

## TERMS OF REFERENCE (TOR)

### Filmmaker

<b>Project Name</b>	Capacity Building against Exclusion, Violence and Addictions in Lebanon (ReCEVAL)
<b>Main partners</b>	Médecins du Monde – Lebanon Skoun Embrace National Mental Health Programme Agence Française de Développement
<b>Duration of the assignment</b>	May - July

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### 1- INTRODUCTION

Médecins du Monde, Skoun, Embrace and the NMHP have established a consortium with the support of AFD to improve the mental health and well-being of women, men, boys, girls and non-binary individuals living in Lebanon under project “Capacity Building against Exclusion, Violence and Addictions in Lebanon” (ReCEVAL). The consortium aims to reach its objective through supporting community-based Mental Health and Psycho-Social Support (MHPSS) and Substance Uses (SU) centers offering appropriate, quality and gender inclusive services to people living in Lebanon.

### 2- THE PROJECT

The partners of the project operate in three Community Mental Health and Substance Use Centres (CMH-SUC) in Beirut, Tripoli and Baalbeck. The partners also integrate MHPSS within six Primary Health Care Centres that are part of the Ministry of Public Health network, operate the National Lifeline for Suicide Prevention and Emotional Support and the National Mental Health Emergency response Mechanism, implement outreach activities, and conduct a series of trainings, capacity building and awareness sessions to targeted groups of the society to fight the stigma against mental health, substance use and gender biases and promote usage of services, while tackling gender barriers in accessing mental health and substance use services.

### 3- BACKGROUND OF MDM LEBANON

Médecins du Monde opened a mission in Lebanon in “2012”, to contribute to reducing the impact of the Syrian Crisis through a two folds approach: responding to the urgent health needs of Syrian refugees by providing access to quality comprehensive healthcare services, and strengthening the national healthcare system to help the sector cope with such crises. MDM is also providing support through strengthening the health care system, providing Mental Health and psychosocial support.

### 4- Project TARGET GROUP

- Beneficiaries in need of mental health service / substance users
- Vulnerable communities (host communities and refugees)
- Relevant stakeholders (Ministries, NGOs, key persons in each community)
- Media (Local / International)
- Potential donors

### 5- SCOPE OF WORK

In order to ensure the visibility of the above-mentioned project, MDM, partners and AFD seek to engage the services of film maker, videographer, agency or production house to develop a 5 to 7 minutes documentary of the project that will sum up the achievements and activities of project while ensuring the donor’s needs in terms of visibility and brand identity.

Service provider can be an agency or a production house while submitting the division of labor within the financial offer.

The documentary will include interviews and field visits to our centers where videos and photos will be taken based on a storyboard. Interviews will involve interviews with beneficiaries, volunteers, staff and/or directors. The documentary must be attractive and tell the project's story with visually pleasing material. Moreover, film-maker or team working on the field must ask interviewees to fill consent forms while signing image/video release forms. The filmmakers would be requested to create short clips in the form of Reels from the whole documentary after the

filming is done. The idea and mood board would be based on brainstorming with all partners taking into consideration the director's vision and treatment.

The service provider is requested to provide the following material:

- Mood board or treatment
- Consent forms
- Final result of the video
- A shorter version for social media
- A Vertical version of some key parts on the video
- Subtitles and captions (Arabic + Latin)
- Music + Any additional footage/visuals
- Budget distribution
- Photographs
- Video or photo release forms

## 6- DURATION OF THE ASSIGNMENT

The service provider must complete the assignment in 2 months from the date of the PO.

## 7- QUALIFICATION OF THE SERVICE PROVIDER

MdM is looking for a service provider with demonstrated experience in film-making and video production. The provider can be in the form of an agency, production house or group.

## 8- MDM AND PARTNERS RESPONSIBILITY:

- Provide the service provider with a brief
- Provide any necessary numbers and data
- Provide locations and appointments with interviewees
- Meet with the service provider for more clarity about the assignment;
- Provide feedback on delivered work;
- Inspect on a regular basis prior to completion to verify the quality of the work, assess the progress according to the agreed timeline and deliverables.
- Provide details on the centers and scope of work
- Provide consent forms and visual identity guidelines
- Provide permits or permissions to film where needed
- Provide security updates when necessary
- Be accompanied by Communication Advisor when necessary to the field.

## 9- DELIVERABLES

- Film board or treatment
- Signed Consent forms
- Final result of the video
- A shorter version for social media
- A Vertical version of some key parts on the video
- Subtitles and captions (Arabic + Latin)
- Music + Any additional footage/visuals
- Budget distribution
- Photographs

All editing and filming equipment, tools and applications are to be provided by service provider.

Additional deliverables might be agreed on at later stages.

## 10- PHOTO/VIDEO RELEASE FORM

The contracted service provider cannot further subcontract the assignment. In cases where the submission includes a team, their division of labor shall be presented in the financial offer.

The service provider is required to grant MdM and partners full rights to the materials by submitting a completed and signed Photo/Video Release Form, thereby authorizing MdM and partners to use, publish, distribute, and modify the photographs without restriction.

Furthermore, the SERVICE PROVIDER agrees not to use, display, sell, or otherwise distribute the materials, ensuring exclusive rights are maintained by MdM and partners. Service provider is allowed to submit the documentary to awards and/or festivals and use it as a work reference.

## 11- DOCUMENTS REQUIRED FOR APPLICATION

- Portfolio and CV; In case of agency: Agency background or website.
- Samples of previous work.
- References of previous employees or proof of similar projects.
- Financial offer, incorporating the budget allocation (Price including all taxes, transportation, the validity of the offer, terms of payment, payment modality etc).
- A copy of legal documents (MOF registration, VAT registration, Commercial Circular...)

Any and all relevant information or deemed of value to MdM.

Deadline to apply: 30 April 2024, 05:00PM

Expected starting date: 1<sup>st</sup> June 2024.

The proposal must be sent by email to: [logmanag.lebanon@medecinsdumonde.net](mailto:logmanag.lebanon@medecinsdumonde.net), and must mention in the subject of the email "067MR – 24 LB BEY 067 – Filmmaker", before 30<sup>th</sup> of April 2024 at 05:00 PM.