

TERMS OF REFERENCE

Multimedia Specialist

SHORT-TERM CONSULTANCY, SUPPORTING THE CONDUCT OF THE PARANAS RENEWABLE ENERGY ROADMAP WORKSHOP

ROLE	Multimedia Specialist
FUNCTION	Photo and video documentation of the Paranas Renewable Energy (RE) Roadmap Scoping Workshop, and creation of multimedia content for release on the ICSC’s digital channels
CONTRACT TYPE	Individual/Team, Short-Term Consultancy
REPORTING LINE	Communications Team, with close coordination with the organization’s Energy Policy Team
WORKING LOCATION AND SCHEDULE	On-site at The Tropics at MacArthur Park Resort and Convention Center in Palo, Leyte, from May 26-29, 2026 Virtual arrangement for post-processing of outputs, from May 30 to June 2, 2026

Background

Following the signing of the [Memorandum of Agreement with Eastern Visayas local chief executives](#), the Institute for Climate and Sustainable Cities (ICSC) has been holding a series of Renewable Energy (RE) Roadmap Workshops with local government units in the region, which aim to institutionalize participatory local energy planning, craft local RE ordinances, and mobilize innovative financing for local governments.

Workshops with the [municipal government of Guiuan, Eastern Samar](#) and the provincial governments of [Northern Samar](#) and Eastern Samar have concluded. The next workshop, with the municipal government of Paranas, Samar, will be held in Palo, Leyte from May 26-29, 2026.

In line with this, ICSC is looking for a **Multimedia Specialist** who can support the organization in documenting the Paranas RE Roadmap Scoping Workshop and creating multimedia content for release on the Institute’s digital channels.

Key Deliverables

The **Multimedia Specialist** must provide the following deliverables to ICSC:

1. **10-15 post-processed photos, immediately processed** on the first day capturing introductions, keynote speeches, and participant reactions, to be submitted by 11:00AM for live social media posting;
2. **20-30 post-processed photos per day, for the four-day workshop**, to be submitted daily by 6:00PM on each workshop day for immediate documentation and social media posting;
3. **Daily video reels (portrait orientation, 30 seconds to 1 minute, total of four reels)**, featuring same-day highlights of the workshop, including key moments and quotes from speakers (subject to ICSC recommendation), to be edited and submitted in social media posting-ready format by 6:00PM daily;
4. **Action video clips (landscape orientation 16:9) of the four-day workshop** to be submitted to ICSC by May 30, 2026; and
5. **Raw photos of the four-day workshop** to be submitted to ICSC no later than June 1, 2026.

Project Terms

1. The Multimedia Specialist will be working onsite at [The Tropics at MacArthur Park Resort and Convention Center](#) from **May 26-29, 2026**. Specifically, the number of hours of coverage for each day are **9:00AM to 7:00PM (9 working hours per day, excluding a lunch break of 1 hour)**.
 - a. ICSC will provide the full program and concept note prior to the event.
 - b. Representatives from ICSC’s Communications Team and Energy Policy Team, will also be present during the four-day workshop, who will help with coordination for the Multimedia Specialist’s deliverables.
2. ICSC will cover the Multimedia Specialist’s meals and transportation expenses throughout the four-day workshop.
3. The Multimedia Specialist will do a full photo-documentation of the four-day workshop and shall align all photo and video outputs with [ICSC branding](#) and [documentation standards](#).
 - a. ICSC is providing the shot list below:
 - i. Participants at the registration booth

- ii. Interactions among participants, facilitators, and speakers during sessions and during breaks
 - iii. Wide, medium and close-up shots of speakers and facilitators while speaking (program will be provided before the event)
 - 1. Wide shot of audience while someone is speaking
 - 2. Medium shot of some audience members while listening to the speaker
 - iv. Wide, medium and close-up shots of participants asking questions during the session
 - v. Long, medium, and close-up shots of breakout groups/sessions
 - vi. Action shots during the four-day workshop
 - vii. Group photos per day
 - viii. Photos reflecting an inviting, dynamic and collaborative atmosphere consistent with ICSC's branding and documentation standards
 - ix. Set of photos of speakers and panelists with visible funder logos, ensuring proper framing, balanced composition and adequate visibility
 - x. Other reminders will be discussed upon onboarding of the Multimedia Specialist
4. The Multimedia Specialist will produce the reels based on templates and previous working files to be provided by ICSC.
- a. The Multimedia Specialist must shoot the reel footage in portrait orientation.
 - b. ICSC will provide the working Canva template used for reels (you may check the [sample reel](#) for reference). Should there be limitations in Canva use due to internet connection issues, the Multimedia Specialist can recreate the template using their preferred software as guided by [ICSC's institutional branding](#) and the RE Roadmap Workshop's event branding.
 - c. ICSC will also provide the previous drafts/templates of the reel storyboards for reference.
 - d. In detail, the Multimedia Specialist will:
 - i. Shoot the scene-setting and action footage to be used in the reels;
 - ii. Shoot footage of speakers for feature quotes in reels;
 - iii. Draft the script based on ICSC's recommended outline and story focus for each day; and

- iv. Post-process/edit the reel using the Canva template or the branding guidelines provided.
 - e. The Multimedia Specialist will be given a maximum of three (3) revisions after submission of the first draft. Upon submission of the final reel, the Multimedia Specialist must also provide the corresponding raw project files and editable source files together with the final exported video output.
5. The Multimedia Specialist will also take raw action video clips for ICSC’s use in a future production.
6. The Multimedia Specialist will be paid in full within 7 days after the final submission of all deliverables by June 2, 2026.

Contract Duration

The **Multimedia Specialist** will be engaged with ICSC during the four-day workshop, as well as during the post-processing and submission of outputs. The duration of the contract is **eight (8) calendar days, from May 26 to June 2, 2026.**

All raw files, editable source files, photos, videos, reels, graphics and final outputs produced under this engagement shall remain the exclusive property of ICSC. The Multimedia Specialist shall not use, reproduce, publish, distribute, upload, archive or share any raw or final materials for personal, commercial or portfolio purposes without prior consent from ICSC.

Upon completion of the engagement and turnover of all deliverables, the Multimedia Specialist shall permanently purge and delete all copies of raw and final files from their devices, storage platforms and backups, unless otherwise authorized in writing by ICSC.

Equal Opportunity Statement

The Institute for Climate and Sustainable Cities is an Equal Opportunity Employer and strongly encourages applications from individuals of diverse backgrounds and experiences.

All applicants must declare any actual or potential conflicts of interest.

Application Requirements

To apply for this project, please submit the following requirements to jobs@icsc.ngo (cc communications@icsc.ngo) on or before **May 23, 2026**, using the subject line “Multimedia Specialist, Paranas Workshop: [Full Name]”:

- Letter of intent addressed to the Communications Manager
- Curriculum vitae
- Sample works related to the role, if any
- Financial proposal
 - The quotation should include everything: the production price for the required deliverables, as well as other factors related to the project.