



Ministry of Construction and Infrastructure
Male', Republic of Maldives.

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Advertisement Reference: (IUL)491-CDS5/491/2024/53

Date: 14th April 2024

VIDEOGRAPHER Terms of Reference

I. BACKGROUND

The Ministry of Construction and Infrastructure plays a pivotal role in the development and enhancement of infrastructure projects within the Republic of Maldives. As the primary governmental body overseeing construction and infrastructure initiatives, the Ministry is committed to transparent communication and documentation of its activities. In line with this commitment, the Ministry is seeking a highly skilled and experienced Videographer for the Media and Strategic Communications Section to capture and visually narrate the diverse spectrum of events, projects, and ceremonies that contribute to the nation's progress.

II. SCOPE OF WORK

1. The work of the Videographer will include the following tasks, among others:
 - a. Conduct highest broadcast quality of videography: minimum HD 1920x1080 or better
 - b. Ensure that all required videography/video-editing jobs are completed on deadline.
 - c. Ensure that videos produced for use on social media follows the specifications required by the ministry.
 - d. Travel to islands where the projects are held and take videos, edit and provide to the head of the section.
 - e. Drone videography as requested and needed.
 - f. Create scripts / story boards for the review of the section head for videos
 - g. Edit the footage in line with the script agreed and approved.
 - h. Produce a professional quality package / report / PSA of broadcast quality.
 - i. Record and edit narration / voice over where needed in according with guidance and input from relevant person.
 - j. Embed sub-titles in the video as per need.
 - k. Audio balance the final product and convert it in formats for use on TV, radio, web.
 - l. Color grading the final product
 - m. Clearly identify location, name and age of interviewees, quotes and any relevant detail
 - n. Include appropriate branding for the produced videos.

- o. Archive the edited output.
- p. Any other work-related tasks assigned by the Heads of Section that are related to the overall objectives of the Section and / Ministry.

III. DURATION AND COMMENCEMENT OF SERVICES

- a) Expected contract commencement date: May 2024.
- b) Contract will be on full-time basis, and contract will be for two years subject to annual review with a possibility of renewal.
- c) The performance criteria that will be used to assess the performance of the candidate at regular intervals, based upon which the contract may be continued or terminated, are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities of the assignment.

IV. QUALIFICATION AND EXPERIENCE

- a) **Experience in** related field (Videography) with **at least 3 years** of professional experience in a related field to the assignment.
- b) Strong communication and coordination skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment.
- c) Must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- d) Willingness and ability to work effectively under pressure and ability to multi-task.
- e) Be able to travel locally for project Videography
- f) Previous government experience in Videography, media experience, certifications pertaining to Videography, and photography skills would be an added advantage.

V. REMUNERATION AND LEAVE DETAILS

- 1. The Videographer will be paid fixed monthly fees of **MVR 15,000**. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
- 2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
- 3. Any additional allowances payable to the individual for duty travel assignments shall be compensated at the government prevailing rates by the Client.
- 4. Ramadan allowance shall be compensated at the government prevailing rates.
- 5. Leave entitlement shall be as follows;
 - a) Annual Leave: The Videographer may take up to Thirty (30) working days' leave per calendar year upon the completion of the first year.
 - b) Sick Leave: The Videographer may take Thirty (30) days of paid sick leave.

- I. The Videographer is allowed to take 30 days sick leave with medical certificate specifying the nature of the illness and recommended duration of

sick leave by a licensed medical practitioner is to be submitted on the first day back at work.

II. Notwithstanding the above, the Videographer is allowed to take 15 days sick leave without medical certificate and can be taken for two consecutive days.

- c) Family Responsibility Leave: The Videographer may take Ten (10) days of paid leave in a year to attend to important obligations such as tending family members during illness.
- d) Unpaid Leave: The Videographer will not be paid for leave(s) that exceed the maximum allowed and the Ministry may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.
- e) Other leaves: The Videographer is entitled to leaves as per the Maldives Employment Act (Law no. 2/2008).

VI. REPORTING OBLIGATIONS AND DELIVERABLES

- a) The Videographer will be located within the Ministry of Construction and Infrastructure, and report to the Director of Communications.
- b) The Videographer is expected to report to work from 0800 to 1500 hours other than public holidays and provide services to the Ministry for an average of 35 hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis. The Videographer may have to work extra hours in order to complete the tasks without extra payments.
- c) The Videographer will need to attend travel and / or Videography sessions that fall outside of normal working hours.

VII. SERVICES AND FACILITIES TO BE PROVIDED BY THE MINISTRY

- 1. Office space and other facilities such as computers, camera equipment, drone and /or any other equipment required to execute scope of work will be provided to the Videographer as required.
- 2. Travel expenses between Male’ and project islands, food and accommodation for the trips will be provided as per the prevailing policies of the Ministry.

VIII. SELECTION CRITERIA

The Videographer will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Experience	10 points
- Experience in related field (Videography) with at least 3 years of professional experience in a related field to the assignment.	
- Portfolio depicting Videography undertaken	
- Interpersonal Skills and Presentation (will be assessed during personal interview)	45 points

IX. APPLICATION INSTRUCTIONS

The Ministry invites interested individuals to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Copy of National Identification Card
2. Curriculum Vitae – including referee name & contact details to confirm experience.
3. Portfolio – depicting Videography undertaken
4. Copies of attested/accredited Academic qualifications, if available
5. For candidates currently working at a government institution, a No Objection Letter from the current workplace should be provided.
6. Police Report

X. SUBMISSION

Interested candidates may submit their proposals via email on or before the time provided in the advertisement to the following address:

Human Resource Section
Ministry of Construction and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: jobs.mci@infrastructure.gov.mv