

Terms of Reference

National or International consultants: National

Description of the assignment (Title of consultancy): Photography/ Videography production consultant to produce a video reflecting rangelands-management activities in the districts of Zahle, Rachaya and West Bekaa

Project Title: Sustainable Land Management in the Qaraoun Catchment (SLMQ) – ID 00090788

Period of assignment/services: 7 weeks

1. Background

The UNDP Sustainable Land Management in the Qaraoun Catchment (SLMQ) Project aims at embedding sustainability considerations in land use planning and development activities in the Qaraoun Catchment. The project is funded by the Global Environment Facility (GEF) and is implemented in partnership with the Ministry of Environment in Lebanon. The project is intended to reshape land and natural resource management to (i) alleviate land degradation, (ii) maintain existing ecosystem services and (iii) improve livelihoods in the Qaraoun Catchment.

The implementation of the proposed project will have an immediate environmental benefit, through the increased management efficiency of arable land and rangelands and the expansion of the area under forests through land use plans, buffer zones, and riparian strips. It will also contribute to the restoration of natural productivity and conservation of the habitats of various plant and animal species and valuable ecosystems and will secure migratory bird pathways.

In order to better capture the on-the-ground impact of project activities and outputs and their impacts on the livelihoods of the local communities, the project is seeking the services of a photographer/videographer to produce a video reflecting rangelands-management activities in the districts of Zahle, Rachaya and West Bekaa.

2. Scope of Work, Responsibilities and Description of the Proposed Analytical Work

Within the scope of the Sustainable Land Management in the Qaraoun Catchment (SLMQ), the project will procure a photography/videography production consultant to deliver high-quality, lively, expressive photographs and a 2-3 minutes video along with a shorter version (not exceeding 59 seconds) in the districts of Zahle, Rachaya and West Bekaa.

For the video/photo, the consultant shall focus on rangelands rehabilitation activities including but not limited to the following:

- The design process of the land imprinter coupled with a seeder
- The machine moving on the streets to reach the land
- The imprinter working on land to rehabilitate it
- Zoom in on the land being marked and the seeder in motion
- Drone shot of the land before and after
- Cages established for rangelands ecological assessment
- Shot of the shepherd with the herd (sheep + goat)
- Greenhouse at LARI including rainwater harvesting system, shading system and movable benches
- Process of seeds propagation for rangeland species
- Interview with a UNDP officer, a local community member and the municipality

The consultant shall capture various visuals for the above-mentioned activities in the districts of Zahle, Rachaya and West Bekaa which would be used for online exposure as well as for a video production to be published by the SLMQ project.

Responsibilities:

- Create the concept and storyboard for the video, produce, and edit the video content for web and social channels.
- Capture professional pictures at the different sites and their surroundings, including drone shots
- Produce a 2-3 minutes video along with a shorter (59 seconds) version showcasing the design and implementation of the land imprinter, cages, seeds propagation and greenhouse structure and functionality in project target areas.
- Interview the owners and/or the involved persons at some of the sites for their testimonies and experiences and include some excerpts in the final video.
- Work alone with the support of the graphic designer & communication assistant, the SLMQ project and the Energy and Environment programme to shoot and edit the video for dissemination on web and social media channels.
- Ensure subtitle in English Language.
- Potential use of text on screen.

3. Deliverables

ID	Deliverables/Outputs	Estimated Duration to Complete	Target due date for submission of deliverables
1	5 High resolution photographs for each of the above-mentioned activities per site	- 3-4 working days for shooting, extended over a period of 2 weeks.	7 weeks from contract signature
2	A professional video combining all rangelands activities mentioned above. One 2-3 minutes video and one 45-59 seconds.	- 4 weeks for editing and production of the final video (up to 3 drafts of the final video shall be submitted for feedback).	

After submission of the photo/video, the Consultant will receive comments from Project Management Team within 5 working days. It is expected from the Consultant to submit edited versions within 5 working days after receiving comments.

- The consultant should include in his/her financial proposal the access to a drone, a professional camera, tripod, lighting and audio equipment if he/she doesn't already own them.
- The consultant will be capturing and editing interesting photos for each of the rangelands' activities and producing a portfolio for the project with all the sites mentioned above.
- Please note that the photographs should be approved by the SLMQ project.
- The consultant should produce a video with the aid of a drone (when needed) capturing all the above-mentioned activities on site.
- The video should be made in collaboration with the Project Graphic Designer and approved by the SLMQ project.
- All deliverables (including raw data and photos) should be delivered to the project at the Ministry of Environment.

4. Institutional arrangements

The consultant will work under the direct supervision of the Project Management Team and graphic designer to finalize the required consultancy framework.

The consultant shall be responsible for his/her own transportation to complete the field visits to the sites.

5. Duration of contract

The overall duration of the assignment covered by this ToR is 7 weeks from the date of contract signature.

ID	Task	Tentative Duration	02 April – 7 May 2019						
1			W1	W2	W3	W4	W5	W6	W7

	Photo and video shooting	3-4 working days spread over 2 weeks	x	x					
2	Video editing and production	5 weeks	W1	W2	W3	W4	W5	W6	W7
				x	x	x	x	x	x

6. Requirements for experience and qualification

The position is suitable for individuals with the following minimum qualifications.

I- Academic Qualifications:

- University degree in photography/videography or any other related field.

II- Experience:

- Minimum 2 years of experience in photography and video editing and production.
- Videography portfolio of at least 5 short videos.
- Professional experience in high-level photography.
- Proven technical capacities in developing dynamic and concise scripts and high-quality production.
- Experience in development- and environment-related fields is a plus.
- Experience with International Organizations/UN is a plus.

III- Language Requirements:

Proficiency in English and Arabic languages. French is an asset.

IV- Other Additional assets:

- Proficiency in the use of computer and related software.
- Good communication skills included proficiency in English Languages.
- Ability to meet deadlines and prioritize multiple tasks.
- Strong organizational, coordination and creativity skills.

7. Payment Terms

100% payment will be done upon full delivery, and after UNDP-SLMQ approval of the final photographs and video (upon full completion of the required tasks as set in the Terms of Reference).