

## Terms of Reference

<b>Project</b>	DIP Project
<b>ToR Number (Please refer to it when applying your offer)</b>	DIP/02/2024
<b>Period of Performance</b>	One Month
<b>Location</b>	Beirut - Lebanon
<b>Date of announcement</b>	June 11, 2024
<b>Title</b>	Videographer

### 1. Background

Leaders International (LI) plans and delivers innovation and economic development interventions with a particular focus on private-sector development, entrepreneurship, job creation, digital transformation, and access to markets. The organization manages a multi-million active portfolio of grants and service contracts to ensure the economy's access to the necessary means and resources for development and economic prosperity. Through its projects, LI leverages its expertise in research, strategy, and management to provide its beneficiaries with sustainable technical and financial assistance, and build their capacity and resilience to adapt to different economic challenges.

### 2. Project Background

In light of increased social tension and the spread of harmful media content in the MENA region, Digital Innovations for Peace (DIP) aims to nurture the resilience of societies in Libya, Algeria, Tunisia, Palestine, Jordan, and Lebanon in the digital sphere. To achieve this, LI will bring together creative entrepreneurs, digital technology activists, and media professionals to support the development of innovative media and information literacy solutions, with a special focus on tackling disinformation. Furthermore, the project will create a cross-regional network for professional exchange and capacity building to promote innovative, high-quality reporting on conflict-related topics. Ultimately, the project will find innovative, localized ways to make use of the ongoing digital transformation to develop and ensure the viability of quality media in the region.

### 3. Responsibilities

- Production responsibilities:
  - Film and direct **one success story video**, ensuring that all necessary footage is captured to meet the project's requirements.
  - Ensure that all audio recording is of high quality and free from background noise.
  - Manage the lighting and framing to ensure high production value.
  - Work with interviewees and conduct the interview to get the best performance.

- **Post-Production Responsibilities:**
  - Edit footage to create a cohesive video that meets the project goals.
  - Mix sound and music to enhance the final product, while ensuring no copyright infringement when using third-party music, sound, footage, photos, or graphic elements.
  - Color grade the footage to ensure consistency and a professional look.
  - Add any additional special effects or graphics needed to support the project goals.
  - Add the needed subtitles and translation from Arabic to both English and French.
  - Ensure the final product is delivered in the agreed-upon format and resolution.

#### **4. Expected Deliverables**

- The raw footage of the interview conducted.
- 60-90 sec video created according to LI's communications guidelines and general pointers from LI's communications team.

#### **5. Qualifications Required**

The applicant shall have the following qualifications:

- Excellent skills in operating videography equipment, including cameras, lighting, microphones, and editing software.
- Relevant experience: a minimum of 3 years of relevant experience in videography, as well as experience in working with NGOs and donor agencies on at least 3 different interview/testimonial video projects.
- Relevant experience in the non-profit sector
- The ability to come up with unique and creative ideas that align with the project's objective.
- Good understanding of the project's goals and target audience.
- Strong communication skills, both verbal and written, to collaborate effectively with the team and the interviewees.
- Flexible enough to accommodate the team's vision, and apply the needed changes and edits when needed.
- Ability to complete the project within the agreed-upon time.

#### **6. Documents to be submitted**

The application must contain the following documents:

1. Technical and Financial Offer.
2. Interview video samples.

#### **7. Taxes and other Terms:**

- The offer should be including VAT;
- For individual consultants, Applicable tax laws apply.

*Please submit your technical and financial offer (lumpsum) in addition to your company profile or CV (Individual Consultants) to: [procurement@leadersinternational.org](mailto:procurement@leadersinternational.org), no later than **June 25, 2024** using **Euro Currency**.*