

## Annex I- Terms of Reference

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**Description of the assignment (Title of consultancy):** National Videography Production Consultant

**Project Title:** Support to Host Communities in the WASH Sector (WASH) - 00088194

**Period of assignment/services:** 26 working days spread over 13 weeks

**Is this an LTA (yes/no):** No

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### 1. Background

Due to the high influx of large number of Syrian displaced that is currently hosted within Lebanese communities, significant pressure on water, sanitation, waste management, education, and healthcare systems have been observed. In addition, there is an increasing competition for income generating opportunities. Both of the above are the primary source of community tensions. Local authorities are faced with situations where the needs have grown exponentially. The current structures are not equipped and do not have the capacity to provide those services. Based on the recently approved Lebanon crisis response plan for 2017-2020, UNDP in partnership with the Ministry of Energy and Water (MoEW) have mobilized funding to upgrade irrigation infrastructure in areas where significant needs have been identified. This would reduce high water losses from already overexploited ground water reserves and provide resources for expanding agriculture yield as means to increase livelihood for both Lebanese residents and displaced Syrians. The project targets four regions across Lebanon with solid and diversified networks and partnerships within the four targeted regions (South Lebanon, North Lebanon, Mount Lebanon, and Bekaa). These regions will be served by the project through the construction/rehabilitation of irrigation networks and/or irrigation ponds. The construction of irrigation ponds will require and Environmental Impact Assessment (EIA) studies.

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

The overall objective of the assignment is to showcase the impact of the irrigation projects on construction workers and farmers.

As such, the selected individual consultant will be responsible for providing the services outlined below:

**Creating, producing, shooting and editing a 2:00-2:30 minutes video documentary** in the Bekaa, the North and the South regions of Lebanon in addition to a **59 seconds short version for social media use**. Both versions should include **English subtitles**. The video will also include **interviews** with the construction workers on site and farmers for their testimonies and experience. We will also shoot the workers in action and the famers working on land.

The consultant is expected to set up audio and video equipment for aerial, interior and exterior location shoots and operate video cameras, video/audio equipment to produce high quality footage.

### 3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Reviewed by WASH communication assistant and project manager + approved by head of Energy and Environment Programme
Create the video concept and submit it in writing	3 working days extended over a period of 1 week	08 May 2020	
Site visits/Shooting	3 working days extended over a period of 2 weeks	21 May 2020	
Processing/editing	20 working days extended over a period of 10 weeks	05 June 2020 for Draft 1 30 July 2020 for the final draft	

### 4. Institutional arrangements

The selected Consultant will be working under the direct supervision of the UNDP / Energy and Environment Programme and in coordination with the /WASH communication assistant for issues of planning and logistics.

### 5. Duration of work

The contract is 26 working days spread out over a period of 13 weeks. Work is to start by May 01, 2020. The approval of the submitted deliverables will be based on clearance and review of the WASH Graphic Designer & Communication Assistant and the Energy and Environment programme. Payment will be issued upon satisfactory completion of the required outputs.

### 6. Duty station

One site in the North, one site in the South, and one site in the Bekaa (villages to be specified later on)

### 7. Requirements for experience and qualifications

The Individual Consultant should possess the following minimum qualifications:

#### I- Academic Qualifications:

- a. Bachelor's degree in videography/media or any other related fields.
- b. Certificate in videography/media.

#### II- Years of Experience:

- a. At least 3 years of experience in production and video editing.

#### III. Technical experience:

- a. Demonstrated experience of conception, production and editing of short documentaries.
- b. Basic animation skills: text on screen, titles, infographics.
- c. Videography portfolio of at least 5 short videos.
- d. Previous working experience with UNDP is an asset.

#### IIV. Competencies:

- a. Ability to work with tight deadlines amending the drafts based on the team's feedbacks.

- b. Having a flexible schedule (the videographer might get the filming agenda a couple of days before the shooting).
- c. Work on the drone permit with the assistance of the UNDP if needed.

### 8. Scope of Price Proposal and Schedule of Payments

The payments will be issued as per the following:

Task	Payment	Deliverables	Potential dates
1	20%	Creation of video concept and submission of summary report	08 May 2020
2	20%	Site visits/Shooting	21 May 2020
3	60%	Processing/editing and submission of final versions of long and short video	30 July 2020

Payments will be done upon full completion of the mentioned deliverables as set in the Terms of Reference, and upon submission of certificate of payment that shall be reviewed and validated by E&E Programme Manager.

### 9. Criteria for selection of the best offers

The evaluation will be based on Technical responsiveness/Full compliance to requirements and lowest price, as follows:

Criteria	Weight	Max. Point
<b>Technical Competence</b>	70%	100
<ul style="list-style-type: none"> <li>• Criteria A: Academic qualifications (relevant) Bachelor's degree in photography/videography or any other related field or Certificate in photography/videography or other related fields: 25 Points Relevant trainings/certificates: Additional 5 Points</li> </ul>		30
<ul style="list-style-type: none"> <li>• Criteria B: Years of relevant experience 3 years: 20 Points More than 3 Years: 30 Points</li> </ul>		30
<ul style="list-style-type: none"> <li>• Criteria C: <u>Technical experience:</u> <ul style="list-style-type: none"> <li>- Demonstrated experience of conception, production and editing of short documentaries.</li> <li>- Basic animation skills: text on screen, titles, infographics</li> <li>- Videography portfolio of at least 5 short videos.</li> <li>- Previous working experience with UNDP is an asset.</li> </ul> </li> </ul>		40
<b>Financial (Lower Offer/Offer*100)</b>	<u>30%</u>	100
<b>Total Score</b>	Technical Score * 0.7 + Financial Score * 0.3	