

Videographer/Production House Terms of Reference (TOR)

Summary:

Job title	Videographer/Production House
Project title	Protective Environment for Girls and Vulnerable Groups in Shelters
Purpose	To create one video on basic humanitarian principles and the right to receive humanitarian aid with dignity
Location	Lebanon
Duration	2 months
Reporting to	NCLW General Secretary

Background:

Lebanon is facing a rapidly escalating humanitarian crisis with severe consequences for children and essential services. Since the beginning of the escalation and until May 5th, 2702 people have been killed. As of March, these included 172 children, and more than 8311 injured, including over 443 children according to the Ministry of Public Health (MoPH).¹ Displacement continues to rise, with more than 1 million people affected as of May, including an estimate of over 500,000 children (UNESCO).² Over 124,000 people have been hosted in 625 collective shelters, while the majority remain outside formal sites.³

This escalation is triggering repeated displacement for already vulnerable families, exposing children to heightened risks including trauma, disruption of education, family separation and increased vulnerability to violence, exploitation and neglect. The scale and speed of displacement are placing significant pressure on already fragile systems.

The conflict is unfolding in a context of multi-layered socio-economic crises and structural gender inequalities leading to worsening protection risks on women and adolescent girls in Lebanon. This

¹ <https://www.moph.gov.lb/userfiles/images/Prevention/PHEOC/Cumulative%20Emergency%20Report/5-5-2026.pdf>

² <https://www.unesco.org/en/articles/liban-lunesco-renforce-ses-operations-durgence-pour-la-scolarisation-des-populations-deplacees>

³ <https://reliefweb.int/report/lebanon/lebanon-flash-update-23-escalation-hostilities-lebanon-4-may-2026>

includes emotional, sexual and physical risk with significant consequences on the well-being of women, children, and marginalized groups such as those who are internally displaced, migrants and adolescent girls living with disabilities.

UNICEF Rapid Gender Analysis conducted in November 2024⁴ during the previous escalation of conflict which revealed that displaced women and girls' main concerns were lack of privacy, unsafe access to sanitation, deterioration of mental health, restrictions on girls' movements, and lack of awareness of gender-based violence (GBV) and protection from sexual exploitation and abuse (PSEA) reporting mechanisms. Therefore, tailored programming for and with adolescent girls is essential, especially in emergencies.

As a national entity mandated to mainstream gender in government institutions, including emergency response, an Annual Workplan was signed between UNICEF and the National Commission for Lebanese Women (NCLW) focused on the below:

Protective environment for girls and vulnerable groups in shelters

1. Capacity building led by NCLW to national actors on humanitarian principles, safeguarding that includes PSEA and intersectional approaches.
2. Implementation of 50 POWER4Girls' emergency sessions to 1000 displaced/returnee adolescent girls, and the distribution of hygiene/dignity kits to them.

Objective:

NCLW and UNICEF are seeking to recruit a videographer/production house to create one video on basic humanitarian principles and the right to receive humanitarian aid with dignity. The media campaign would focus on the notion that humanitarian assistance is free of charge and that individuals affected by emergencies have the right to be always treated with dignity and respect.

Specific tasks:

- Attending an introductory meeting with NCLW to get introduced to the project and the purpose of the video.
- Providing a detailed work plan including options of storyboard, cast, filming locations, and schedule, as well as the scripts in Arabic and English.
- Drafting at least three options of draft scripts for the video in Arabic capturing the main ideas and messages, with English translation to be used as subtitles.

⁴ [UNICEF Rapid Gender Analysis](#), 2024

- Adapting content for diverse audiences, ensuring accessibility and inclusivity in language and format.
- Producing one video on basic humanitarian principles and the right to receive humanitarian aid with dignity. The video needs to have a clear caption in English as well as sign language.
- Ensuring the editing and montage of the video.
- Coordinating all facets of video production including brainstorming of ideas, planning, filming, coordinating scenes and cast, production and post-production editing in different formats for TVC, WhatsApp, and for social media means, while taking into consideration NCLW and UNICEF comments and feedback.
- Providing a visual from the video that includes the slogan/call to action and logos.
- Ensuring the incorporation of NCLW and UNICEF comments, following back-and-forth rounds.
- Updating NCLW regularly on the workflow and challenges faced.
- Ensuring the branding and visibility of NCLW and UNICEF in the final product.

Expected deliverables:

One video on basic humanitarian principles and the right to receive humanitarian aid with dignity. The media campaign would focus on the notion that humanitarian assistance is free of charge and that individuals affected by emergencies have the right to be always treated with dignity and respect.

Reporting:

- a) Periodical meetings to be held between the videographer/production house and NCLW for updates on workflow and challenges.
- b) Periodical meetings to be held with NCLW to keep the team abreast of the main findings and to get clearance on tasks performed.

Expected background and experience:

The assignment requires the following qualifications and experiences from the Videographer/Production House:

- A minimum of 5 to 6 years of professional experience in media and awareness campaigns.
- Access to high quality filming, light, sound and editing equipment.

- Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining a high level of professionalism.
- A track record of successful materials filmed in the region and/or on similar topics would be an asset.
- Previous experience in gender and human rights is an asset.
- Having worked on project designs related to women's rights and women empowerment is a plus.
- Excellent written and spoken communication skills in Arabic and English.
- Experience in working with NCLW and/or UNICEF/UN agencies is an asset.
- Ability to work on tight deadlines.
- Ability to work under pressure.

How to apply:

Interested videographers/production houses must submit the following documents to demonstrate their qualifications:

- Videographer/Production house's detailed information.
- A copy of legal and tax production house registration.
- Videographer/Production house portfolio highlighting previous experiences and work.
- Detailed list with technical information of the equipment intended for use, including camera, light, sound, editing software.
- If applying as a Production house, a brief presentation of the team, with CVs and functional responsibilities of the key people to be engaged in the production of the video.
- A separate financial offer in US dollars (detailed break-down of all estimated costs and clear total cost for the final product).

Prospective production houses should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb; no later than June 12, 2026, at midnight (Beirut time), ensuring the subject line is denoted with the heading: **NCLW/UNICEF Videographer/Production House.**

Incomplete submission will be a ground for disqualification.