

Call for Consultancy

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Telephone: +961 1 348411
Email: submissions@masarlb.org
Website: www.masarlb.org
Date: 5 January 2022

Call for Consultancy: A Creative Photographer/Videographer

Masar is a Lebanese non-governmental organization that was founded in 2005 with the aim to contribute to local and national development processes and the advancement of society. Masar works in holistic development with an equal focus on both community and policy levels, thus constantly promoting development, policy change, and good governance. Masar's programs are based on human rights and the promotion of citizenship while ensuring that empowerment and advocacy are key approaches in the association's work. It cooperates with youth as an initial point of contact since it profoundly believes in their abilities.

1. To enable you to submit an expression of interest to this call for consultancy, please read the following attached documents carefully:
 - Instructions to Consultants Annex I
 - Financial Proposal Template Annex II
2. The expression of interest shall reach Masar association no later than 10 January 2022 at 4:00 PM, Lebanon time by email to submissions@masarlb.org. Quotes received after the indicated deadline may be automatically disqualified.
3. Any questions relating to this Call for Consultancy shall be addressed in writing to mirna@masarlb.org no later than 7 January 2022. Replies shall be posted or emailed to all those who expressed interest in applying.

Yours sincerely,

Kamal Shayya
Masar Association, Head of Office/ Chief Coordinator

ANNEX I - INSTRUCTIONS TO CONSULTANTS

A. PURPOSE AND SCOPE OF WORK

The objective of this consultancy is to support Masar's video production and photography on a series of projects executed across Lebanon in the frame of the "Youth Citizens of Today", a partnership project being implemented with UNICEF during 2021 – 2022.

The Consultant will be requested to:

- Conduct a kickoff meeting with Masar team;
- In Coordination with Masar, conduct site visits to the below communities across the various governorates in Lebanon to the 20 projects by Youth Initiatives to cover and document the execution, and operation phases of the projects, and provide high-quality rushes;
 - South Governorate: Saida. Nabatieh Governorate: Harouf, Nabatieh El Tahta, Toul, Hebarieh. North Governorate: Beddawi, Tripoli, Zgharta. Mount Lebanon Governorate: Aley, Badghan/ Saoufar, Baakline, Mazboud, Schim. Baalback-Hermel Governorate: Hermel, Qaa, Ras Baalbeck, Fakha. Bekaa Governorate: Mansoura, Qob Elias, Rashaya.
- Produce 10 videos as follows:

Community	Topic	Requirements by videographer	Number of Interviews as per questions and guidelines provided by Masar	Video Duration
Hebarieh	Civic Participation	Create story board based on interviews and rushes	3 Interviews	1 minute
Tripoli	Mental Health	Create story board based on interviews and rushes	1 Interview	40 seconds
Tripoli	Mental Health	Create story board based on interviews and rushes	1 Interview	40 seconds
Tripoli	Mental Health	Create story board based on interview and rushes	1 Interview	40 seconds
Qaa	Benefits of the transportation card and how to register for the it	Create an Infographic video based on the script provided by Masar	None	1.5 minutes

Zgharta	Encouraging youth to vote	Create story board based on interviews and rushes	5 Interviews	1 minute
Beddawi	Education Sector in Beddawi	Create story board based on interviews and rushes	5 interviews	1 minute
Baakline	Mental Health	Create story board based on interviews and rushes	5 Interviews	1 minute
Qob Elias	Documentary on project	Create story board based on interviews and rushes	5 Interviews	1.5 minutes
Nabatieh	Mental Health	Create story board based on interviews and rushes	7 Interviews	1 minute

- Produce one final documentary based on all the gathered rushes and following a pre-defined storyboard (videography, editing, audio balancing, format exporting, archiving raw and edited work etc.) summarizing all the 20 projects by the Youth Initiatives (including design, execution, and operation phases of the 20 projects, in addition to testimonials, success stories and infographics). The documentary duration will be three minutes.
- Take photos of the projects' events in the following areas - South Governorate: Saida. Nabatieh Governorate: Harouf, Nabatieh El Tahta, Toul, Hebarieh. North Governorate: Beddawi, Tripoli, Zgharta. Mount Lebanon Governorate: Aley, Badghan/ Saoufar, Baakline, Mazboud, Schim. Baalback-Hermel Governorate: Hermel, Qaa, Ras Baalbeck, Fakha. Bekaa Governorate: Mansoura, Qob Elias, Rashaya.

When producing all types of videos, the consultant shall:

- Use his/her own HD quality video camera, accessories (lenses, tripod, neck mic, LED light...) and professional editing software
- Edit the footage in line with the guidelines provided by Masar and following Masar's and UNICEF's branding policy
- Record and edit narration / voiceover where needed
- Audio balance the final product and convert it into formats for use on social media and web

The services of the consultant will be needed from Jan to March 2022. A specific timeline will be agreed upon contract signature.

B. CLARIFICATION OF SOLICITATION

A prospective applicant requiring any clarification on the Call for Consultancy may send an email to mirna@masarlb.org by 7 January 2022 at the latest. Masar Association shall respond to any request for clarification by posting or emailing answers to all interested consultants.

C. PREPARATION AND SUBMISSION OF EXPRESSION OF INTEREST

A quote shall consist of two parts: CV and the financial proposal.

The financial proposal shall indicate the unit prices and total price of the services/ tasks to be supplied. All fees shall be quoted in US Dollars (US\$) and shall be all-inclusive.

Compliance to the Protection from Sexual Exploitation, Abuse, and Harassment Policy

Masar Association commits to a zero-tolerance policy to Sexual Exploitation, Abuse, and Harassment (SEAH), hence all forms of SEAH are prohibited and constitute serious misconduct. Masar “personnel” (referring to employees on full or part time agreements, board members, volunteers, interns, partners, consultants, suppliers, and associated personnel), shall not engage in any sexual activity with persons (adult or child) that look to or benefit from the Association’s services, or with any person under the age of 18 years, regardless of legal age of majority, local norms, or consent. Masar Personnel have an obligation to report SEAH allegations, suspicions or concerns to the PSEAH designated focal points (whether it is an allegation against a fellow Staff or an individual working for a partner organization). All Masar personnel likewise have a duty to fully cooperate in investigations. All allegations of SEAH are to be treated with the highest degree of confidentiality to protect the identities of survivors, witnesses, and alleged perpetrators. Failure to abide by the SEAH policy in place, published on Masar’s website, is therefore a ground for initiating disciplinary proceedings, which may ultimately lead to summary dismissal or termination of agreement, and other serious measures in accordance with the legal framework.

ANNEX II: FINANCIAL PROPOSAL TEMPLATE

Applicant Name: [Specify name]

Budget Breakdown:

#	Service: (including tasks' breakdown)	Unit Price/ Fee	Quantity	Total Price/ Fee USD
1				
2				
3				
4				
5				
6				
7				
8				
Sub-Total				
			VAT	
Grand Total				

Payment Terms:

[Specify full payment amount in text and numbers and any related terms]

[date, sign, and stamp]