

Terms of reference

Video and multimedia adviser – consultancy

Overview

Contracting organisation	Norwegian Refugee Council (NRC)
Unit	Content unit, Public Communications
Reports to	Head of content
Contract type	Consultancy (General Consultancy Agreement)
Duration	6 months (dates to be confirmed)
Commitment	50% of full-time equivalent (approx. 20 hours per week)
Maximum monthly fee	NOK 45,000
Total contract ceiling	NOK 270,000
Location	Remote. Must be based within CET ±2 hours.
Travel	Not required under this contract

Background

NRC communicates with external audiences to fulfil its mission to protect the rights of displaced and vulnerable people during crisis. This work serves three principal aims:

- Advocating for the rights of displaced people to be upheld and for durable solutions to be achieved.
- Securing funding and an operational ability to ensure people affected by emergencies receive the protection and assistance they need.
- Building positive public attitudes towards displaced people.

The content unit is responsible for editing, developing and distributing effective content for global and Norwegian channels in collaboration with colleagues across

NRC. It engages the general public and priority target audiences for NRC's mission for people forced to flee, building brand awareness and generating leads for fundraising. The unit is also responsible for supporting and enabling the wider NRC to meet their external communication goals, including through management of NRC's external communication platforms, advice on communications, guidelines and trainings.

Purpose of the assignment

NRC is seeking a skilled video and multimedia professional to provide consultancy support to the Content unit. The consultant will support and partially cover for the global video and multimedia adviser, supporting NRC country offices on production and quality assurance of video content, and creating videos for NRC's global platforms.

Scope of work

The consultant will carry out the following tasks:

Standards and organisational support

1. Advise and support NRC staff globally on video editing, visual communication, storytelling, branding, and technical issues in video production.
2. Support the management of NRC Visuals (the organisation's digital asset management system), including onboarding, feedback and training, follow-up of contributors and system maintenance.
3. Contribute to the development or updating of video guidelines, templates and procedures as required.
4. Train global NRC staff on animation,

Video production and editing

1. Edit high-quality, on-brand video content for NRC's global and Norwegian channels.
2. Version video content for different platforms and target audiences.

Coordination and collaboration

1. Participate in relevant team meetings within the Public Communications Section

Requirements

Essential

- Minimum five years of relevant experience in video editing and multimedia production.
- Ability to lead creative projects in diverse teams across multiple countries

- Excellent interpersonal skills with the ability to inspire and collaborate with colleagues at all levels
- Documented expertise in planning, producing and editing video content for social media.
- Proficiency in Adobe Premiere Pro; working knowledge of Adobe After Effects and Adobe Photoshop.
- Proven ability to work independently and manage multiple tasks to deadline.
- Fluency in English, written and spoken.

Desirable

- Higher education (university or college level) in film and/or multimedia production.
- Experience working with international organisations or in the humanitarian or development sector.
- Familiarity with digital asset management systems.
- Fluency in Norwegian, Spanish, French or Arabic

Consultant obligations

The consultant is responsible for their own tax, VAT, social security payments and health insurance in their country of origin. Before contracting, the consultant must either provide proof of registration as a limited liability company or sole trader, or sign the NRC Consultant Declaration confirming compliance with self-employment regulations.

The consultant is expected to use their own equipment to the greatest extent possible. All deliverables must be submitted against invoices. The consultant will be required to sign the General Consultancy Agreement and all relevant annexes before commencing work.

Schedule of deliverables

Specific deliverables will be agreed with the consultant at the start of the contract and reviewed monthly. The table below sets out expected outputs by category. Quantities and scope are indicative and subject to agreement.

Category	Deliverable	Indicative frequency
Video production	Edited video content for global and/or Norwegian channels, adapted for relevant platforms	Ongoing (volume to be agreed)
Asset management	Contributions to NRC Visuals management, including onboarding sessions or training documentation	As required

Advisory	Written guidance or advisory input to staff on video production (email, guidance notes or similar)	As required
Coordination	Participation in team meetings and provision of relevant status updates	Regular (as scheduled)

Deliverables must be submitted in a format agreed with the line manager. Payment is conditional on satisfactory completion of deliverables and submission of a valid invoice.

Prices and payment provisions

Fee structure	Monthly retainer based on 50% FTE commitment
Maximum monthly fee	NOK 45,000 (inclusive of all fees and expenses)
Total contract ceiling	NOK 270,000 across 6 months
Currency	Norwegian krone (NOK)
Invoicing	Monthly, in arrears
Payment terms	Within 30 days of receipt of a valid invoice, subject to satisfactory delivery
Expenses	No separate expenses reimbursed unless agreed in writing in advance
Tax and social security	The consultant is solely responsible for all applicable taxes, VAT and social security obligations in their country of origin
Equipment	The consultant is expected to use their own equipment

Invoices must reference the contract number, cover the relevant month, and be submitted to [insert finance contact/email]. Payments are made via bank transfer to the consultant's registered account.

NRC reserves the right to withhold or reduce payment where deliverables have not been completed to the agreed standard or on time. Any proposed variation to the fee or scope must be agreed in writing before additional work is undertaken.

How to apply

Interested candidates should submit the following to guri.romtveit@nrc.no by **5 May 2026**

- A CV or portfolio demonstrating relevant experience.
- A brief statement (no more than one page) outlining their approach to the assignment and relevant experience.
- A proposed monthly fee, within the ceiling of NOK 45,000 per month for a 50% commitment.
- Two professional references who can speak to relevant work.

Applications will be evaluated against the requirements listed in Annex 1. NRC will solicit and compare a minimum of three proposals before awarding this contract, in line with NRC's procurement procedures.

NRC is an equal opportunities employer. We encourage applications from all qualified candidates regardless of background.