



Request for Proposals

Subject:	Tourism Stories Pacific Islands
Post Title:	External Consultant
Employer:	Asia Pacific Tourism Exchange Center (APTEC) on behalf of UNWTO Regional Support Office for Asia and the Pacific
Contractual Status:	Expert
Duty Station:	Home-based
Start Date:	As soon as possible
Duration:	9 months (July 2021-March 2022)
Deadline for proposals:	July 16, 2021
Evaluation and award:	Award will be given by July 30, 2021

DUTIES AND RESPONSIBILITIES

The Asia Pacific Exchange Center (APTEC), supporting body of the UNWTO Regional Support Office for Asia and the Pacific (RSOAP) is currently looking for an Expert to develop an eBook and video series as part of *Tourism Stories Pacific* where by Pacific Tourism stakeholders will be featured.

The overall supervision of the study will be under the responsibility of the Deputy Chief, Ms. Hiroko Suzuki, UNWTO RSOAP Expert contract holder will perform the following duties:

1. Develop a work plan for project implementation according to the Terms of Reference
2. Liaise with focal point for project coordination
3. Develop guidelines, template and technical specifications for the Ebook and video series;
 - a. Script/Story guidelines: Possible story ideas Format template with suggested word limits, Sample exemplary story,
 - b. Video guidelines: type of material necessary, type of recording - portrait or landscape, type of preferred scenery for the video recording, etc.;
 - c. Photo guidelines: type of photos to be favored (e.g. 1 portrait, photos of people in action, local scenery or artefact or any other relevant, size specification 400-500 dpi, format specifications, portrait or landscape, minimum no. of photos etc.);
4. Editing content that adheres to UNWTO Author Guidelines
5. Editing, proofreading and formatting to submit final eBook manuscript and completed video series
6. Responsible for creative design of the overall layout of Ebook and video series
7. Submit monthly progress reports and participate in regular online meetings whenever requested by APTEC
8. Project completion presentation via PowerPoint format
9. Perform other duties as required
10. Contracted for the duration of the project (from concept development through to final production for launching)

REQUIREMENTS

Experience and Basic Competencies

- Minimum five years of professional experience in the field of media production and content creation;
- Demonstrated experience as a media, multimedia profession;
- Demonstrated journalistic experience with e writing and organization skills.
- Any experience in tourism related media production in a tourism destination is an advantage;
- Experience in the Pacific Islands is an advantage;

Languages

- Fluency in English (written and oral) is essential;

Computer Skills

- Computer literacy in Microsoft Office software and any Design software.
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Remuneration and Other Conditions

The remuneration of the selected candidate would be **JPY 4,000,000** (USD 36,300 as of June 2021).

Application Procedure

All proposals must meet the following criteria (**please refer to the attached Terms of Reference for more information**):

- The proposal must be clean and concise, have continuous page numbering, and be assembled in a coherent fashion;
- All proposals must be in English;
- Technical proposals should not be more than 10 pages long, excluding CVs and supporting documentation and should include the methodology for implementation and reasons for this proposed methodology; level of involvement and activity of other partners; proposed templates for stories; plan of action with description of activities and their timing, and proposed fee to complete project (maximum budget JPY 4 million). Proposals that fit within the budget will be favored.

Interested applicants are requested to submit application via email to: atrawen@unwto-ap.org. Applications received after the deadline indicated above, will not be taken into consideration.
