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## TERMS OF REFERENCE

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Humanity & Inclusion (HI) Lebanon  
Adsa Project

### 1. CONTEXT

HI Lebanon, through the Adsa Project, needs to contract a “Multimedia Editing Trainer” to train the identified HI staff to edit multimedia materials (e.g. photos, videos) captured through a 360-degree camera.

### 2. DESCRIPTION OF THE EXPECTED SERVICE

Through a hybrid modality (face-to-face and remote), the selected Multimedia Editing Trainer will:

1. Identify the multimedia editing training needs of identified HI staff (maximum three persons),
2. Develop a brief training plan based on the identified needs with a specific focus on:
  - a. Transferring photos and videos from a 360-degree camera to a laptop
  - b. Editing photos and videos from the camera to develop multimedia finished products such as edited videos, photo collages, etc.
3. Deliver the training plan through formal training, coaching and follow-up sessions (the number of the sessions are to be determined based on the needs of the HI staff) on multimedia editing

### 3. CONSULTANT’S PROFILE

- Multimedia specialist with at least 3 years of experience in multimedia and digital editing
- Speaks Arabic and/or English
- At least 1-year experience in training and capacity-building individuals on multimedia editing
- Physically based in Beirut
- Can provide the following multimedia products/portfolios: sample three edited videos (at least 1 minute in duration) produced

### 4. DURATION AND PLACE OF PERFORMANCE OF THE SERVICE

- Start date: 10/06/2024, end date: 12/07/2024 for both formal training and coaching and follow-up sessions
- Place of performance: Beirut, Lebanon (training and coaching sessions could be held at HI office in Beirut, Lebanon)

### 5. REPORT

Training and coaching sessions (including the written training plan) should be in Arabic and/or English

### 6. CONTACT PERSON

The selected Trainer will work closely with the Adsa Project Manager (remotely) as well as the Adsa Project Focal Person for Lebanon (face-to-face). The Focal Person is essentially the main HI staff to be trained on multimedia editing.

## **7. SUBMISSION OF APPLICATION**

Interested applicants should submit the following documents to [tenders@lebanon.hi.org](mailto:tenders@lebanon.hi.org) by June 10 2024:

-Curriculum Vitae presenting the desired experiences for the role

-Multimedia products as portfolios to showcase: sample 3 edited videos (at least 1 minute in duration) produced (could be shared as online links for easy access/viewing)

-Financial quotation to do the 25-day training and coaching