

Terms of Reference

Videographer/ Production Company/Women in politics

Video on Women in politics

National Commission for Lebanese Women (NCLW)

2020-2021

Brief About NCLW

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated to the presidency of the Council of ministers.

As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues.

Consultancy Purpose

NCLW is seeking to contract a production company or a videographer to produce one awareness and advocacy short video (30s to 1 min) to advocate for the increase of Lebanese Women's political participation in the parliamentary elections 2022 and the importance of adopting a quota. The video should **be finalized by early December** and will target all the Lebanese society.

Key Responsibilities

- Introductory meeting with NCLW for more details about the content of the video
- Presenting options of draft ideas and story boards to NCLW for feedback
- Producing one video about women in politics and the importance of adopting a quota or having women members of parliament and presenting it to NCLW for comments and feedback.
- Incorporating NCLW's comments in the final product.

Key Competencies

- Minimum of three (3) years' documented work experience in the area of film/reportage/documentary/publicity/awareness raising videos writing, producing, directing and editing;
- Access to highest 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 high level of professionalism;
- Track record of successful materials filmed in the region and/or on similar topics would be an asset.
- Previous experience on gender projects is a plus.

Application and Submission guideline

Interested candidates in this position should send:

- If individual:
 - CV
 - Cover Letter
- If company:
 - Company's detailed information
 - A copy of legal company registration
- If company OR individual:
 - Work samples demonstrating most relevant previous productions (including graphics/visuals/illustrations/animations preferably related to Human Rights and Gender).
 - Detailed list with technical information of the equipment intended for use, including camera, light, sound, editing software.
 - Brief presentation of the team, with CVs and functional responsibilities of the key people to be engaged in the production of the documentary.
 - Detailed financial proposal in US with break-down of all estimated costs, including estimated days of shooting, production team, days of editing, travel costs, music, etc. ...
 - A clear total cost for the final product. Please note that all costs, including transport, should be included in the total sum, no additional payments will be made outside of the total budget.

Interested candidates should send the above documents to info@nclw.gov.lb and include the job title "Videographer/ Production Company/Women in politics" in the email subject by November 15, 2021

Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.