



AFRICAN DEVELOPMENT BANK

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Immeuble CCIA, Avenue Jean Paul, Abidjan 01 – Côte d'Ivoire

REQUEST FOR EXPRESSIONS OF INTEREST

Technical Multimedia Specialist

Title of the assignment: Technical Multimedia Specialist

Brief description of the Assignment: The incumbent will coordinate all the Bank's multimedia and audio-visual technical support activities: production support, archiving, indexing, co-ordination of providers and crews, assistance to vision mixer video control rooms for live events.

Department issuing the request: Communication and External Relations (PCER)

Place of assignment: Abidjan

Duration of the assignment: 12 months (with possibility of renewal)

Tentative Date of commencement: 1 September 2023

Deadline for applications: 19 July 2023

Applications submission: [Click here](#)

Requests for clarifications may be sent to: m.thouraya@afdb.org

TERMS OF REFERENCE

Technical Multimedia Specialist

Communication and External Relations Department (PCER)

1. Introduction

The African Development Bank ("the Bank") is a premier multilateral development finance institution. Its mission is to contribute to the economic development and social progress of its regional members, mobilize resources for the financing of development projects and promote economic integration on the continent. Its shareholders include 54 African member countries and 27 non-regional member countries. It has established cooperation ties with an extensive network of international development partners and enjoys a very good reputation on the capital markets. Since its inception in 1964, the Bank Group has committed over US\$100 billion to support +4000 development projects and programs in Africa. Over the last 10 years, the Bank has grown in size and impact, and modernized its operations to drive efficiency and value for money.

The Bank's multimedia platform has become an important component of the Bank's communication tools. It manages an important number of project videos, video statements, full video coverage of all Bank major events. It needs a robust Technical Multimedia Specialist whose major responsibility will be archiving, indexing and retrieving all Bank's video material and coordinating its video activities (videotaping sessions, videotaping major events, using teleprompters and conference prompters to record statements by

Senior Management, streaming live events to various platforms, assisting TV producers with video control room management on platforms

2. Objectives of the assignment

The ‘Technical Multimedia Specialist’ will help the Communication and External Relations Department better coordinate all its multimedia and video work, from production assistance to archiving and indexing. The Technical multimedia specialist will work with the multimedia team, ensuring that the multimedia and video coverage needs of the Bank’s departments are addressed.

3. Scope of work and concrete deliverables

The services to be provided under the assignment include but are not limited to:

1. Support to the Bank’s audio-visual activities:

- Coordinate filming and photo crews recruited by PCER or other Bank departments to cover events or to produce genuine content.
- Help coordinate, with the head of the Multimedia section, all the audio-visual and multimedia coverage of Bank events.
- Operate the Bank’s audio-visual equipment (still cameras, video cameras, teleprompter);
- Assist stage managers and production managers with control room engineering to connect conference video and sound equipment to online conference tools.

2. Audio-visual production assistance:

- Manage all the procurement process of multimedia providers working for the Bank (initiate consultations, recommend providers, prepare all needed paperwork for PCER’s or other user departments’ administrative team);
- Managing digital asset files, including accurate file naming and archiving.
- Archive all the Bank’s video products in several versions: native language, translation, international versions.
- Index and timecode all the Bank’s video products and raw video footage.
- Assist the Bank’s film makers or video producers by providing them, upon request, with relevant thematic images derived from the Bank’s video archives.
- Basic editing of video footage (introduction screen, shortening, adding lower thirds...).

3. Support to the Bank’s multimedia activities:

- Manage all inhouse and remote events display screens, using a mix of technologies and techniques (Codec, transcoding, Cloud, Digital Signage, onsite and hybrid support). The Bank operates a network of 200 screens located in its headquarters in Abidjan and its 40 country offices. In addition, the Bank also uses some 50 screens for its physical events, displaying individual or batch content.
- Adapt multimedia content (photo / video / social media) to various screen ratios (16:9 / 9:16...);
- Picture editing when needed (cropping, color adjustment, resizing...);
- Upload to Vimeo and YouTube all Bank’s videos, with meaningful captions or introductory text, in both Bank’s official languages (French and English);
- Upload photos and docs to Flickr, SmugMug, Cloud and NAS, with meaningful captions or introductory text.
- Help live stream Bank events and troubleshoot live streaming codec.

