

Terms of reference

Videographer – Context Mapping Meetings

National Commission for Lebanese Women (NCLW)

Job title	Videographer – Coverage of Context Mapping Meetings in Lebanese Governorates
Organization	National Commission for Lebanese Women (NCLW)
Project title	Support the National Women’s Machinery (NCLW) in coordinating and monitoring the implementation of the 1325 NAP
Purpose	To document the context mapping meetings organized by NCLW across eight governorates, and produce a final video
Objectives	<ul style="list-style-type: none"> • Record and document all context mapping meetings across the eight governorates in Lebanon. • Produce a video that highlights the participatory process in developing the second NAP on UNSCR 1325, focusing on key takeaways from the discussions. • Raise awareness about the importance the Women, Peace, and Security through visual storytelling. • Provide materials that can be used to engage stakeholders and the public in the NAP process.
Location	Multiple locations across the eight Lebanese governorates
Duration	September 2024 – October 2024
Budget	TBD
Reporting to	Technical Consultant, NCLW Projects Development Coordinator, and NCLW Executive Director

About NCLW

The National Commission for Lebanese Women (NCLW) is an official institution affiliated with the Presidency of the Council of Ministers. Established by law in 1998, NCLW works to promote women’s rights in Lebanese society and enhance gender mainstreaming in public institutions.

As the National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women in Lebanon. NCLW serves as a

consultative body for the government and national councils and institutions on women's issues, including gender-based concerns.

As part of its work on the Women, Peace, and Security agenda, NCLW has been mandated by the Presidency of the Council of Ministers to coordinate the development of Lebanon's second National Action Plan (NAP) on the UNSCR 1325, focusing on women's participation, protection, prevention of violence, and ensuring gender-sensitive relief and recovery efforts.

In preparation for this second NAP, NCLW is organizing eight context mapping meetings across Lebanon, in coordination with local authorities, with the support of UN Women to engage stakeholders from the development, cultural, and security sectors. These meetings aim to ensure a participatory approach in developing the NAP and identifying key priorities.

Objective

NCLW is seeking a videographer to cover these meetings and produce a final video documenting the participatory process, along with supporting visual materials for social media.

Duties and responsibilities

Under the supervision of NCLW's Executive Director, NCLW Projects Development Coordinator and the Technical Consultant, the Production House/Videographer will have the following responsibilities:

- **Pre-Production:**
 - Attend an initial meeting with the NCLW team to understand the project objectives, and the purpose of the video and to be provided with the filming schedule.

- **Filming:**
 - Visit the eight Lebanese governorates with NCLW team to cover all context mapping meetings. (transportation covered)
 - Capture high-quality footage of discussions, key moments, and interviews with stakeholders and participants.
 - Ensure that video footage includes a diverse representation of participants and key insights from each meeting.

- **Post-Production:**
 - Edit the footage into a final video (approximately 5–7 minutes) highlighting the context mapping process, major outcomes, and key messages.
 - Provide two versions of the final video, one in Arabic and one with English subtitles.

- Prepare 10 visual samples for social media that align with the video's theme.
- Deliver the final video in all relevant formats (TV, YouTube, WhatsApp, and social media).

Deliverables

- **Final Video:** Two versions of the video (Arabic and English subtitles)
- **Visuals for Social Media:** Ten visuals (images or short clips), tailored for social media use.
- **Additional Materials:** Raw footage from the governorate meetings to be provided to NCLW for archival purposes.

Reporting

Periodical meetings are to be held between the Production House/Videographer, and the Technical Consultant, the Media Officer, the Projects Development Coordinator, and Executive Director at NCLW to keep them updated on workflow and challenges.

NCLW will ensure support as follows:

- Provide the videographer with the filming schedule and cover the transportation

Payment Methods

The payment will be structured as follows:

Payment Per Meeting: The videographer will receive a fixed rate for each context mapping meeting covered across the eight Lebanese governorates. This rate will cover all filming and logistical efforts related to each meeting.

Post-Production: An additional lumpsum will be provided for the editing and production of the final video and the creation of the required social media visuals.

The total payment will be divided as follows:

- 50% upon the completion of the first four meetings.
- 50% upon the final delivery of the video and all required materials.

Transportation: All transportation to and from the meeting locations in the governorates will be provided by NCLW.

Expected background and experience

The assignment requires the following qualifications and experience from the Videographer:

- A minimum of 5 years of professional experience in video filming and production.
- Experience in covering public events, ideally with experience related to social issues, gender, and development.
- Proven experience in filmmaking, Advertising, Graphic Designing and Creativity.
- Excellent video editing skills with the ability to deliver high-quality work under tight deadlines.
- Proficiency in Arabic and English is required.

Submission guidelines

Interested Videographer must submit the following:

- CV and portfolio showcasing previous work, particularly on similar topics.
- A separate financial offer in US dollars (detailed breakdown of all estimated costs divided per meeting and upon delivering the final product).

Applicants should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb no later than **Monday 9 September, 2024**, ensuring the subject line is denoted with the heading: NCLW I 1325 I Videographer

Only shortlisted candidates will be contacted.