**ORGANIZATIONAL OVERVIEW**

Right to Play (RTP) is a global organization that uses the transformative power of play to educate, protect, and empower children facing adversity. We were founded in 2000 by Johann Olav Koss, social entrepreneur and a four-time Olympic gold medallist.

Right To Play Lebanon works on the following goals:

* Enhancing the quality of education for boys and girls (6-12 years) in Lebanon.
* Improving the quality of formal and non-formal education for Syrian refugee and host community children (12-17 years) to provide positive learning environments and increase retention in formal education.
* Providing youth with the necessary skills to better equip themselves to access the job market and mitigate risk factors impacting their lives.

 1. **Objectives**

RTP is seeking for an expert consultant to develop and produce educational videos for social media dissemination & video production. These videos could be delivered remotely to parents through whatsupp, Instagram, facebook, Youtube, google, etc…

 **(N.B. this consultancy only alludes to the video production & not social media dissemination & video content).**

The purposes of these videos are:

Increasing the awareness of parents on how to create a positive learning environment for their children through a play based approach at home

Delivering tips for parents on how to deal positively and participate with their children through play and games

Monitoring the progress of parents in fostering the positive learning environment

2. **Responsibilities, tasks and deliverables**

 A. Profile of prospective partner

* Able to work and collaborate with the consultant who will create the content with UNRWA, Lebanese, Palestinian and others community stakeholders.

 B. Tasks and deliverables

* The selected consultants will have to start with this required deliverable. This deliverable will be conducted with UNRWA, Lebanese, Palestinian and others community stakeholders.

**Material’s creation**

Develop educational videos (20 videos) for parents on how to create a positive learning environment through play based methodology that consist of:

1. Producing videos in collaboration with the consultant who prepared the content
2. Adding a music background and putting a voice over recording
3. Preparing and finalizing videos optimized for Google, YouTube and WhatsApp, Instagram, Facebook, videos in different qualities (SD, HQ). 10 animated videos & 10 acted out videos depending on what suits the story.

The needed video specifications are:

- Live shoot on a green screen using Canon c200 mark iii

- Led light setup

- Studio space

- Use a teleprompter

- Skin retouching and grading plus keying on top of graphic background

- Info graphics showcasing the various topics

- Animation showcasing the various topics

- 3D intro and outro with sound design

1. Adding subtitles to videos and RTP Logo
2. Piloting the first 3 different types of videoes with a sample to get the parents feedback.
3. Revising each video up to 3 times (coordination with content creator consultant and Right To Play)

N.B. Each developed video should be approved by the consultant who prepared the content, the video developers and Right To Play.

 C. Process /timeline

* The collaboration will take the form of a consultancy. The detailed process/timeline would be discussed with the selected partner.

 D. Restrictions

* Any license may not be sold, re-sold or transferred to any third party or subsequent corporation.
1. **Core Values**

**In this position, you are expected to demonstrate RTP' core competencies:**

* Dignity and Respect: you think of the "best interests of the partners, beneficiaries" as a guide for decisions, actions and engaging with partner and beneficiaries in an honorable and respectful way.
* Accountability: you are liable for your actions and decisions to the people and partner you serve.
* Transparency: you are clear in dealing with partners, beneficiaries
* Equality: you treat all partners and beneficiaries equally with respect and fairness
* Confidentiality: you keep RTP or partner's subjects confidential like a violence and abuse in reported cases.
* Demonstrating integrity: you act in line with RTP vision and values.
* Communication: you listen and speak effectively. You should tailor your messages towards specific beneficiaries and partners.
* Striving for excellence: you focus on reaching results while ensuring an efficient process.
* Collaborating: you involve relevant partner and encourage feedback.
* Taking the lead: you take ownership and initiative while aiming for innovation.
* Empowering: you assist partners, strengthen and mobilize them to be self-reliant

1. **Qualifications of the consultant partner**

A consultant partner is needed who should have the following competencies and experience:

* Proven 5 years and more of experience and knowledge in producing and developing videos
* Graphic design, infographics, animation 2D & 3D background and experience
* Demonstrated understanding and support of principles of equity, participation and inclusion
1. **Proposal submission**

Interested applicants are requested to submit the following documents:

* CV or proven portfolio.
* Background and info including the annexed table below
* Financial proposal, filled on the below annexed table including the MOF registration if applicable and should be signed and dated.
* Preferred payment method should be mentioned.

The proposal must be submitted no later than Friday, August 6, 2021 to:

1-Mr. Kevork Dersarkissian, Logistics Coordinator, Right To Play Lebanon

at: kdersarkissian@righttoplay.com

 2-Mrs. Milia Jebran, Project Officer, Right To Play Lebanon

at: mjebran@righttoplay.com

N.B. Incomplete proposals will not be considered.

The following should be clearly stated in the email heading: “Social Media Educational Videos For Parents”. Early submissions are encouraged and appreciated. While we thank all applicants for their interest, only those selected for interviews will be contacted.

Competitive budgets would be considered.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about how we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com)

**Annex 1: Planned Activities**

 **Educational Videos’ Creation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity/ Task**  | **Deliverable(s)** | **Timeframe**  | **Price in L.L./$ (Price including the VAT)** | **RTP comments** |
| 10 animated videos  | - Videos in different qualities (SD, HQ)- Music and voice over should contributes to increase learning- Videos should be in Arabic and subtitles in English (infographics depend on the story) |  |  |  |
| 10 acted out videos | - Videos in different qualities (SD, HQ)- Music and voice over should contributes to increase learning- Videos should be in Arabic and subtitles in English (infographics depend on the story) |  |  |  |

Date, signature and stamp is needed

**Annex 2: Background and info**

Fill one of the below tables with your relevant information

If an individual (or group of individuals) is applying, please fill out the below details:

|  |  |
| --- | --- |
| **Registration Number if any**  |  |
| **Consultant Available Starting Date**  |  |
| **Contact Person Name**  |  |
| **Contact Person Mobile Number and Email**  |  |
| **Define the nature of your work**  |  |
| **List of Products / Services**  |  |
|  |
| **Name of person involved** | **Expertise and attach the resume of each** |
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|  |  |

If an organization is applying, please fill out the below details:

|  |  |
| --- | --- |
| **Name of Organization** |   |
| **Organization’s  Registration Number**  |    |
| **Organization’s  Available Starting Date**  |    |
|  **Address/Location (Mouhafaza, Caza, Street)**  |    |
| **Contact Person Name**  |    |
| **Contact Person Mobile Number and Email**  |    |
| **Director Name(s)**  |    |
| **Organization Type (SAL, SARL, COOP…)**  |    |
| **Date registered and Legal status:** **(Attach to the technical file the certificate of registration or its equivalent; if the structure is informal, indicate that here.)**  |   |
| **Industry/Sector**  |    |
| **Define the nature of your work**  |    |
| **List of Products / Services**  |    |
| **Number of employees in the organization**  |

|  |  |  |  |
| --- | --- | --- | --- |
|    | **Male**  | **Female**  | **Total**  |
| **Full-Time**  |    |    |    |
| **Part-Time**  |    |    |    |
| **Seasonal**  |    |    |    |
| **Total**  |    |    |    |

  |
| **Name of person involved** | **Expertise and attach the resume of each** |
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