- Record Live session video and snapshot photos using management tools.
- Content workflow management using cloud and server mode.
- API management using multiple source live and offline
- Podcast coverage and management
- Provide remote support for events.
- Assist departments in producing interactive multimedia products.
- Provide real time video grabs from live events for immediate consumption by the multimedia, editorial and media relations teams.
- Any other multimedia-related task as needed.

4. Reporting line

The Technical Multimedia Specialist will report to the head of the multimedia section, under the auspices of the Multimedia and Branding Manager.

5. Qualifications

The assignment will be undertaken by an individual consultant who meets the following criteria:

- Minimum of bachelor's degree in multimedia, IT or other relevant field plus not less than 10 years' including 5 years' experience in multimedia, film editing.
- National of a Bank Member Country.
- Outstanding knowledge of industry standards.
- Hands-on experience in video editing software like Adobe Premiere Pro, Final Cut Pro (FCP);
- Professional photo editing skills, including command of software like Adobe Photoshop, Lightroom.
- Hands-on experience of After Effect and Illustrator.
- Experience in multimedia content management.
- Good understanding of photography and video lighting techniques with experience in audio recording and postproduction.
- Working experience within multicultural teams and international organizations or companies.
- Proven experience in: Assistance to stage managers / production managers working in video control rooms.
- Producing instant video or audio grabs from live events regardless of the platform being used.
- Screen management: ability to manage in real time a wide network of onsite and remote screens.
- Working knowledge of English or French.
- Proficiency in standard software such as Word, Excel, PowerPoint, Outlook, as well knowledge of best practices in social media.

6. Time frame and place of work

The Consultant is expected to commence the assignment in September 2023. The assignment is for a period of 12 months, renewable. The assignment will take place at the Bank's headquarters in Abidjan, with a possibility of working from home if requested by the Bank. If working from home is required by the Bank, the incumbent shall provide evidence of a reliable high speed Internet connection.

7. Establishment of the short list:

A shortlist of three to six individual consultants will be established at the end of the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria on the basis of their updated résumé.

Criteria	
Qualifications relevant to the assignment	15%
Experience in multimedia content management	20%
Experience in managing video crews and equipment (cameras, prompters, administrative work...)	20%
Detailed methodology, including alternative options, to manage: <ul style="list-style-type: none"> • A network of onsite and remote screens (15 points) • Real time video recordings from online platforms (15 points) 	30%
Experience in a medium to large organization or firm and working in a team environment (5 points) and experience with international organizations (+5 points)	10%
Language proficiency (fluent English, with working knowledge of French)	5%

To express your interest, please submit your cover letter your updated CV and samples of your work. Please use this template for naming your files:

In order to ease comparison between applicants, we would be grateful if you attach an updated curriculum vitae on the basis of the template in Annex. This does not prevent you from submitting another version of your CV in the format / layout of your choice, on top of a powerful cover letter which will help you make the case for your candidacy.

CURRICULUM VITAE TEMPLATE

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. employed in the African Development Bank?				Yes <input type="checkbox"/> No <input type="checkbox"/> If «Yes», the following data must be provided			
Name		Relationship		Organisation Unit		Place of Assignment	
Language Level		Read		Written		Spoken	
English		<input type="checkbox"/> Fair		<input type="checkbox"/> Fair		<input type="checkbox"/> Fair	
		<input type="checkbox"/> Good		<input type="checkbox"/> Good		<input type="checkbox"/> Good	
		<input type="checkbox"/> Excellent		<input type="checkbox"/> Excellent		<input type="checkbox"/> Excellent	

French		Fair		Fair		Fair
		Good		Good		Good
		Excellent		Excellent		Excellent
Other (specify)		Fair		Fair		Fair
		Good		Good		Good
		Excellent		Excellent		Excellent

Key qualifications :

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

Education (University Level and above only):

Name of University, City, Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

Professional Training:

Name of Training Institution, City, Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record :

Begin with your most recent employment. For each job since your master's degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities
- Years of experience

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result

in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statement which I made in this application.

Date: _____

Signature: