



**Call for Expression of Interest  
Video Editing Consultant/Service Provider  
PRF/EOI/2024/#001**

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Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization specializing in ocean governance for the Seas of East Asia. Beginning as a regional project in 1993 under the United Nations Development Programme (UNDP) with funding support from the Global Environment Facility (GEF), 11 countries in the region worked together to transform PEMSEA into a fully self-sustaining regional organization with a mission to foster and sustain healthy and resilient oceans, coasts, communities and economies across the Seas of East Asia through integrated management solutions and partnerships. PEMSEA's mandate is to jointly implement a regional marine strategy, the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA).

One of its key governance mechanisms is the East Asian Seas (EAS) Congress. The EAS Congress is a premier triennial event participated in by hundreds of organizations, experts, and professionals working on the sustainable development of coasts and seas. It includes an international conference, Ministerial Forum, exhibition and intergovernmental meetings. It is a key networking event for the global ocean community. [EAS Congress 2024](#) will be held from 6 to 8 November 2024 in Xiamen, China, in collaboration with the World Ocean Week in Xiamen, with several pre-Congress activities conducted throughout the year.

The PEMSEA Resource Facility (PRF) is seeking to engage video editing consultants or service providers to deliver the following:

1. **A 5-minute opening video for the East Asian Seas Congress 2024;**
  - a. Develop and present a storyboard based on the script provided by PEMSEA.
  - b. Consolidate media assets from PEMSEA.
  - c. Create and develop original vectors and assets.
  - d. Execute animation, sound design (with licensed soundtrack), transition effects and all elements of post-production.
  - e. Provide stock videos (if needed)
  - f. Final video should include English and Chinese subtitles and voice-overs.
  - g. One final major revision including voice-over with three rounds of revisions including major changes.
  - h. The primary digital format (LED background screen of the venue) will be provided by PEMSEA Resource Facility (PRF).
  - i. Develop versions in formats optimal for social media channels: 9:16 (reel), 1:1 (square), 1.91:1, and 4:5.

**NOTE:** *No video shoot will be conducted. All images, audio and videos will either be from PEMSEA or stock videos or audio (if needed).*

**SAMPLE REFERENCE VIDEO:**

[https://www.youtube.com/watch?v=J\\_sTglAedjc](https://www.youtube.com/watch?v=J_sTglAedjc)

<https://vimeo.com/145847758>

**2. A 2-minute video for the EAS Youth Call to Action**

- a. Develop a *talking head video* based on the EAS YF Call to Action Manuscript.
- b. Consolidate media assets from PEMSEA.
- c. Execute animation, sound design (with licensed soundtrack), transition effects and all elements of post-production.
- d. Provide stock videos (if needed)
- e. The final video should include English subtitles.
- f. Maximum of three rounds of revisions including major changes.
- g. Develop versions in formats optimal for social media channels: 9:16 (reel), 1:1 (square), 1.91:1, and 4:5.

**NOTE:** *No video shoot will be conducted. All images, audio and videos will come either from PEMSEA or stock video or audio (if needed).*

**SAMPLE REFERENCE VIDEO:**

<https://www.youtube.com/watch?v=pJ00cRRrEjI>

<https://www.youtube.com/watch?v=JN326Qz7L9I>

**3. Animation of East Asian Seas Congress 2024 logo**

- a. Develop a 2D or 3D animated version of the logo (light and dark colored background) with sound design in LED wall format (exact dimensions to be provided by PRF).
- b. Develop versions in formats optimal for social media channels: 9:16 (reel), 1:1 (square), 1.91:1, and 4:5.

**4. Animated backdrop loop with EAS Congress branding (60-second loop)**

- a. Develop a backdrop loop with sound design in LED wall format (exact dimensions to be provided by PRF).
- b. Develop versions in formats optimal for social media channels: 9:16 (reel), 1:1 (square), 1.91:1 and 4:5.

The consultant/service provider is expected to:

- Follow and apply the [EAS Congress 2024 Branding Guidelines](#) in all outputs.
- Attend briefings and meetings with PRF related to the delivery of all outputs.
- Submit all final outputs on or before 21 October 2024. A detailed schedule of delivery of drafts/revisions will be discussed, agreed and finalized in the contract.

Note: The script for the 2-minute video will be provided by PRF including necessary materials. The elements of the logo will be provided for the animation and backdrop.

**Qualifications**

- At least four years of experience in video production, the film industry, or related fields.
- Proficiency in using video editing software such as Adobe CC (Premiere, After Effect, Illustrator, Photoshop) and plugins for color correction, audio and animation.
- Good knowledge in social media video formats for FB, Instagram, LinkedIn and X.
- Experience in creating engaging and impactful videos that cater to diverse audiences
- Familiarity with environmental and sustainability topics.

- Excellent communication and project management skills.
- Ability to work under pressure and meet tight deadlines.

**Documentary requirements:**

- Expression of interest to be EASC video consultant with proposed scope of work and timeline of submission
- CV or company profile of the supplier
- Links to supplier's portfolio or copies of past similar videos (listed in one file)
- Business registration and other related permits

**Criteria Selection / Point System**

Professional experience working on video production – 25 points.

Previous engagement on environment related projects – 20 points.

Experience with working with development organizations – 15 points.

Actual portfolio – 40 points.

The video editing consultant/service provider will be invited to PRF office for the review of their portfolio/company profile and a short discussion on the project script and other information to be considered for their final quotation.

**Interested individual consultants/service providers can submit their expression of interest and financial proposal to: [recruitment@pemsea.org](mailto:recruitment@pemsea.org) no later than 19 July 2024.**