



## **Documentarian / Independent Filmmaker**

### **Scope of Work**

**Background:** The National Democratic Institute (NDI) is seeking an independent documentarian/independent filmmaker to produce two videos, including an introductory video between 90-120 seconds and a short documentary of up to twenty minutes.

**Responsibilities and Deliverables:** Under the supervision of NDI Tibet, the consultant is expected to:

1. Conduct background research and interviews and coordinate with relevant stakeholders.
2. Create & Present a “brief/treatment” of director’s idea.
3. Create a short introductory video between 90-120 seconds.
4. Create a short documentary of up to twenty minutes based on the footage and photos from the archive and shootings in Dharamsala.
5. **Submit the final products.**

### **Requirements:**

The independent contractor should have the following qualifications:

1. Minimum three years of work experience in documentary filming and video editing.
2. A portfolio of original documentary work.
3. Good understanding of the functioning of the Tibetan democracy and its importance in the exiled Tibetan community.
4. Production capabilities (equipment).
5. An eye for detail and creativity.

**How to Apply:** Please send your CV to [ndihires.tib@ndi.org](mailto:ndihires.tib@ndi.org) with the subject line “**Documentarian / Independent Filmmaker.**”



## **Graphic Designer**

### **Scope of Work:**

**Background:** The National Democratic Institute (NDI) is seeking an independent graphic designer to design one assessment report and two strategic documents.

**Responsibilities & Deliverables:** Under the supervision of NDI Tibet, the consultant is expected to:

1. Conceptualize the design.
2. Prepare and submit rough drafts.
3. Integrate feedback and finalize the draft
4. **Submit the final product.**

### **Requirement:**

1. A minimum of two years of work experience in graphic design.
2. Proficiency with required desktop publishing tools, including Adobe Indesign, Adobe Photoshop, and Adobe Illustrator.
3. Demonstrable graphic designing skills.
4. An eye for detail and creativity.
5. Understanding of the Tibetan community and context will be preferred.

**How to Apply:** Please send your CV and a sample of your work to [ndihires.tib@ndi.org](mailto:ndihires.tib@ndi.org) with the subject line “Graphic Designer.”



## **Proofreader**

### **Scope of Work:**

**Background:** The National Democratic Institute (NDI) is seeking an independent proofreader to proofread 66 page (60,000 words approx.) transcription report of an international event.

**Responsibilities and Deliverables:** Under the supervision of NDI Office, the consultant is expected to:

1. Ensure that all content is free of spelling, grammar, and punctuation errors.
2. Ensure factual accuracy of the report presented in a coherent, consistent, and logical format.
3. Ensure correct and consistent use of abbreviations.
4. Reliable and accurate referencing.
5. Edit and present draft reports for final clearance.
6. **Deliver final edited document.**

### **Requirements:**

1. A minimum of two years of work experience in editing and proofreading
2. Proficiency in the english language.

**How to Apply:** Please send your CV to [ndihires.tib@ndi.org](mailto:ndihires.tib@ndi.org) with the subject line “**Proofreader.**”



## **Translator**

### **Scope of Work**

**Background:** The National Democratic Institute (NDI) is seeking an independent translator to translate a 16-page official document from English to Tibetan.

**Responsibilities and Deliverables:** Under the supervision of NDI Office, the consultant is expected to:

1. Translate content within the document, ensuring quality and preserving the original meaning and tone.
2. Proofread, edit, and revise translated materials.
3. Implement feedback and changes suggested by NDI.
4. **Deliver a final translated report/document.**

### **Requirements:**

1. A minimum of two years of work experience in translation.
2. Proficiency in written Tibetan and English language.
3. One who understands the Tibetan community and Tibetan context will be preferred.

### **How to Apply:**

Please send your CV to [ndihires.tib@ndi.org](mailto:ndihires.tib@ndi.org) with the subject line “**Translator.**”



## **Scope of Work – Social Media Expert**

**Background:** This document outlines the Scope of Work (SoW) for a Social Media expert consultant to assist the National Democratic Institute’s CTA-CBSI program. Government agencies and politicians are increasingly using social media to engage with citizens, share information and deliver services more quickly and effectively than ever before.

**Purpose:** The purpose of this consultancy is to establish and gradually prepare the TPiE for creating social media content, campaigns, and day-to-day management of social media channels. The consultant will support in building and strengthening the capacity of the Tibetan Parliament-in-Exile (TPiE) in preparing and implementing social media roadmap through training and hands on support to the TPiE staff.

### **Responsibilities and Deliverables:**

The consultant in coordination with the NDI Tibet team will:

- Build and execute social media roadmap for the TPiE through research, platform determination, benchmarking, messaging, and audience identification.
- Generate, edit, publish, and share daily content that builds meaningful connections between the TPiE and the Tibetan community and encourages community members to take action.
- Set up and optimize contents of the TPiE within each platform to increase the visibility of CTA’s work in general and the TPiE in particular.
- Create content calendars and schedules.
- Continuously improve through capturing and analyzing appropriate social data/metrics, insights and best practices, and then acting on the information.
- Train and provide regular guidance to the TPiE staff for self sufficiency in executing Social media roadmap.

### **Requirements and skills**

- Proven working experience in social media marketing or as a Digital Media Specialist
- Excellent consulting, writing, editing (photo/video/text), presentation and communication skills
- Demonstrable social networking experience and social analytics tools knowledge
- Knowledge of online marketing and good understanding of major marketing channels
- Fluency in English is a must. Tibetan language familiarity desirable
- Graduation in Communications, Marketing, Business, New Media or relevant field

**Tentative Schedule:** The estimated time for this assignment is 90 consultancy days from Jan 1, 2023, to March 31, 2023.