**Terms of Reference**

**LHDF Photography/Videography/ Multimedia Content Creator Services**

**Organization:** Al Majmoua on behalf of the Lebanon Humanitarian and Development Forum of Local NGOs (LHDF)

**Duty location:** Beirut, Lebanon

**Position:** Consultancy/Contractual work

**Assignment:** Photography and Videography Services

**Start date:** 25-03-2024

**Context and Background**

The Lebanon Humanitarian and Development NGOs Forum (LHDF), created in 2014, is an independent entity, composed of local NGOs operating in Lebanon, that facilitates the coordination between them and other relevant stakeholders to have an efficient response to the humanitarian and development needs in the country. The LHDF is composed of a plenary (85 + members), a steering committee (7 members) and a secretariat (3 members).

In partnership with Save the Children, LHDF started a project aiming at strengthening the Accountability to Affected Populations (AAP) knowledge of its local NGOs members and helping them mainstream AAP in their programming. The project consists of:

* Delivery of a Training of Trainers (between the 25th and the 28th of March)
* Delivery of 4 regional workshops to LHDF members (during the month of May)
* Creation of a Community of Practice (CoP) about AAP amongst LHDF members

LHDF is looking for a photography and video expert to produce a 5 minutes video documenting the project and that will be expected to accomplish the following tasks:

**Scope of Work**

**The service provider will undertake tasks including:**

1. **Photography**

* Take photographs covering the Training of Trainers (that will take place in Beirut between the 25th and the 28th of March) and at least 2 out of 4 regional trainings (that will take place during the month of May)
* Collect AAP relevant pictures from LHDF members (with the support of the LHDF secretariat) to incorporate them in the video
* Conduct minimum photo retouching for pictures as needed

1. **Videography**

* Develop the script of the video jointly with LHDF secretariat
* Take video shootings covering the ToT and at least 2 out of 4 regional trainings
* Take testimonials of 30 seconds from 5 participants of the ToT
* Take a testimonial of 30 seconds from the ToT trainer
* Take testimonials of 15 seconds from 5 beneficiaries of LHDF members
* Collect AAP relevant videos from LHDF members (with the support of the LHDF secretariat) to incorporate them in the video

1. **Video Editing**

* Production of a 5 minutes video with proper editing and including Arabic to English and English to Arabic subtitles.
* Production of a 1.30 minutes short video to be displayed on LHDF social media

1. **Requirements**

- 5+ years of experience producing and developing high-quality videos and photography coverage.

- Possesses all the necessary equipment to take photos, videos and produce the video

- Can provide and contribute creative input in the video script and outcome

- Responsive to short-deadline projects

1. **Timeline**

The assignment will start on the 25th of March to be completed by mid-June 2024.

1. **How to Apply**

To submit your application, please provide the following documents via email to [procurement@almajmoua.org](mailto:procurement@almajmoua.org) **by Friday the 22nd of March COB**

- **Technical proposal (maximum 2 pages)** describing the methodology and implementation plan to conduct the work based on the content suggested in the sections Photography, Videography and Video editing. *Please include a clear statement of your availability to start the work on the 25th of March.*

- **Financial Proposal in USD including VAT**.

- **CV of the team members**

- **Profile and project references (maximum two pages)**: Provide an overview of your background and experience. Summarize previous successfully executed projects, especially those that demonstrate expertise relevant to this engagement's scope.