

TERMS OF REFERENCE

PROJECT NAME:	Cash, Monitoring, Evaluation, Learning Organizational Network (CAMEALEON)
TITLE:	Videographer
DUTY STATION:	Bekaa field (for filming) + Beirut (learning event venue)
DURATION OF ASSIGNMENT:	7 days in total
CLOSING DATE:	22 May 2019

1. Background

NRC Lebanon is the grant holder for the Cash, Monitoring, Evaluation, Accountability and Learning Organizational Network (CAMEALEON). The purpose of the two-year consortium project, being implemented along with Oxfam and Solidarités International, is to provide independent evaluation and learning of the World Food Programme's multi-purpose cash programme (MPC). The WFP MPC programme is currently supporting over 23,000 Syrian refugee households in Lebanon. CAMEALEON generates evidence and recommendations to inform the MPC Steering Committee, comprised of WFP and its donors, ECHO, DFID, GFFO and the Norwegian Ministry of Foreign Affairs in its management and evidence-based decision-making. CAMEALEON in collaboration with research partners, including the American University of Beirut, the Overseas Development Institute (ODI) and the Cash Learning Partnership (CaLP) is conducting studies and analysis. The aim of CAMEALEON is to contribute to improving the effectiveness, efficiency and accountability of unrestricted cash in Lebanon, as well as contribute to wider sectoral knowledge and learning on humanitarian cash assistance. CAMEALEON is organising a learning event on 20 June 2019 in Beirut, which will focus on accountability to affected populations in multi-purpose cash programming.

2. Assignment

Part 1:

CAMEALEON is planning to include a beneficiary participatory element in the planning and delivery of the June learning event. CAMEALEON would like to engage with households currently or formerly benefiting from WFP's multi-purpose cash programme, to document their experiences and perspectives on MPC which then be profiled and used to inform discussions during the event. The objective of this assignment is to document visual feedback from Syrian refugee about their experiences with multi-purpose cash assistance, which be screened as a two minute video during the event. We also wish to video-record beneficiary questions on MPC assistance which will then be directed to a panel of UN and NGO panellists as part of a moderated discussion. The videographer will be working with the CAMEALEON secretariat who will be managing the learning event to produce a visually impactful, high quality video. During the field visits, we are also seeking photographs to be taken, which will then be compiled into a collage to screen during the event opening and closing.

To be finalized and signed off by 14 June 2019

(Approximately: 2 days filming + 2 days editing)

Part 2:

In order to close the feedback loop with beneficiary participants, the moderated panel discussion will be filmed. We are then seeking for the footage to be edited and translated into Arabic so that it can be screened back to those involved. The video will also be circulated to learning event participants.

To be filmed on 20 June 2019. The overall video to be finalized by 25 June 2019

(Approximately: 1 day filming + 2 days editing)

3. Duties and responsibilities

A detailed pre-filming briefing on the objectives and of the exercise will be provided to the videographer by CAMEALEON secretariat.

The main responsibilities and deliverables:

The videographer will work with CAMEALEON secretariat in Beirut and Bekaa on the ground to take into consideration any sensitivities within the environment.

Understand CAMEALEON's objective for this assignment, and be able to explain the rationale to refugees on the ground.

Daily edits and footage to be reviewed on the ground by CAMEALEON representative staff.

In collaboration with CAMEALEON, ensure a safe, conducive environment for refugees to ask questions and talk about their lives and experiences on film.

Produce a fully edited 2-4 minutes high definition quality video showing refugee feedback on MPC assistance as well as questions raised to panelists.

Include translation within the video

Raw footage of the video in the field shall be provided to the CAMEALEON secretariat.

Create a collage of photographs of those filmed and their surroundings to be presented on rolling slideshow during the learning event.

The videographer must adhere to NRC guidelines on consent, communications, filming and media.

NRC reserves the right to make minimum two editorial reviews.

4. Technical Specification

Full HD - 1920x1080

25p – PAL

180 degree Shutter (shutter speed should be 50)

Do not shoot in RAW or LOG unless you will be doing your own color grading

Must be able to edit in FCPX or Adobe Premier Pro, After Affects is a bonus but not required, though subtitles are necessary as video will be in Arabic with English subtitles

In Arabic language with English subtitles (All translations writing should be undertaken by company/person)

Delivery should be in Pro Res and H.264

Music - Do not allow copy right tracks

5. Essential Minimum Qualifications and Professional Experience Required

At least 2 years of experience working with NGOs or the UN in the Bekaa, filming refugee communities, with portfolio provided.

Understanding of local context and development in the project area is a plus.

Fluency in English and Arabic (preferable)

6. Eligibility:

The videographer must be legally registered in Lebanon (Business Registration) (Nationals)

In case of non-Lebanese Companies, Consortiums or Individuals having a relevant business trading license outside Lebanon and do not have any commercial registration in Lebanon,

being awarded, a withheld tax deduction of 7.5% of total invoice amount should be applied.

The videographer must have previous work experience with NGOs /UN Agencies

7. Competencies:

Team work

Communication skills

Inter-personal skills

Ability to work in fast-paced working environment, keeping to strict deadlines

8. Location

The videographer will film the video in the Bekaa area for **part 1** of the assignment

For **part 2**, the learning event will take place in Beirut (venue TBC)

Security and logistical support will be provided to the videographer by NRC and the CAMEALEON secretariat.

9. Payment of Fees

Payment will be made within 14 days of receipt of goods and official invoice to NRC Beirut office, by bank transfer/cheque.

10. Application Procedures

Refer to the Request for Quotation Document.