

Terms of Reference

National or International consultant: National Consultant

Description of the assignment (Title of consultancy):

Production of HD short movies on the activities of the Peace Building in Lebanon Project

Project Title: Peace Building in Lebanon

Period of assignment/services: 3 years

1. Background / Project Description

The UNDP “Peace Building in Lebanon” project works since 2007 on enhancing mutual understanding and promoting social cohesion by addressing root causes of conflict in Lebanon. The project has been also lately working on addressing the impact of the Syrian crisis on social stability in Lebanon.

The project supports different groups from local leaders and local actors, to educators, journalists, youth and civil society activists, in developing medium and long-term strategies for peace building, crisis management and conflict prevention.

The project focuses on addressing the new challenges to civil peace and peace building in the country posed by the Syrian crisis throughout the following four outputs:

1. Education promoting social cohesion supported;
2. Media empowered to promote balanced and conflict sensitive media coverage;
3. Local level peace building strategies to mitigate tensions developed in selected conflict prone areas of Lebanon hosting Syrian refugees;
4. NGO platform promoting nation-wide truth and reconciliation supported ex-fighters’ role in promoting peace building supported.

The short movies series, which will be developed within the scope of works of this Terms of Reference, will serve as a tool for increasing the awareness, visibility and impact of the project. The short movies series will mainly underline the new activities implemented within project.

In this context, UNDP intends to procure the services of a Producer or Director for the production of a short movies series, for publicity and awareness raising regarding the importance of the civil peace and peace building in the country, with the specifications provided below within the scope of work.

2. Scope of work, responsibilities and description of the proposed analytical work

Under the guidance and supervision of Peace Building in Lebanon's Project Manager, the Producer/Director will produce a series of **HD short movies (1 to 3 minutes each)**. The estimated number of short movies to be produced per year is 3 to 4 short movies.

The Producer/Director will be required to:

- Develop the short movie's concept and scenario;
- Visit the project sites and interact with the local communities to get context;
- Shoot interviewees for the short movie who will include actual beneficiaries, local authorities' officials, implementing partners and key programme staff of UNDP. Shooting shall focus on the key results, activities, success and challenges.
- Develop the script and story board to be used in the short movie.
- Present a draft short movie to UNDP project for comments about contents.
- Produce the final short movie in DVD including editing of rushes, text, music, translation and subtitles from Arabic to English and vice versa.

The process of initiation the rendering of the services will be upon UNDP issuance of Purchase Orders to the consultant from time to time during the terms of this agreement, making reference to the agreement, and setting out the services required, place of delivery and other instructions.

3. Expected Outputs and deliverables

Outputs:

- Production of a series of up to 12 HD short movies, 1-3 minutes each, showing an example of one or more best activity/event or featuring a beneficiary who was positively affected by the activity. This should include the storyboard, scenario, concept note, creative idea, equipment, shooting of interviews, editing, text, music, subtitles and translation (from English into Arabic and vice versa).

The series will be made available as a podcast on the UNDP website and will be designed as an information tool and will consist of several short movies (using creative ideas using several tools including animation, infographics, etc.)

The purpose of the series of short movies will be to:

- Provide awareness on the project's outputs and impact.
- Provide information to viewers about the importance of civil peace and peace building in the country especially in light of the impact of the Syrian crisis on the education, media, local and NGO levels, focusing on stories of impact.
- Highlight selected project activities and events and increase information on the role of UNDP in the context of Peace Building.

Targeted audience:

The main targeted audience is the public at large.

The secondary targeted audience are the partners (decision makers, agencies, ministries, and local authorities), donors and beneficiaries.

Deliverables:

Upon demand, the consultant shall submit the following deliverables **for each short movie** within 2 months from purchase order signature:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Submission of the storyboard, scenario, concept note and creative idea of the video	5 days	Week 1	Project Manager
Shooting of interviews and submission of the draft version of the video	15-20 days	Week 6	Project Manager
Submission of the final version of the video including editing, text, music, subtitles and translation (from English into Arabic and vice versa) and submission of the rushes	5 days	Week 8	Project Manager

3. Institutional arrangements

UNDP will be responsible for providing the consultant with all necessary information related to the project in a timely thorough and transparent manner. It will be also responsible to provide clarifications and facilitation of the work, guide in identifying locations and resource people for interviews, and facilitate the process of obtaining appointments for the interviews.

UNDP will approve each deliverable before proceeding to the next one.

In addition, UNDP will need to approve the scenario suggested by the consultant before the interviews are set up.

The consultant will have to rely of his own transportation and parking fees in most of the cases to remote areas all within Lebanon when not secured through UNDP (joining the staff going on the field missions).

The majority of the activities will take place during the day shift. However, some activities might take place in afternoons/evenings and during weekends.

Title Rights and Copy Rights

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TOR will be vested exclusively in UNDP.

4. Duration of work

Detailed services will be contracted through a UNDP Purchase Order which will be issued for each requested assignment/short movie under the Long-term agreement. The production of a short movie is expected to take 2 months from Purchase order signature.

The long-term agreement is for a 3-years period.

5. Duty station

The assignment will be carried out across Lebanon territory: Beirut area including Suburbs with possible trips to North, Akkar, Bekaa, Mount Lebanon and South depending on the activities and their locations.

6. Requirements for experience and qualifications

The Individual Consultant should possess the following minimum qualifications:

Academic Qualification:

University Degree in Communications arts Radio/Television, Audiovisual, Photography, Film Production, Film Directing or any related field.

Years of Experience:

- 3 years' experience in undertaking similar assignments in shooting, editing, producing and directing documentary films and short movies.
- Experience in producing high quality broadcast video on tight deadlines on a variety of different issues and subject matter.
- Experience in filming movies covering local level and media activities.
- Experience with UNDP or any other UN agencies.

Competencies Required:

- Fluency in Arabic and English.

7. Scope of Price Proposal and Schedule of Payments

All proposals must be expressed in a daily fee amount:

- The daily fee amount must be "all-inclusive¹";
- The contract price is fixed regardless of changes in the cost components.
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Financial Proposal Form:

1-3 short movie produced	Unit rate
Professional fees for shooting interviews, etc.	
Provision of specialized equipment	
Concept and scenario/creative idea	
Editing	
Text	
Music	
Subtitles and translation (English into Arabic and Vice versa)	

¹The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, equipment rental, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

Editing of existing rushes to produce one comprehensive movie including insertion of subtitles, music, text, color grading etc.	
Total Cost including all above line items (USD)	

Payments are made to the Individual Consultant upon submission of an invoice and the deliverables to be approved by the Project Manager and UNDP acceptance. The payment of fees will be made against each approved deliverable. (Payments shall be made based on the number of days worked and following certification by UNDP that the services required have been satisfactory performed and have been achieved by or before the due dates specified in the Purchase Order.)