

## Terms of reference *Videographer/Production House*

**“Promotion of Gender-Responsive and Inclusive Politics and Economy in the MENA Region”  
WoMENA Project**

National Commission for Lebanese Women (NCLW)  
January 2023 - April 2023

### **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 description of the project**

NCLW is implementing the “Promoting Women’s Political Participation at the Local Level in Lebanon” WoMENA project in partnership with GIZ.

The project aims at empowering women for more effective participation in politics and decision-making to enhance their roles in local politics and local communities.

### **Consultancy Purpose**

Selected production house/videographer will produce three infographics/videos on the role of municipalities and the importance of women’s participation in good governance and local authorities ahead of the Municipal elections that will take place in May 2023.

### **Key Responsibilities**

- Providing a detailed work plan as well as scripts in Arabic and English.
- Producing 3 infographics/videos on the importance and role of municipalities as well as the significance of women's participation in municipalities. The video needs to have a clear caption in English.
- Attending meetings with the project team and the Media and Communications Officer to get introduced to the project and the purpose of the videos.
- Ensuring the editing and montage of the videos.
- Coordinating all facets of video production including brainstorming of ideas, planning, filming, coordinating scenes and actors, production and post-production editing in different formats for TVC, for WhatsApp, for social media means.
- Updating the Project Manager regularly on the work progress including any challenges and/or recommendations.
- Integrating all comments and feedback received from NCLW team after numerous back-and-forth rounds.

### **Key Competencies**

The company must meet the following qualifications:

- Advanced experience in Production, Communication, Social Sciences or related field with knowledge in gender issues and women empowerment.
- Minimum 5–6-years of experience in TVC and Radio commercial production and communication.
- Experience/knowledge in good governance and women's political participation is an asset.
- Excellent coordination and planning skills.
- Excellent written and spoken communication skills in Arabic and English.
- Knowledge in Public Machineries and INGOs mandate and work are an asset.

### **Application & Submission Guideline**

Interested candidates in this position should send their CV to [info@nclw.gov.lb](mailto:info@nclw.gov.lb) and include the job title mentioned above in the email subject by Wednesday 11 January 2023 along with:

- A portfolio with samples of previous relevant work (including graphics/visuals/illustrations/animations preferably related to Human Rights and Gender).
- A quotation form attached including past experiences (Annex I).
- A price schedule form (Annex II).
- A confirmation of legal / tax company registration.

Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.