

TERMS OF REFERENCE

Lebanon

I. GENERAL INFORMATION

Consultancy Title	Videographer/Production House - NCLW/UNFPA 2026
Project	Enhancing National Women Machinery Capacities for Advancing Gender Equality and Preventing Gender-Based Violence
Duty Station	Beirut, Lebanon
Reports to	NCLW Executive Board Secretary
Duration of Consultancy	1.5 months, until mid-December 2026

II. BACKGROUND

The National Commission for Lebanese Women (NCLW) is the National Women Machinery and is an official institution affiliated to the Presidency of the Council of Ministers. NCLW was established by law in 1998 to promote women's rights in Lebanese society and enhance gender mainstreaming in public institutions. The Commission collaborates closely with governmental bodies, civil society organizations, international partners, and the media to promote women's participation in political, economic, and social life and to combat all forms of discrimination and gender-based violence.

Since 2006, the National Commission for Lebanese Women (NCLW) has been collaborating with the United Nations Population Fund (UNFPA) towards mainstreaming gender aspects in various development platforms, policies, and strategies.

In 2026, NCLW continues to work in close collaboration with UNFPA on interventions to eliminate gender-based violence and promote gender equality.

The Project in collaboration with UNFPA will include the following key intervention:

Operationalization of the National GBV Platform:

a) Operationalization of the comprehensive National Platform for GBV Data Collection, Storage, and Analysis under the Lebanon National Gender Observatory (GBV-LNGO).

Subscription to the ActivityInfo Reporting Platform:

a) Subscription to the "ActivityInfo" reporting platform for NCLW to collect relevant data to complete related national and international reports, including those related to Women, Peace and

Security (WPS), periodic reports for the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), UPR, and others.

The Videographer/Production House will develop a media campaign to launch and disseminate the National GBV Platform.

III. FUNCTIONS AND TASKS

Under the supervision of NCLW's General Secretary, the Videographer/Production House will have the following responsibilities:

- 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.
- Adapting content for diverse audiences, ensuring accessibility and inclusivity in language and format.
- Producing one video on the launch of the National GBV Platform. 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 UNFPA comments and feedback.
- Providing a visual from the video that includes the slogan/call to action and logos.
- Ensuring the incorporation of NCLW and UNFPA comments, following back-and-forth rounds.
- Ensuring the branding and visibility of NCLW and UNFPA in the final product.

Deliverable:

- A video on the launch of the National GBV Platform. The video would last no longer than 1 minute.

Periodical meetings are to be held between the videographer/production house and NCLW for updates on workflow and challenges, while also keeping the team abreast of the main findings and to get clearance on tasks performed.

NCLW will provide the Videographer/Production House with NCLW branding guidelines and a high-quality logo.

Note: All raw footage, editable artwork, project/source files, and final outputs are the exclusive property of NCLW.

IV. REQUIRED QUALIFICATIONS

Expected Background and Skills	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. • 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. • Strong portfolio of previous relevant work. • 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 UNFPA/UN agencies is an asset. • Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining a high level of professionalism. • Ability to work under pressure.
Language requirements	Proficiency in oral and written Arabic and English are essential. French is a plus
How to apply	• Interested Videographers/Production Houses must submit the following documents to demonstrate their qualifications: • Technical Proposal, including: - Videographer/Production Houses' detailed information, company profile/legal name/year established. - Copy of the legal and tax registration. - Portfolio highlighting previous work experience (including case studies with links, strategy, and outputs). - Proposed Team, along with a brief presentation, CVs, and functional responsibilities of the key people to be engaged. • A separate financial offer in US dollars (detailed breakdown of all estimated).

Prospective candidates should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb and include the job title “Videographer/Production House – NCLW/UNFPA Project” in the email subject and cover letter by **October 28, 2026.**

- Applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted.