**Consultancy Title:** Production Company

**Duty station:** Lebanon

**Duration of assignment:** From 1 November 2021 to 1 April 2023

**Contract type:** Service

**Starting date:**  1 November 2021

***Expertise France***

*Expertise France (EF)* *is the French international technical cooperation agency created on 1st January 2015 under the supervision of the French Ministries of Foreign Affairs and Economy and Finance with a strong inter-ministerial vocation. EF offers programme engineering and technical assistance by developing and implementing international cooperation actions worldwide. EF operates in various fields of development and institutional cooperation including safety and security reform, public health, human rights, strengthening of institutions and NGOs and governance. Carrying out large-scale, multi-stakeholder programmes, EF can ensure the cooperation between individuals, teams and institutions with quite different statuses, cultures and specialties, and has acquired a sound experience in administrative and financial management of large-scale international programmes.* [*www.expertisefrance.fr*](http://www.expertisefrance.fr)

1. **PROJECT BACKGROUND**

The Qudra 2 Programme is a three-year regional action co-financed by the EU, through the [EU Trust Fund in Response to the Syrian Crisis](https://ec.europa.eu/trustfund-syria-region/content/home_en), the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Spanish Agency for International Development Cooperation (AECID), seeking to strengthen the resilience of Syrian refugees, Internally Displaced Persons and host communities by improving education, engagement and protection opportunities for children, youth and other marginalized groups.

In Lebanon, EF works in close partnership with the Ministry of Social Affairs (MoSA) and local NGO partners to implement the Qudra 2 Programme, aiming to improve protection opportunities for children, youth, women, and other marginalised groups.

To do so, EF has partnered with seven local NGOs – Abaad, AFEL, Akkarouna, Insan Association, Mouvement Social, Tabitha for Relief & Development and Terre des hommes Lausanne - to implement protection activities in 14 Social Development Centres (SDCs) scattered all over Lebanon in the following regions:   
Zgharta, Sir El Denniye, Chmestar, Majdal Anjar, Al Qaa, Tikrit, Doueir, Tebnin, Marjaayoun, Ain El Remmeneh, Ghazir, Baysour, Chhim, and Choueifat.

Under the Qudra 2 Programme, EF also works on strengthening the local and national protection systems through **capacity development initiatives** intended for the Ministry personnel, including social workers, to develop their knowledge and reinforce their service delivery capacities.

In addition, the activities are also implemented in refugee camps located in the SDCs’ catchment areas through five Mobile Units to be operated soon in the following areas: Tikrit, Doueir, Tebnine and Marjayoun (South is counted as one area), Chmestar, Majdal Anjar and Al Qaa.

1. **CONSULTANCY Description**

Expertise France is seeking the services of a **production company** to document visually the implementation of the protection and other activities run by the NGO partners in the 14 SDCs, to document visually the capacity building trainings, and the Mobile Units journeys and services.

1. **OBJECTIVE**

The result expected is the production of five (5) videos (Project video summary + 2 Mobile Units videos + 2 Beneficiary testimonials) all subtitled in English.

1. **KEY TASKS AND DELIVERABLES**

**1 - Documentation of Protection and Other Activities**

* Visit the above-mentioned 14 SDCs to document visually the women and children protection activities through **videos and pictures**.
* Visit six SDCs neighbourhood sites from the areas listed above and document the craft activities through **videos and pictures.** The six areas will be confirmed during the process of the work implementation.
* Visit of specific events organised by EF or its NGO partners to document the activities
* Document activities with older persons

**2 - Capacity Building Trainings**-Visit two venues in Beirut and document two capacity building training events through **videos and pictures.**

**3 - Mobile Units Journey**

* Document the journey of two Mobile Units operating in two areas: South & Bekaa (i.e. Doueir, Tebnine or Marjayoun **and** Chmestar or Majdal Anjar) through video.
* Conduct **interviews with two beneficiaries** using the services of the Mobile Units.

