

TERMS OF REFERENCE

Service for the preparation of a promotional video about **10-year Syrian crisis**

1. CONTEXT

Humanity & Inclusion (HI), (Legally known as Handicap International) is an independent and impartial aid organisation working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights..

Marking the 10-year Syrian crisis, Humanity & Inclusion would like to produce a testimonies video and still pictures through interviewing beneficiaries and document their story.

2. DESCRIPTION OF THE REQUIRED SERVICE PROVISION

Overall Objective

- 1.1 To produce a video of testimonies with 2-3 long-term beneficiaries to document their stories of how they became refugees and how the Syria Crisis affected their lives. The video will be made available to HI to support its international campaign against bombing in urban areas and illustrate the long-term consequences on civilians
- 1.2 To produce a video (2-3 min) testimony with 1 or 2 beneficiaries to document the impact of HI / Mousawat intervention following Beirut Blast. The video will be made available for HI communication versus donors.
For the videos, the provider will provide a time-coded English transcript or an .srt file

Under the direct supervision of the Liaison and Partnership Advisor (based in Lyon), the service provider will be required to do the following:

- Review and input the suggested story board and script to make it more viable
- Interview selected HI beneficiaries for the video
- Perform appropriate video filming and/photography shoot interviews with the projects' beneficiaries.
- Present a draft video for review (Interviews and B rolls)
- Deliver final edited videos which consists one video for each interview alongside a word sheet of translation with timing in English.
- Deliver still photos from different angle for each beneficiary:
 - around 20 photos per beneficiary at his place in his daily life including full body portrait
 - + some photos will try to include elements showing the consequences of bombing
 - + some in a now daily activity.

3. CONSULTANT'S PROFILE

- Good background and experience in advertising and media productions
- Capacity in subtitling the movie to English
- Excellent communication skills
- Good organizational skills
- Ability to work under pressure and within a team
- Ability to handle multiple assignments and meet deadlines.
- The director/photographer shall comply with HI's internal rules and programme guidelines, particularly in relation to safety.
- The director/photographer shall be considered to have taken out the necessary insurance for his or her trip and HI declines any responsibility in the event of an accident or any other incident. The director shall provide proof of insurance to certify that he or she is covered to work in Jordan.
- The director/photographer shall assign the copyright on the videos taken as part of this report to HI for all of the organisation's communication media (Internet and Intranet sites, publications, exhibitions, fundraising operations, mail outs and so on), and any media referring to HI's actions.
- The film maker/photographer will be attentive to the psychological comfort of the people of disabilities during the filming sessions.

4. SERVICE DURATION AND LOCATION

- The Service provision contract with the video maker has to take place between the 15th and 31st of January. The deliverables have to be provided no later than February 8

5. DELIVERABLES

- The movie maker will provide his/her services according to the following timetable:

Main activity	Date: no later than
<ul style="list-style-type: none"> • Submission of the draft video (120-160 seconds for each interviewee) with English translation in a document 	<ul style="list-style-type: none"> • max 14 days from the end of shooting
<ul style="list-style-type: none"> • Submission of the final videos with audio repair and color correction. 	<ul style="list-style-type: none"> • max 5 days from the approval of the draft video
<ul style="list-style-type: none"> • Submission of HD photos 	<ul style="list-style-type: none"> • Max 10 days from final shooting

6. RESOURCE PERSON & VALIDATION

- Within the framework of the service provision, the contracted movie maker will be asked to collaborate with Humanity & Inclusion's teams and in particular with the Liaison and Partnership Advisor, Rehabilitation Manager and Inclusion Manager and CBR Manager. Work on the video will only be deemed complete when validated by the Operations Manager.

7. APPLICATION

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
- Personal CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects;
- Work references - contact details (e-mail addresses) of referees (clients for whom you've produced similar assignments);
- Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment; and
- Sample work previously done for other clients.

Validation: