

# Terms of reference (ToR) for Security System – The Lebanese Council To Resist Violence Against Women (LECORVAW)



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## 1. General information

### Vision:

**LECORVAW** looks towards a society free of all forms of violence governed by democratic relations between the family members and within the society as a whole, a society that ensures equality, justice and dignity to all its citizens where all members of this society can live equally in a democratic environment free of all forms of violence and discrimination.

### Mission:

**LECORVAW's** mission focuses on highlighting the issues of Gender Based Violence (**GBV**), Violence Against Woman (**VAW**) as well as Violence Against Children through different axis mainly the following:

- Raising awareness and sensitizing the civil society on the problems of these forms of violence.
- Legal reform of oppressive laws that are against women and children.
- Offering appropriate services and consultations for women survivors of violence and their children (Social, Legal, Medical and Psychological)
- Issuing and releasing on regular basis different types of social and legal publications around the issues of VAW, GBV and VAC.
- Ratification and implementation of international conventions and UN resolutions.

### The services Provided by LECORVAW are the Following:

- Case Management for GBV survivors Women and Girls.
- Legal Services (Legal consultation, Legal Representation and Legal Awareness Sessions).

- Mental Health Services (Individual Therapy, Support groups and Psycho-education Sessions).
- Awareness Raising Sessions.
- Structured PSS. (different curriculums)
- Community Based Approach.
- Community Events.
- Life Skills Classes.
- Skills building classes.
- Capacity building and trainings.
- Lobbying and advocacy.

### **1.1. Brief information on the project**

LECORVAW is proposing to implement awareness raising activities in the area of Beirut districts which will target 1500 women and girls from different nationalities (Lebanese, Syrian and Palestinian) through the implementation of awareness sessions revolving around the following topics:

- Gender Rights
- Gender Based Violence (Early Marriage, Sexual Harassment)
- UN Resolution 1325

### **1.2. Context**

LECORVAW is seeking to contract a provider to create an informative animated video on the UN Resolution 1325 (Content to be determined from LECORVAW's side)

### **1.3. Time schedule**

LECORVAW shall contract the Provider for the anticipated days agreement term from February 19, 2024 till February 23,2024

- *Note: Since he/she will be a outsource contractor , it is recommended to avoid mentioning number of months, and to abide by the approved budget unit - days*

### **1.4. Scope of work and deliverables**

#### **1.4.1 Project Overview:**

- The project entails crafting an animation video employing the captivating "endless zoom" style.
- The primary objective is to communicate a message centered around Resolution 1325.
- The target demographic includes a general audience aged 16-50 years.

#### **1.4.2 Style and Tone:**

- The animation should skillfully leverage the "endless zoom" technique, providing viewers with a visually immersive experience.
- The overarching tone should be calming, harmonizing seamlessly with the video's intended message and theme.

#### **1.4.3 Storyboard Requirements:**

- Develop a storyboard that artfully integrates the "endless zoom" technique to effectively convey the narrative.(In collaboration with the media officer of Lecorvaw)
- Key scenes should comprise 14 to 16 frames.
- The total duration of the video should be 1:20 sec to 1:30sec.
- Voiceover narration is preferred, to be delivered by a professional actor or influencer.
- Background music should be calm and complement the overall atmosphere.

#### **1.4.4 Character and Background Design:**

- Characters, should be designed to seamlessly transition and adapt to the "endless zoom" motion.
- Backgrounds should be visually captivating and enhance the overall immersive experience.

#### **1.4.5 Animation Techniques:**

Utilize the "endless zoom" technique to create smooth and visually striking transitions between scenes.

#### **1.4.6 Revision Process:**

- Allow for three rounds of revisions. Feedback and revision submissions should occur within the agreed-upon timeframe.
- Maintain clear communication to promptly address any concerns or necessary adjustments

### **1.5. Qualifications of proposed consultant**

#### **1.5.1. General Requirements**

- Company License Registration
- Commercial Registration
- Certificate of Registration with the Ministry of Finance
- Certificate of registration with VAT

#### **1.5.2. Language skills**

N/A

### **1.6. Experience in the region/knowledge of the country**

- Excellent understanding of the Lebanese social and cultural contexts especially in the area of implementation
- Flexibility in responding to any sort of maintenance

## **2. Specification of inputs**

The contractor shall submit a consultancy report and samples as part of each invoice. Each payment is processed after receiving the above-mentioned documents.

For the financial offer, the contractor shall submit the following documents:

- a. Bank account details of the consultant inside Lebanon (fresh account if any).
- b. RFP including detailed description of all the mentioned requirements..
- c. VAT number

The Contractor's financial offer shall be all inclusive to any operational and running cost related to performing the consultancy job.

For the technical offer, the contractor shall submit an offer after the observation visit.

### **3. General requirements, Copyright and Confidentiality of Data**

All documents shall clearly indicate that they were produced on behalf of LECORVAW. In consideration of the fees paid, the Consultant expressly assigns to LECORVAW any copyright arising from the works the Consultant produces while executing this contract.

The Consultant may not use, reproduce, or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from LECORVAW.. All materials, reports, plans, maps, and other works provided to or developed by the Consultant on behalf of LECORVAW remain the property of LECORVAW. Upon completion of the work, all raw data must be submitted to LECORVAW.