



WE'AM – Videography Consultancy

Background

Oxfam, in partnership with Right to Play, SHiFT and ALEF, is implementing a European Union-funded project titled “Working for Engagement, Acceptance and Mediation: A Community-based Approach to Social Cohesion in Lebanon – WE’AM.” The project is being implemented between March 2023 and February 2026 in Lebanon. WE’AM aims to leverage experiences and complementarities to build consensus and stimulate lasting social cohesion initiatives in Lebanon following three working streams: addressing drivers of tensions at the community level; disseminating gender-responsive conflict prevention and resolution tools and methods; mainstreaming community-level social cohesion into programming.

The partners operate in a total of 12 geographical localities, as per the following:

- Mashta Hammoud/Mashta Hassan – Akkar
- Fnaidek – Akkar
- Tikrit – Akkar
- Beddawi – Tripoli
- Jabal Mohsen/Tebbeneh - Tripoli
- Mina – Tripoli
- Deir el Ahmar – Bekaa
- Baalback – Bekaa
- Saida – South Lebanon
- Barja – Mount Lebanon
- Ein el Remmeneh/Shiyah - Beirut
- Hay el Gharbeh/Ghobeiri - Beirut

Objective(s) of the Consultancy

The current Terms of Reference document serves to describe a videography consultant Oxfam [and on behalf of the WE’AM Consortium] is seeking to contract.

Job Description

Oxfam is seeking to contract a videographer who can take on the production of different videos under WE’AM project for its entire remaining duration. The videographer is expected to produce **a total of 6 videography packages**, divided based on **different thematic elements and milestones** mutually agreed on with the project team.

The selected Videographer will:

- (1) Develop an Action Plan and Timeline to produce the 6 videography packages at the start of the consultancy – in collaboration with Oxfam’s team. It is useful to note that the Consortium will be developing a comprehensive Communication Plan for the remainder of the project, and the selected consultant’s proposal is expected to align with the said Plan.
- (2) Develop a concept note and script for each thematic videography package – to be submitted to Oxfam, discussed, and agreed on with the Project Manager and Communication Team. In collaboration with Oxfam, the videographer will add key messages, titles, and lower thirds to the videos (English and Arabic, based on needs).
- (3) Shoot videos in the specified areas identified by Oxfam (across Lebanon).
- (4) Provide Oxfam with A-Roll and B-Roll material.
- (5) Each package’s content can differ based on the visibility needs of each theme/activity. However, it is expected that each package will have one main video product [around 2 minutes] and [no less than 2] social snippets [less than 1 minute-long] to be used by the Consortium partners on their social media pages.
- (6) Execute the agreed-on concepts and produce the needed material. Edit and produce videos (first draft, and additional versions based on provided comments and feedback by Oxfam) and provide videos in different specs for social media use (depending on each social media platform specs). Every final signed-off video should also be provided as a clean/subtitles/textless editable file version in addition to the version with texts and subtitles.
- (7) Provide high quality photos of the activities (around 10 high resolution photographs on each shooting day, including human-centered photos, and creative photos of people/communities/subjects in action, and provide Oxfam with all the photos).
- (8) Follow Oxfam and donor’s guidelines (EU guidelines), including adding a disclaimer and logos (which will be made available by Oxfam).
- (9) Provide English and Arabic subtitles (depending on the language spoken) to the final version of the videos (subtitles to be reviewed and approved by Oxfam).
- (10) The consultant Videographer will need to upload all material and drafts on Box (the drive used by Oxfam).

Oxfam will:

- Provide a list of people/entities to be covered in the photos/videos and their locations, and coordinate shooting schedules.
- Make sure that written consent is obtained for photography/videography by the people whose faces are shown in the photos/videos.
- Support in developing and approving the video script and key messages.
- Provide several rounds of feedback and approve the final video/s, photos, and subtitles.
- Provide partner, donor, and project logos (as part of Oxfam and donor’s guidelines) and branding requirements (color, font, etc.)
- Approve the action plan and timeline.
- Provide a template for Eng/Ar video transcript with time codes to be filled by the consultant.

Deliverables and Timeline

The selected consultant will be responsible for the following deliverables. An approximate timeline has been attributed to each of the following tasks.

Deliverable	Timeline	Comments
Develop Action Plan and Timeline for production of 6 videography packages	2 weeks from contract signature	Will be considered as primary Plan. Modifications can affect Plan and timeline – with justification and in agreement among selected consultant and Oxfam.
Develop 6 concepts for 6 videography packages	Continuous – until end of February 2026	
Execute concepts and deliver 6 videography products	Continuous – until end of February 2026	Videographer to express proposal in the form of workdays per videography package.

Working Relations

The selection consultant will liaise primarily with Oxfam's team, the WE'AM Project Manager and the Communications department. The consultancy will however work with all 4 partners under the Consortium and cover all their activities. Coordination and working relations with Consortium partners will be agreed on with Project Manager and Consortium Coordinator upon contract signature.

All logistical and financial aspects of the contract will be managed by Oxfam in Lebanon team.

Desired Profile

- Skills and experience in filming events and editing videos, with particular focus on humanitarian stories and people-centered approaches to communication products.
- Experience in ideation and content creation (for photography and videography).
- Experience in working with diverse community, culture sensitivity, and knowledge of the Lebanese context.
- Familiarity with the contexts of Oxfam's work and EU projects in Lebanon as well as respect to Oxfam and donor values.
- Previous experience with I/NGOs and Development actors in Lebanon is preferable.
- Willingness and ability to travel across the project localities.
- Access to filming tools and a support team is preferable to accommodate to the needs of the project.
- Working languages: English and Arabic.
- Excellent coordination and communication skills, flexible attitude, and **respect for deadlines**.

Expression of Interest

Interested candidates can express their interest through submitting the following documents to Oxfam at lb_oitprocurement@oxfam.org by no later than the **13th of May 2024**:

- A minimum of four samples of similar video production work in relevant contexts.

- Individual consultant's CV or Company Profile with portfolio, links to relevant video production work and CVs of experts to be appointed on the assignment.
- Technical Proposal inclusive of the first 2 points and including [at least 2] samples of concept development work for videography packages.
- Financial Proposal with a clear breakdown of costs associated with assignment on all photography and videography services (by item).