

## **Terms of Reference for Photography, Videography and Graphic Design Services**

Framework Agreement for LINKED Consortium and DRC

### **About the Danish Refugee Council**

The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization founded in 1956 that works in more than 40 countries throughout the world. DRC fulfills its mandate by providing direct assistance to conflict –affected populations –refugees, Internally Displaced Persons (IDPs) and host communities in the conflict areas of the world and by advocating on their behalf internationally and in Denmark.

DRC has been delivering humanitarian programming in response to various crises in Lebanon since 2004, working with Palestinian, Iraqi, and Syrian refugees, as well as internally displaced Lebanese affected by the 2006 war, migrant domestic workers, and vulnerable Lebanese host communities. Since 2011, DRC has focused primarily on responding to the Syrian refugee crisis.

To that end, DRC implements a multi-sectorial humanitarian response in Lebanon and is present across the country, particularly in vulnerable areas that are home to the highest concentrations of Syrian refugees. These areas include North Lebanon, Akkar Governorate, Central, West and North Beqaa. DRC’s response includes protection services such as psychosocial support and legal counselling, economic recovery programming including skills training and career counselling and advocating for the rights of refugees with the Lebanese government and civil society.

### **About the LINKED Consortium**

LINKED is a multi-stakeholder partnership between four NGOs (Al Majmoua, the Danish Refugee Council, Mercy Corps and Oxfam). LINKED aims to contribute to sustainable economic development of vulnerable job seekers, Syrian refugees and Lebanese host communities in Lebanon. The partnership funded by the European Union and it is currently implementing two economic recovery programs in the areas of North, Mount Lebanon, Beqaa and Beirut.

### **Purpose of this assignment**

DRC and the LINKED Consortium would like to ensure visibility for their protection and economic recovery activities across Lebanon through the production of high quality photos, videos and visibility/ IEC material for their respective programs. During this assignment, the consultant / company will be working and coordinating closely with DRC communications specialist.

### **Scope of work**

- Videography and photography services;
- Video production and editing;
- Graphic design services for printed and online materials;

- Animation and illustration;

### **Expected Deliverables**

The successful consultant / company under the direct coordination of communications specialist will be responsible for delivering the following products:

- High quality still photos for use in website, social media and publications;
- Good quality videos (with subtitles and sign language when needed) highlighting program activities and including interviews for website and social media use;
- Animated awareness videos related to program activities for use in website and social media;
- Information, education and communication (IEC) material designs (including leaflets, flyers, brochures, posters);
- Visibility material (including roll-up, newsletter, sign-board, horizontal banner);
- Visuals for social media platforms including static and animated infographics.

### **Consultancy Timeline**

<b>Duration</b>	February 2022 – April 2023 ( <i>renewable based on performance and availability of funds</i> )
-----------------	--

The selected consultant / company is expected to have regular coordination meetings with the Communications Specialist and relevant program staff.

### **Duty Station**

Remotely. The consultant / company might be asked to visit DRC offices for meeting if needed.

### **Required Competencies and Experience**

#### **Competencies:**

- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability;
- Excellent graphic design and creative skills;
- Proficiency in design software;
- Excellent photography and videography skills;
- Proficiency with photo/ video editing software and camera equipment;
- Be creative and proactive;
- Flexibility to attend events during weekends;
- Good communications and coordination skills;
- Ability to deliver high quality work even when under pressure;
- Ability to respect timeframes and meet deadlines.

## Experience

- At least 6 years of work experience in videography, photography and graphic design;
- Experience working for international organizations in the cooperation and humanitarian sector;
- Strong theoretical and practical knowledge in the use of design software such as Adobe Design Premium, In-Design, CorelDraw, or similar: **at least 4 products to be listed;**
- Proven experience in video production: **at least 5 examples to be listed;**
- Proven experience in humanitarian photography: **at least 2 examples to be listed.**
- An extensive portfolio needs to be included in the technical proposal.