

TERMS OF REFERENCE (TOR)

VIDEOGRAPHER - DOCUMENTARY

Amel Association International (Amel) is a Lebanese and non-sectarian NGO created in 1979. Amel works through 27 centers, 6 mobile medical units, 2 mobile education units and 1 protection unit, and for more than 40 years has supported the poorest regions of Lebanon, from Beirut and its South Suburbs to Mount Lebanon, Bekaa and South Lebanon. Amel offers accessible services for all in the following fields: food security, health, education, protection, child protection, gender-based violence, livelihood, promotion and protection of human rights, rural development.

Amel Association International is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

Amel has a Zero Tolerance policy on sexual exploitation and abuse, and sexual harassment: Candidates will not be considered for employment with Amel if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts.

1. OBJECTIVE

The "Parents et enfants, acteurs au cœur de la paix, de l'éducation et de la protection au Liban" project in collaboration with Belgium Embassy is implemented in Lebanon by the Lebanese NGO Amel, created in 1979, and falls within the context of the Syrian crisis and its consequences on the stability of Lebanon. The project aims at contributing to the consolidation of peace, by strengthening universal access to education and protection by engaging 1,797 parents, children and members of the community.

The activities that are implemented in two highly vulnerable areas of Lebanon and prone to conflicts, Ersal (North Beqaa, Syrian-Lebanese border) and Haret Hreik (South Suburb of Beirut), and that apply a participatory approach aim at reducing and preventing tensions by enhancing the quality of education and establishing a robust protection frame.

2. RATIONALE AND CONTEXT OF THE ASSIGNMENT:

The consultant will provide video coverage, as directed by Amel's personnel, of assigned event/s, activity coverage, for immediate use on Amel's website/s and social media accounts, as well as submitting it to contributors and/or funders sharing it with agencies, media and the public.

The assignment: The videographer will be recruited as a retainer and local consultant (for 2 different days in each of the areas (for a total of 4 days with a maximum of 6 hours for each day), based in Haret Hreik and Ersal, to create a comprehensive 5-minute video covering the activities of children inside both of the Amel locations. This will also include testimonials of a number of employees conducting the activities in addition to testimonials of several of the children taking part in the Amel designated program.

3. DELIVERABLES:

The Consultant shall provide and transmit, under the advice of Amel designated supervisors & personnel!

- 1) A five-minute documentary illustrating the functions of the program through its activities, the program intent, plan, field applications and intended outcome and final result/s. The five-minute video will be in Arabic spoken language and will have to include English subtitles. The five-minute video will also include sign language that will be shown at either the lower right or lower left of the video that will be filmed separately and superimposed on top of the edited footage;
- 2) The consultant will share all video rushes with Amel Association International, which will be used at a later stage for media coverage (Amel's website, social media, leaflets, etc.);
- 3) The consultant will share with Amel Association International an approximation of 25 -30 high quality pictures reflecting the different activities undertaken within the project.

4. RESPONSIBILITIES OF AMEL ASSIGNED SUPERVISORS AND/OR PERSONNEL:

- a. Provide programme information and editorial guidance to the Consultant to enable him/her to understand the Deliverables required and generate the required deliverables;
- b. Transportation necessary to complete the documentary
- c. Videography credentials and clearances (if needed):The Consultant shall abide by Amel Policy and Guidelines and the audiovisual production and pre-production tip sheets (to be provided).

5. DUTY STATIONS (LOCATIONS):

- a. Haret Hreik, Lebanon
- b. Ersal, Lebanon

6. SUPERVISOR:

The consultant's services and deliverables shall be reviewed by a Amel designated supervisor and/or panel, with support from Amel HQ where and when necessary.

7. PERFORMANCE INDICATORS FOR EVALUATION OF DELIVERABLES:

The video produced on the assignment will successfully capture and emotionally express the core elements of the intended program and its activities along with personnel involved and children enrolled in the program. The documentary will include different visual perspectives (close-up, medium range, long distance), with a preference for horizontal framing, as noted.

All this will be done respecting human dignity. In that scope the selected candidate will have to read, accept and sign Amel's Child Protection behavioral protocol and policy.

Deadline for the documentary submission will be met on January 15th 2022.

8. QUALIFICATIONS OR SPECIALIZED KNOWLEDGE/EXPERIENCE REQUIRED:

- a. Demonstrable prior experience in videography and recording similar projects/activities, with portfolio provided upon request;

- b. Ability to deliver products according to the specified technical requirements;
- c. Graphic design skills to help design leaflet
- d. Bilingual skills – fluency in English and Arabic.

9. WARRANTIES, CONSENT AND INTELLECTUAL PROPERTY

- a. The consultant represents and warrants that he/she has not, and undertakes that he/she shall not, infringe any third party intellectual property rights in performing any activities pursuant to the contract. The consultant represents and warrants that that he/she shall perform the activities pursuant to the Amel audio-visual policy and guidelines including obtaining written consent when required, including from survivors, personnel and from the legal guardian/s of children under 18 years of age.
- b. The consultant shall indemnify, hold and save harmless, and defend, at its own expense, Amel, its officials, employees, consultants, agents or other representatives from and against all suits, claims, demands, and liability of any nature or kind, including their costs of the Amel audio-visual policy and guidelines and expenses arising out the consultant's violations of the representations and warranties above.
- c. The indemnity set forth, above, shall not apply to:
 - a. A claim of infringement resulting from the consultant's compliance with specific written instructions by Amel directing a change in the specifications for the deliverables or directing a manner of performance of the Contract not normally used by the consultant; or
 - b. A claim of infringement resulting from additions to or changes in any deliverables furnished under the contract of Amel or another party acting under the direction of Amel made the changes.
- d. Amel shall advise the consultant about any suits, proceedings, claims, demands, losses or liability within a reasonable period of time after having received actual notice thereof. The consultant shall have sole control of the defense of any such suit, proceeding, claim or demand and of all negotiations in connection with the settlement or compromise thereof, except with respect to the assertion or defense of the privileges and immunities of Amel or any matter relating thereto, for which only Amel itself is authorized to assert and maintain. Amel shall have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.