

## Invitation For Expression Of Interest (EoI)

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**Job Title:** Videographer

**Location:** Dhaka, Bangladesh (with field visits as required)

**Application Deadline:** 25 July 2024

### About ICCCAD:

International Centre for Climate Change and Development (ICCCAD) is one of Bangladesh's leading research and capacity-building organizations working on climate change and development. ICCCAD aims to develop a world-class institution closely related to local experience, knowledge, and research in one of the countries most affected by climate change. It is our mission to gain and distribute knowledge on climate change and, specifically, adaptation thereby helping people to adapt to climate change with a focus on the global south. By focusing on such work in Bangladesh, ICCCAD allows international participants to gain direct information on the issues in a real-world context through various knowledge mediums. Through the expertise of ICCCAD and its local partners, international organizations will be exposed to relevant and grounded knowledge that can be shared and transmitted around the world for the benefit of other LDCs, and their governments, donors, and international NGOs.

### Key Responsibilities:

#### *Pre-Production:*

- Collaborate with the project team to understand the project's objectives, key messages, and target audience.
- Develop a video production plan, including a storyboard and script outline.
- Conduct preliminary research on the field sites and communities to be visited.

#### *Production:*

- Travel to designated field sites to follow the project team and capture video footage and photographs of the project fieldwork and adaptation initiatives, including but not limited to community engagement, project implementation, and interviews with stakeholders
- Conduct separate interviews with project staff, community members, local authorities, and other relevant stakeholders.
- Capture B-roll footage to complement the main narrative, including landscape shots, daily life in the communities, and any relevant activities.
- Attend and document workshops and events that will be held in Dhaka, besides the field visit. The selected individual/team is expected to travel to the destination of the research team of the project.

#### *Post-Production:*

- Edit the captured footage to create a cohesive and compelling documentary, ensuring high-quality visuals and sound.
- Include subtitles, graphics, and other visual elements as needed to enhance the video.

- Work with the project team to incorporate feedback and make necessary revisions
- Ensure all visual content aligns with ICCCAD's branding and communication guidelines.
- Collaborate with the communications team to disseminate content through various platforms.

**Key Deliverables:**

- A detailed field production plan, including a storyboard and script outline.
- Raw footage from all field visits.
- A final edited video documentary.
- Short video clips for dissemination and promotional purposes.
- A comprehensive B-roll library with labeled and organized footage.

**Exposure Required:**

- Proven exposure in videography, particularly documentary-style video production, and photography.
- Proficiency in video equipment and editing software (e.g., Adobe Premiere Pro, Final Cut Pro).
- Strong skills in photography and photo editing.
- Adept in creative storytelling with the ability to portray complex issues through video.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Willingness and experience in traveling to remote locations and with any field conditions.
- Familiarity with climate change and development issues is a plus.

**Duration of the Assignment:** The assignment is expected to commence on **July 25, 2024**, and be completed by **October 30, 2024**.

**Maximum Budget: BDT 500,000/- (BDT Five Lac) for 3 months.** Payment will be made in installments based on the completion of specific milestones, as agreed upon in the contract.

- 30% upon signing the contract and submission of the production plan.
- 70% upon delivery and approval of the final edited video and other deliverables.

**Work Location:** Dhaka, with frequent field visits around the country as per program requirements.

**Confidentiality:** All materials produced under this contract will be the property of ICCCAD and must not be shared or reproduced without prior consent.

**Deadline and Submission Instruction:**

The deadline of submission of offers is 25 July 2024, 5.00 PM, Bangladesh Standard Time. Your Offer should include your CV detailing previous experience and credentials along with portfolio showcasing relevant work, and a price offer (per day remuneration total 90 days of work, or a fixed price offer) to carry out the assignment. Your price offer should be inclusive of VAT and AIT, as per Bangladesh Government rules. Kindly submit your offer, via email to [recruitment@icccad.org](mailto:recruitment@icccad.org).