



REQUEST FOR EXPRESSIONS OF INTEREST PRODUCTION AND PROGRAMME SPECIALIST

1. INTRODUCTION

- 1.1. The Premier's Office, acting on behalf of the Government of the Virgin Islands (GoVI), wishes to procure the services of a Production and Programme Specialist for the assignment in relation to supplementing the public relations strategies provided by the Government Information Services.
- 1.2. The overarching objective is to support Government's public relations activities in developing social media platforms, YouTube and digital, broadcast and animated communications.
- 1.3. The assignment is expected to be executed on a full-time basis for a period of one year.
- 1.4. Eligible individual consultants are invited to submit Expressions of Interest indicating qualification, and experience to provide the consultancy services.
- 1.5. This is a domestic procurement and is therefore limited to local individual consultants.

2. SCOPE OF WORK

- 2.1. Produce and execute video pre-production and on-site production activities for social media and broadcast programming.
- 2.2. Deliver high quality post-production product on time.
- 2.3. Anticipate and respond to needs and requests from clients. Have oversight during video production.
- 2.4. Executes the production and ensures the smooth and efficient operation of GIS TV, social media and YouTube channels, while ensuring programme promotions.
- 2.5. Assist with setting the programming schedule and ensures that the schedule is followed.
- 2.6. Maintain production standards and quality control.

- 2.7. Ensure that the programme quality for broadcast is technically acceptable.
- 2.8. Produce and directs special events or projects for social media, YouTube, GIS TV Channel, as approved by the Social Media and Broadcast Specialist.
- 2.9. Prepare and updates weekly/monthly programme schedule by establishing programme availability and determining the best time to air and posting on Government's social media, YouTube and broadcast channel.
- 2.10. Assist with the management and maintenance of studio equipment to maintain studio at optional efficiency.
- 2.11. Log broadcast and posting activities as it relates to programme scheduling.
- 2.12. Support GIS' Production team in providing live field coverage of Government events to facilitate news coverage and other production for social media and television.
- 2.13. Plan specific visual details, including set design, staging, camera shots and effects, to obtain the most effective presentation.

3. COMPETENCIES

- 3.1. Include appropriate resume to commensurate position of interest.
- 3.2. Applicants must have communications experience and acumen within the sector with a minimum of five (5) years' experience in videography.
- 3.3. Sound knowledge of broadcast production, social media, television production.
- 3.4. Sound communication skills.
- 3.5. Ability to exercise discretion and good judgment.
- 3.6. Excellent time-keeping and reliability.
- 3.7. Basic understanding laws and regulations.

- 3.8. Highly developed skills in media production.

4. ASSESSMENT OF SUBMISSIONS

- 4.1. In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local experience on similar assignments.
- 4.2. Following the assessment of submissions, a short-list of not less than three and not more than six will be provided with full terms of reference and invited to submit technical and financial proposals to undertake the assignment. GoVI reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest

5. SUBMISSION

- 5.1. Electronic copies of the **Expression of Interest must be received no later than 4:00 p.m. on Monday, 2nd December 2024**. The submission must be a non-editable format and not exceeding 10 MB. The body of the email submission should include the name and address of the applicant and the subject of the email shall be, "Expression of Interest —Consultancy Services for Production and Programme Specialist".

- 5.2. Submit and address applications to only:

Permanent Secretary
Premier's Office
Cutlass Building
2nd Floor Road Town,
Tortola British Virgin Islands

Tel: (284) 468-2152
Email: premieroffice@gov.vg

6. CLOSING DATE

Monday, 2nd December, 2024