

## **TERMS OF REFERENCE**

for Consulting Services (Individual Consultant)

### **Photo and video content creator at the Education Reform Communication Office**

Contract No. LEARN-IC-NUS-1.17

Lifting Education Access and Resilience in Times of Need in Ukraine Program

URTF Grant No. TF0C5794

#### **I. BACKGROUND**

Ukraine and World Bank have signed the agreements for the Program "Lifting Education Access and Resilience in times of Need in Ukraine Program" (hereinafter referred to as the LEARN or Operation).

The Operation total financing is US\$415 million using a combination of the World Bank's financial instruments: Program-for-Results (PforR) complemented by Investment Project Financing (IPF).

The Program-for-Results (PforR) is implemented through a US\$235 million credit provided by Bank resources, supported by credit enhancement from the Advancing Needed Credit Enhancement for Ukraine (ADVANCE Ukraine) Trust Fund, which is backed by the Government of Japan. This is formalized under the Financing Agreement between Ukraine and the International Development Association for the Program (CREDIT NUMBER 7626-UA). An additional US\$150 million is provided under the Special Program for Ukraine and Moldova Recovery (SPUR) of the International Development Association (IDA) Crisis Facility, as outlined in the Loan Agreement between Ukraine and the International Bank for Reconstruction and Development for the Program (LOAN NUMBER 9721-UA).

Furthermore, US\$30 million in Investment Project Financing (IPF) is secured under the Grant Agreement between Ukraine and the International Bank for Reconstruction and Development and the International Development Association, acting as the administrator of the Ukraine Relief, Recovery, Reconstruction, and Reform Multi-Donor Trust Fund (URTF GRANT NUMBER TF0C5794).

Hereinafter, the portion of the Operation financed through the PforR will be referred to as the Program, and the portion financed through the IPF will be referred to as the Project.

LEARN was developed to address critical challenges and provide essential support to the education sector, aligning with the Ministry of Education and Science's (MoES) Strategic Action Plan.

For this program, "strategic communication and public engagement" refer to three critical aspects of ensuring the effective implementation of education policies and public trust in reforms:

i. Transparency and trust, including timely and clear communication about key initiatives, accessible information for stakeholders, and proactive crisis communication strategies to address concerns and misinformation.

- ii. Awareness and outreach, especially the development of targeted campaigns, public information materials, and digital engagement strategies to ensure broad understanding and support for educational transformations among educators, parents, students, and policymakers.
- iii. Capacity building in communication, ensuring that education institutions, regional authorities, and key stakeholders are equipped with the necessary tools, guidelines, and skills to effectively communicate and engage with the public regarding policy changes, funding mechanisms, and international support programs.

Effective communication is a key instrument for building trust in education reforms, shaping public perception, and ensuring stakeholder engagement. The Operation of the World Bank is inlined with the Strategic Action Plan and Communications vision of the Ministry.

## **II. OBJECTIVE**

The objective of this assignment is to produce high-quality visual content that supports the Ministry of Education and Science of Ukraine's communication priorities in alignment with the MoES Strategic Action Plan and the World Bank's operations. The Content Creator will be responsible for capturing, editing, and delivering engaging multimedia materials — including video, photography, and visual storytelling — tailored for social media and official channels, with the goal of amplifying the visibility of education reforms and fostering public trust and engagement.

## **III. SCOPE OF SERVICES**

The Consultant shall provide the following services, including but not limited to:

- Content Production: filming and photographing MoES events, initiatives, and educational projects.
- Editing videos and photos to create engaging, high-quality visual materials.
- Developing short-form and long-form video content for social media, press releases, and official channels.
- Producing creative, high-impact storytelling materials to highlight key achievements and initiatives.
- Creating content tailored for social media platforms (Instagram Reels, YouTube Shorts, Facebook, Telegram, etc.).
- Formatting videos and images to optimize engagement across digital channels.
- Providing on-site photo and video coverage for official events, press conferences, and public engagements.
- Supporting live-streaming initiatives for key MoES activities.
- Editing raw footage into polished, professional-quality content.
- Managing MoES content library and archiving visual materials.

## **IV. REPORTING**

**Content creator at Education Reform Communication Office** reports directly to the Head of the ERCO. For operational matters, works in coordination with the respective MoES directorates, line deputy ministers.

The Consultant shall submit monthly reports in hard copy. The reports shall include a description of the Consultant's services during the reporting period and time sheets.

## **V. PROVIDED RESOURCES**

MoES shall provide the Consultant with the information necessary to carry out his/her assignment in a timely manner. MoES shall provide the Consultant with a workplace, including necessary equipment to carry out his/her functions (e.g. PC, communications and office equipment).

## **VI. QUALIFICATION REQUIREMENTS**

Minimum requirements (mandatory):

- At least 3 years of professional experience in content creation, photography, and videography.
- At least 1 year of experience in collaboration with national and local government authorities
- Strong expertise in video editing, color grading, and motion graphics (Adobe Premiere Pro, Final Cut Pro, After Effects, etc.).
- Proficiency in photography and image editing (Adobe Photoshop, Lightroom, etc.).
- Ability to produce high-quality content in fast-paced environments.
- Proficiency in Ukrainian

Desired skills and qualifications:

- Experience in creating content for government institutions, NGOs, or international organizations.
- Strong understanding of digital media trends and social media engagement strategies.
- Ability to operate professional cameras, lighting, and sound equipment.
- Experience in animation (desirable).
- Strong storytelling and creative thinking skills to enhance audience engagement.
- Ability to work under tight deadlines and manage multiple projects simultaneously.

## **VII. PERIOD AND LOCATION OF EMPLOYMENT**

The consultant shall provide his services until 31.12.2025 with potential prolongation till the end of the Operation(s).

The Consultant shall provide services on a full-time basis.

The services are planned to be rendered in Kyiv, Ukraine. It is expected that the Consultant may provide the Services remotely with mandatory presence upon request to be in the premises of MoES. The

Consultant should be required and expected to take business trips to other regions of Ukraine to support the implementation of the Operations.

The terms of the contract and the work schedule are subject to negotiation.

#### **VIII. APPLICATION PACKAGE**

Interested persons should submit their CVs in Ukrainian and English at the following email address: [kateryna.kovtun@mon.gov.ua](mailto:kateryna.kovtun@mon.gov.ua), Cc: [serhiy.artemenko@uiherp.org](mailto:serhiy.artemenko@uiherp.org) and [maryna.chubenko.piu@gmail.com](mailto:maryna.chubenko.piu@gmail.com) indicating the email subject: " LEARN-IC-NUS-1.17: Selection of Content creator at Education Reform Communication Office: [NAME]".

The deadline for submission of the documents is 11:00 am Kyiv time 21.08.2025.

If the Consultant fails to provide CVs in both languages, the Client reserves the right to reject the Consultant's application.