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Online courses’ platform for capacity building

**Consultant – video editing**

**Terms of Reference**

October 2020

I. About IDA

The [International Disability Alliance](http://www.internationaldisabilityalliance.org/) is an alliance of 14 global and regional organisations of persons with disabilities, which brings together over 1,100 organisations of persons with disabilities and their families from across eight global and six regional networks. Together, IDA promotes the rights of persons with disabilities across the United Nations' efforts to advance human rights and sustainable development and supports organisations of persons with disabilities to hold their governments to account and advocate for change locally, nationally and internationally.

The cornerstone of IDA's and its members' work is the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD). IDA and its members advocate for the effective and full implementation of the UN CRPD, and compliance by governments and the UN System, through the active and coordinated involvement of representative organisations of persons with disabilities at the national, regional and international levels. The 2030 Agenda and its Sustainable Development Goals are also integral to IDA's work to promote inclusive, sustainable development in line with the UN CRPD.

More information is available on [www.internationaldisabilityalliance.org](http://www.internationaldisabilityalliance.org)

II. About IDA’s capacity building

Since 2010, IDA and its members have invested in capacity building of persons with disabilities and their representative organisations, with focus on the Global South and underrepresented groups. Between 2010 and 2012, IDA implemented the CRPD monitoring training for organisations of persons with disabilities (DPOs) and allies to engage in reporting process to the UN, both the Treaty Bodies and the Universal Periodic Review (UPR). From 2012 to 2015, the Training of Trainers, Advisors and Leaders (ToTAL) was established with the aim at developing the capacity of trainers and leaders at sub-regional levels.

Based on the lessons learned from the these capacity building initiatives, in 2015 IDA in partnership with the International Disability and Development Consortium (IDDC) and support from a number of allies developed the [Bridge CRPD-SDGs Training Initiative](http://www.internationaldisabilityalliance.org/content/bridge-crpd-sdgs-training-initiative). Bridge CRPD-SDGs Training Initiative aims to support organisations of persons with disabilities (DPOs) and disability rights advocates to develop an inclusive (all persons with disabilities) and comprehensive (all human rights) CRPD perspective on development, including the post-2015 agenda and Sustainable Development Goals (SDGs).

Over the course of the last 5 years, the Bridge CRPD-SDGs Training Initiative has produced a body of knowledge in the form of training modules, papers, analysis, among others. To manage the knowledge and to share it through a cohesive system, IDA decided to create a series of e-learning modules. The e-learning modules will capitalize on previous strong experience and focus on inclusiveness; enable full and effective participation of persons with disabilities through the engagement of various service providers to help in the design and execution of modules. Online learning will be a cornerstone of IDA’s strategy in 2020-2025.

III. About the Online courses’ platform

Due to the COVID-19 pandemic, IDA—as any other organization worldwide—was obliged to suspend its in-person activities. This directly impacted all IDA’s work, including in-person trainings.

The lockdown and the impact on persons with disabilities led IDA members, their members and IDA partners to request IDA to explore opportunities for exchanging, interacting and sharing knowledge over the internet in the form of webinars and even distance facilitation of gatherings in countries where the lockdown norms had been lifted.

While these webinars and online events were useful for communication, they fell short of ensuring full and effective participation as it was difficult for people from different regions to participate due to lack of reliable internet connection, different time zones and language barriers. These one-way broadcasts model of information, unfortunately, does not allow too many interactions and does not facilitate any kind of mentorship process or allow for the full exploration of inclusive facilitation methods, which has defined IDA’s capacity building work evolution over the last few years, which has moved from a pure training model towards mentorship and coaching.

In light of the above, in the month of August, IDA has launched a call for applications for the purchase of a dedicated Learning Management System which adhered to various requirements including compliance with the WCAG 2.1, WAI standards for the Web and standards AAA and operability with Windows, Mac OS and Linux, usability on mobile phone devices and computers, ability to use in situations of erratic or limited internet coverage, and availability in the languages used by our members. Also prioritized was responsiveness of the provider on issues relating to accessibility, and the final selected platform was decided after a detailed testing period by our members and their feedback.

While the learning modules are currently under development by the Capacity Building Unit, IDA is looking to contract the services of a consultant video editor to work with the developers of the individual online training modules and ensure that the audio visual materials that accompany the modules are fully accessible and are compatible with the platform,.

IV. Services required

The role of the Video Editing Consultant will be to ensure that all video content being produced for the online learning platform are accessible to all users. To this end, the following services of the consultant are envisaged:

Guidelines for videos:

* Creating easy to implement guidelines for service providers, including facilitators, who are making videos of themselves to deliver trainings for optimal clarity and consistency, for instance, regarding formats, aspect ratios, suggested background colours, microphone set up, etc.;
* Creating a template checklist that can be used by facilitators while engaging with the local camera and studio facilities to record videos.

Video editing:

* Editing of the videos provided for the course materials after receiving inputs coordinated with the Platform Officer;
* Embedding captions, audio description as well as sign language interpreter’ videos submitted by the facilitators or developed by other empanelled consultants, including in multiple languages;
* Addressing feedback from the piloting of the materials, where requested.

V. Skills and Qualifications

Requirements

* At least 2 years’ experience in high quality video editing particularly short videos
* Awareness of accessibility requirements across the diversity of persons with disabilities with regard to accessing online materials
* Proficiency in video editing software like Adobe Premiere, Avid Media Composer, After Effects, Photoshop, and working on Color Grading, Titling, Captioning, mastering for streaming delivery platforms
* Excellent written and/or oral communication skills in English
* Ability to work collaboratively and to multi-task
* Flexibility and capacity to work with limited supervision
* Ability to work within a multi-cultural team and to work with constructive feedback based on user experience

Desirable requirements

* Work and/or life experience in Global South countries
* Prior work with organizations of persons with disabilities
* Fluency in reading and writing French, Spanish, Russian or Portuguese

Other considerations

* Daily access to high speed and stable internet and a personal computer with all necessary software licenses

# Duration

The position is a consultancy position that shall apply from November 2020 for 06 (six) months, unless extended by mutual agreement in writing by the Parties.

# VII. Application Package

Please send the application package to consultancy@ida-secretariat.org with the subject “Video Editing\_Online courses’ platform” no later than 30th October 2020 including.

* Brief description of relevant experience and links to work previously produced that are relevant or related to this assignment,
* Estimated budget (in USD) per day/hour.