

## Terms of Reference

### **Videographer/ Production Company**

#### **“Strengthening Women’s Political Participation at local level in Lebanon” Project**

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.

#### **Brief about “Strengthening Women’s Political Participation at local level in Lebanon” Project**

NCLW is implementing the “Strengthening Women’s political participation at the local level in Lebanon” project in partnership with GIZ, within the framework of the LEAD programme “Strengthening Women in Decision Making in the Middle East”. The project entails 6 components: the mentoring project, the implementation of recommendations and measures resulting from the Gender audits implemented in two municipalities, the implementation of gender aware projects in municipalities, the creation of a gender platform of Gender Focal Persons on the municipal level, as well as the development of an educational tool gathering key milestones on women’s political participation addressed to youth and informational and communication material production.

#### **Consultancy Purpose**

NCLW is seeking to contract a production company or a videographer to produce up to 25 videos to cover 25 projects implemented within the framework of this project in 25 regions.

### Key Responsibilities

- Producing up to 13 videos about different projects implemented in 15 municipalities on mental health.
- Producing up to 10 videos about different projects implemented in 10 municipalities tailored with a gender lens perspective.

### Key Competencies

- Minimum of three (3) years' documented work experience in the area of film/reportage/documentary 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 their CV along with

- Three links to work samples demonstrating most relevant previous productions.
- 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 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.

to [info@nclw.gov.lb](mailto:info@nclw.gov.lb) and include the job title mentioned above in the email subject by May 31, 2021 Applications received after the closing date will not be considered.  
Only shortlisted candidates will be contacted.