

## Terms of Reference

### Videographer

<b>Position description</b>	
<b>Function</b>	Videographer – <b>Wadi Khaled, Dreib and Halba - Akkar, NORTHERN LEBANON</b>
<b>Name</b>	
<b>Activity name</b>	Securing food, wash and shelter assistance for the most vulnerable Lebanese and Syrian households in Halba, Wadi Khaled and Dreib area.
<b>Project background</b>	<p>The Polish Center for International Aid (PCPM) with the funding from the Lebanese Humanitarian Fund (LHF) is aiming to respond to the growing food security needs in Halba and selected villages of Wadi Khaled and Dreib in Akkar through in-kind aid. The project will assist 550 vulnerable families with provision of food parcels for a period of six months, supplemented with fresh produce, WASH kits and Cash for rent assistance.</p> <p>In addition, complementary interventions will ensure access to water through solarization of a public well.</p>
<b>Aim of this assignment</b>	<p>The aim of this assignment is to make photographs and short videos presenting the activities and their results. The materials should document PCPM-LHF activities through:</p> <ul style="list-style-type: none"> <li>- 2 short videos;</li> <li>- Photos presenting the various training and distributed in-kind assistance to the beneficiaries.</li> </ul>
<b>Key Responsibilities</b>	<p>The Videographer should:</p> <ul style="list-style-type: none"> <li>– Prepare Herself/Himself to the assignment with scrutiny, following information meetings on the project activities;</li> <li>– Prepare the videos and photos specified in deliverables.</li> </ul> <p>While working on the deliverables, the Videographer should adhere to the following guidelines:</p> <ul style="list-style-type: none"> <li>– High-definition HD images (HD – 1920x1080) with clean split mono audio tracks of the interviews.</li> <li>– Signed video release forms (Consent forms) for all persons filmed. If the release must be accomplished on-camera, this should be noted.</li> <li>– Videos shall include English subtitles or local language if the person depicted/interviewee is speaking in English</li> </ul>
<b>Deliverables/ Output</b>	<ol style="list-style-type: none"> <li>1) 2 videos (1-2 minutes for publication) as part of the visibility materials of the project.</li> <li>2) A set of 25 photos from the activities selected in coordination with PCPM communication focal point.</li> </ol>

<b>Main activities</b>	<p>As a part of the preparation to the assignment the Expert will:</p> <ul style="list-style-type: none"> <li>- Hold meetings with PCPM team and experts implementing the activities to learn about the project;</li> <li>- Draft concepts of each video and submit it for feedback of PCPM and the experts.</li> </ul> <p>As a part of His/Her work, the Expert will:</p> <ul style="list-style-type: none"> <li>- prepare 2 videos (1-2 minutes for publication) as a part of the project visibility, based on the approved concepts;</li> <li>- ensure subtitles in Arabic and English to each video;</li> <li>- present each video to the key stakeholders indicated by PCPM and, if need be, adjust the videos according to their feedback.</li> <li>- present photos from the implemented activities out of which PCPM team will select 25 photos.</li> <li>- The approved materials will be handed-over by the Expert to PCPM/LHF's ownership.</li> </ul>
<b>Coordination</b>	<p>Throughout her/his assignment, the Expert will cooperate with PCPM's communication focal point and team who will introduce the Expert to the LHF project as well as support her/him in coordination;</p> <p>In addition, the Expert will cooperate with partners / beneficiaries (such as communities representatives, cooperatives representatives, funding agencies, implementing partner etc.).</p>
<b>Period of the assignment/estimated days</b>	<p>8 days from the signature of the contract, over a maximum period of 5 weeks.</p>
<b>Minimum qualifications and expected competencies</b>	<p>Qualifications:</p> <ul style="list-style-type: none"> <li>- Minimum bachelor's degree in a relevant field such as film production, cinematography, applied arts or relevant field;</li> <li>- Minimum 3 similar consultancies in the last 2 years.</li> <li>- Minimum of 5 years of work experience in filmmaking;</li> </ul> <p>Personal Competencies:</p> <ul style="list-style-type: none"> <li>- Proficiency in English and Arabic;</li> <li>- Cultural sensitivity and cross-cultural skills;</li> <li>- Reliability: fulfilling obligations in a highly responsible manner;</li> <li>- Self-control and maintaining composure;</li> <li>- Attention to detail, proper information management;</li> <li>- Tolerance and adaptability.</li> </ul>
<b>Location of the assignment</b>	<p>Akkar, Northern, Lebanon</p> <p>Wadi Khaled, Dreib Areas and Halba</p>