process
2. A draft script including proposed interview questions of the documentary for comments by CAU/FAO Iran
3. Raw footages captured in project areas including drone shots of forests
4. First cut of the documentary on DVD for comments
5. Two documentaries with minimum 4 minutes duration each.
6. Two short video clips in focused version segment of minimum 1.5 minutes each.
7. A presentation of the documentary film to CAU/FAO Iran
8. The Products should be available in Farsi and English versions (or with sub-title for one of the two) in HDV (1920 x 1080/50i or 25i) broadcast quality.
9. 5 copies each of the final films (long and short versions) to be delivered in the following mediums:
 - a. DVDs
 - b. VCDs
10. Other appropriate formats (High Quality Full HD, MP4, MKV) and adoptable internet formats that enable the video to be uploaded on the FAO and implementing partners' websites, YouTube, flickers, etc in from receipt of final FAO comments and clearance

F. Specifications :

Note: The minimum standards for the video quality are as follows:

• DESCRIPTION DIMENSION

- a) frame size and image dimensions 1920 pixels wide x 1080
- b) Base temps 50 or 25 ips
- c) Variable Bit Rate 18,50 Mbits/s max
- d) Screen Aspect Ratio 16:9
- e) Interlacing Compatible version

Qualifications and Requirements

- Demonstrated experience and competency in conducting similar assignments of a regional/ international magnitude
- Experience in working with international organizations and/or international donors as well as in working with state institutions, NGOs and local authorities in the Islamic Republic of Iran is a plus.
- Five to ten years working experience in development of documentary /film production.
- Additional experience in development communication and mass communication will be an added advantage;
- Clear articulation of capacity and skill, and innovative approaches to carry out the assignment;
- The organizational/individual competency to deliver the services;
- Clear work plan and articulation of expected methodologies and outputs
- Excellent technical capacities to ensure smooth and high quality production.

Ability to start immediately

HOW TO APPLY

APPLICANTS ARE KINDLY REQUESTED TO SUBMIT THE FOLLOWING TO FAOIR-HRDatabase@fao.org MAKING SURE TO MENTION YOUR FULL NAME AND NUMBER (V/A 17/05) IN THE SUBJECT LINE OF YOUR EMAIL

- UPDATED CV
- A BRIEF INCEPTION PLAN THAT INCLUDES A ROUGH IDEA (IF POSSIBLE), IMPLEMENTATION STRATEGY AND PRODUCTION AND POST-PRODUCTION SCHEDULE (TIMETABLE)
- PROJECT BASED PRICE CONSIDERING TWO MINIMUM 4 MINUTE (DOCUMENTARY STYLE Video) PLUS TWO MINIMUM 1.5 MINUTE SHORT VIDEO CLIPS

YOU MAY SEE THE SAMPLES OF FAO VIDEOS AT FOLLOWING LINK: <https://www.youtube.com/user/FAOVideo>

Deadline for application: 15 AUG 2017