

## **Request for Proposal (RFP)**

### **RFP-CLST-IL-00021** **Terms of Reference**

**June 28, 2024**

**Subject:** Photographer & Videographer Services  
**Currency:** USD  
**Language:** English

#### **ABOUT INJAZ LEBANON**

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness, and financial literacy.

#### **ABOUT CATALYST**

Catalyzing Youth Shaping Transformation is a dynamic program designed to ignite positive change among North Lebanon's youth, with a specific focus on gender dynamics and community building in sustainability. Catalyst is part of the PCL project that is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). PCL is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in partnership with the Ministry of Social Affairs and in cooperation with INJAZ Lebanon and the municipalities of Al Minaa, Bourj El Yahudiyeh, Deir Ammar, Kfarhelda, Mishmish, and Tripoli.

#### **Description**

The selected Photographer & videographer will be responsible for capturing footage and photographs during various training sessions, events, and ceremonies organized by INJAZ Lebanon in partnership with GIZ. The scope of work includes but is not limited to:

1. **Event Coverage:** Record all events and celebrations organized as part of the program, such as opening Days, closing ceremonies, etc....
2. **Interviews:** Conduct video interviews with participants, trainers, and organizers to gather personal testimonials and insights regarding the impact of the program during the events, such as opening Days, closing ceremonies, etc...
3. **Post-Production:** Edit the captured footage and photos to create engaging and compelling visual content that effectively highlights the essence of the project and its objectives.

#### **Deliverables**

- Provide videos shooting and editing of events and videos showcasing Catalyst successes.
- Document through short video-takes trainers and participants performing several activities under the Catalyst project.
- Film short testimonials or success stories with participants, including trainers, municipality members, and the invitees to the events.
- Take high-resolution photos reflecting the full process of the activity.
- All the material will be uploaded on an external drive classified into folders for each event and activity with the standardized naming of all photos as date Location name of the event.

### Scope Of Work

- **Capture photos for the following training: We will use this video for documentation and social media.**
  - Up to 10 visits for 10 training sessions in Tripoli, 7 visits in Deir Ammar for 7 training sessions, 4 visits in Al Mina for 4 training sessions, 4 visits in Bourj El Yahudiyeh for 4 training sessions, 3 visits in Mishmish (Akkar) for 3 training sessions, and 1 visit in Kfarhelda for 1 training sessions.
- **3 Minutes Videos for events Ceremonies and Training: UP TO 4 videos - We will use this video for documentation and social media.**
  - 2 Edited Videos for events, ceremonies, and others with subtitles in English and Arabic (Arabic if needed).
  - 2 edited Videos for ongoing training with subtitles in English and Arabic (Arabic if needed).
- **1 Minute Video for Success Stories or testimonials: UP TO 15 Videos - We will use these videos for documentation and social media.**
  - 10 videos for individual women (facilitators)
  - 5 Videos for 5 winners' teams in a competition.
- All the story plot and video content will be identified and coordinated beforehand for each type of video.
- All the photos will be checked on the same day with INJAZ for confirmation or redoing before the ending of the activity planned and according to the requirements of GIZ and INJAZ (Logos should be visible /existing banners –roll ups/reflection to the project NAME and purpose of the meeting)

### Timeline

The videographer's services will be required from July 10<sup>th</sup> 2024 till the End of January 2025. The timeline will cover the induction sessions, coordination meetings and training sessions and various events as scheduled in the program.

### Qualification

- At least 5+ years of professional experience in producing videos and operating video cameras and editing equipment.

- Experienced in producing documentary videos for local and international NGOs.
- Portfolio demonstrating previous professional experience in shooting and editing short videos and photos.
- Proven ability to produce engaging and creative success videos documenting the success of the project.

### **Submission Guidelines**

Interested videographers are requested to submit the following:

- A cover letter introducing themselves and expressing their interest in the project.
- Portfolio or samples of previous videography and photography work.
- Some information on equipment to be used for the project.
- Proposed timeline and availability during the program's duration.
- Cost estimates and any additional requirements.
- Legal documents or registration.

### **Selection Process**

The selection of the Photographer & Videographer will be based on the submitted proposals, portfolio quality, experience, and cost considerations. Shortlisted candidates will be invited for an interview or further discussion.

### **How to Apply**

Please submit your application to [firas@injaz-lebanon.org](mailto:firas@injaz-lebanon.org) & [joseph.a@injaz-lebanon.org](mailto:joseph.a@injaz-lebanon.org) If you have any questions or need further information, do not hesitate to contact us. We look forward to receiving your proposals and partnering with a talented photographer & videographer to document our journey towards fostering peaceful coexistence between the communities.

Thank you