

## Terms of References - Videographer

### 1. Background Information

Lebanon continues to face a complex range of challenges, exacerbated by ongoing crises that have deeply entrenched vulnerable socio-economic conditions. The severe economic downturn, combined by the impacts of the COVID-19 pandemic and the devastating explosion at the Beirut port in August 2020, has plunged a significant portion of the population below the poverty line. With the absence of a functioning government, the socio-economic landscape remains in a state of deterioration, further straining resources and exacerbating vulnerabilities.

Among these challenges, there is a growing recognition of the important role that Social Development Centers (SDCs) play in empowering communities and addressing socio-economic needs. As key pillars of support within their respective areas, SDCs serve as essential hubs for delivering a wide range of services, including medical assistance, social support, skills development, and community engagement etc. Their important role in directly addressing the diverse needs of individuals and families underscores their significance as key pillars of support, particularly in times of crisis and socio-economic disturbance.

While SDCs may not currently offer dedicated employment services, their central position within communities renders them as invaluable channels for facilitating access to opportunities and resources. By leveraging their existing infrastructure and networks, SDCs have the potential to expand their scope of services to include employment support, thereby enhancing their impact on socio-economic development and community resilience.

### 2. Brief description of the project

With funding from the European Union (EU), the International Labour Organization (ILO) is implementing Enable programme focusing on providing livelihood opportunities to enhance the economic capacity of the most vulnerable and marginalized communities residing in targeted areas. Oxfam plans to establish and strengthen an employment support and coaching service unit in 10 selected SDCs in Lebanon. This initiative aims to empower SDC staff to deliver employment services following a standardized approach to employment support and coaching services, adopted by MoSA and implemented uniformly across all SDCs. Ultimately, the desired impact is to enhance the capacity of SDCs to connect vulnerable populations with employment opportunities by connecting job seekers to potential employers.

### 3. Job description

Oxfam is looking to recruit a videographer/photographer primarily to create a video (up to 2-minute duration) and up to 40 high-quality photos for the upcoming activity "Local Employment Networks and Cells Creation" under the Enable project. The video and photos will provide an overview of project activities, showcasing the facilitation of a newly established employment support and coaching service unit within several selected centers, and highlighting the coordination between SDCs and local stakeholders.

### **3.1 Video production:**

The video will serve as a powerful tool to showcase the impact of the ENABLE project's "Local Employment Networks and Cells Creation" activity. It will be lively, dynamic, and human-centered, featuring footage of project activities, and compelling visuals. With **a duration of up to 2 minutes**, the video aims to be both captivating and concise, effectively highlighting the facilitation of the unit.

It will be composed of:

- Introduction: Begin with a brief overview of the project and its goals
- Individual center profiles: Dedicate sections of the video to capture interactions with trainers and participants during training sessions within the project framework.

### **3.2 Photo production.**

Provide 10 high-quality pictures on each shooting day of the training sessions held at the SDCs, as well as two separate workshops (up to 40 high-resolution photos).

#### **The selected Videographer will:**

1. In collaboration with Oxfam, the videographer will develop a timeline for production and will add key messages, titles, and lower thirds to the videos (English and Arabic, based on needs).
2. Shoot the videos in the specified areas identified by Oxfam (Mount Lebanon, North Lebanon, and Beirut)
3. Provide Oxfam with A-Roll and B-Roll material.
4. 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/subtitle-less/textless editable file version in addition to the version with texts and subtitles.
5. 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).
6. Follow Oxfam and donor's guidelines, including adding a disclaimer and logos (which will be made available by Oxfam).
7. 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).
8. The consultant Videographer will need to upload all material and drafts on Box (the drive used by Oxfam, which Oxfam will give the consultant access to).

#### **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, 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.

#### 4. Qualifications

- 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 (Beirut, Mount Lebanon and North).
- 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.**

#### 5. Process

Interested consultants should submit their:

- 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.
- Financial Proposal with a clear breakdown of costs associated with assignment on all photography and videography services (by item):
  - **Videography (+ photography) service per full day – total of 4 days.**
  - **Editing up to 2 min video**
  - **Translation + subtitles (per video)**
  - **Any other required fees for this consultancy by the videographer.**

The application should be sent by e-mail to [LB\\_OITProcurement@oxfam.org](mailto:LB_OITProcurement@oxfam.org) by the deadline of Sunday 4<sup>th</sup> of August 2024, mentioning "SDC Support Videographer" in the subject line.

Good Luck!