**The final deliverables are as follows:**

|  |  |  |
| --- | --- | --- |
| **Task** | **Deliverable** | **Qty** |
| 1. Photography | High Resolution Pictures – 7-9 MB / deliverable - suitable for print (A4 size) & social media – Format: Landscape | 20/Activity  (Based on 2 activities/SDC) |
| 1. Videography | Video summarizing all the activities – Length: **5 min** high resolution specs 1080p, pixel size 1920 x 1080p suitable for social media and YouTube channel. + English subtitles | 1 |
| 1. Videography | Video showcasing the Mobile Unit journey in the **South** (Doueir, Tebnine or Marjayoun -Length: **2 minutes** high resolution specs 1080p, pixel size 1920 x 1080p suitable for social media and YouTube channel. + English subtitles | 1 |
| 1. Videography | Video showcasing the Mobile Unit journey in the **Bekaa** (Chmestar, Majdal Anjar and Al Qaa. - Length: **2-minutes** high resolution specs 1080p, pixel size 1920 x 1080p suitable for social media and YouTube channel. + English subtitles | 1 |
| 1. Videography-Testimonial | Video beneficiary testimonial (he /she is using the services of the MU) – Length: 1**-minute high** resolution specs 1080p, pixel size 1920 x 1080p suitable for social media and YouTube channel. Area South + English subtitles | 1 |
| 1. Videography-Testimonial | Video beneficiary testimonial (he /she is using the services of the MU) – Length: 1**-minute high** resolution specs 1080p, pixel size 1920 x 1080p suitable for social media and YouTube channel. Area: Bekaa + English subtitles | 1 |

All the five videos (Project video summary + 2 Mobile Units videos + 2 Beneficiary testimonials) should be subtitled in English.

**4-TIMELINE OF THE CONSULTANCY**

The total duration of the consultancy is **26 days** divided as follows:

|  |  |  |
| --- | --- | --- |
| **Task** | **No. of Days** | **Comments** |
| 1. Documentation of the activities in the SDCs (with beneficiaries) + shoots of the rehabilitated SDCs (without beneficiaries) | 10 | 14 SDCs / 5 areas: North, South, Bekaa, Chouf & Greater Beirut |
| 1. Mobile Units Journeys + Testimonials | 2 | 2 areas: South & Bekaa |
| 1. Documentation of Capacity Building Trainings | 2 | Area: Beirut |
| 1. Documentation of events run by the NGOs | 2 | Areas TBD |
| 1. Document of events run by Expertise France (for women & children) | 2 | Areas TBD |
| 1. Documentation of activities with older persons | 1 | Area TBD |
| 1. Editing & revision of materials | 5 |  |
| 1. Additional documentation | 2 | In case needed (specific activity/technical problem) |
| Total # of days | 26 |  |

**5-ROLES AND RESPONSIBILITES**

The **production company** will be working in close coordination with the designated focal point at EF (primarily the Communication Office) throughout the duration of the consultancy and in close consultation with EF Qudra 2 Project Manager.

**Production company:**

* The production company will be responsible for delivering all the above-listed deliverables within the duration of the consultancy.
* The production company will provide all the technical equipment needed to perform the required tasks
* The production company will ensure that final products meet high quality standards

**Expertise France:  
Expertise France** will contract the production company and will be responsible for the overall management of the consultancy, including:

* Developing and finalizing the terms of reference and contract
* Supporting the production company with the NGO activity schedule and the capacity building training dates
* Supporting the production company with the necessary approvals to carry out the tasks required
* Facilitating access to the SDCs by obtaining the necessary permissions from MoSA
* Overall monitoring of the documentation process and delivery of milestones

1. **QUALIFICATIONS**

* More than 5 years of work experience in a similar field
* Demonstrated experience in producing work for international organizations
* Experience working on humanitarian projects is essential
* Excellent technical capacities to produce high quality production
* Good local knowledge and understanding of local cultures and sensitivities
* Excellent experience in video testimonials and story telling
* Professional commitment and ability to work under pressure
* Ability to work in challenging conditions and adapt to work requirements
* Integrity, respect, and responsibility are key features during the assignment
* Flexibility

1. **HOW TO APPLY**

Please send your application to: [rayan.merheb@expertisefrance.fr](mailto:rayan.merheb@expertisefrance.fr) & ayman.al-shaar@expertisefrance.fr

The application must include:

1. Company registration document
2. Annex I legal entity
3. Annex II Financial identification form
4. Annex III company details
5. Company owner ID
6. Financial proposal in USD covering all the tasks mentioned in article 3

The deadline for application is **30th of October 2021**

1. **PAYMENT CONDITIONS**

Payments will be made by instalment based on the submission of deliverables (as per the above table on p.2). The funds will be transferred in USD from Expertise France HQ in France to the service provider’s bank account .