

Terms of Reference

National or International consultants: National

Description of the assignment: Animation video services for the new platform of the Peace Building in Lebanon News Supplement.

Project Title: Peace Building in Lebanon

Period of assignment/services: 14 Months from Contract signature

1. Background / Project Description

The UNDP “Peace Building in Lebanon” project aims at enhancing mutual understanding and promoting social cohesion by (1) addressing root causes of conflict in Lebanon, (2) addressing the impact of the Syrian crisis on social stability in Lebanon; and (3) supporting different groups from local leaders and local actors, 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.

Since 2012, UNDP has been supporting the participation of many journalists, writers, senior and well-known media professionals, researchers and artists residing in Lebanon, in its published “Peace Building in Lebanon” News Supplements.

These supplements provide hate-free media spaces and promote rational discourse in addressing controversial topics. They also encourage journalists, writers and media practitioners residing in Lebanon to adopt objective approaches free of stereotyping and misconceptions, and to offer conflict-sensitive media coverage. In a country known for its polarization, these supplements succeeded in bringing together participants from different backgrounds using one common platform to debate issues in a constructive way.

During several discussion sessions, participants shared recommendations regarding turning the printed supplement into an electronic version with a dedicated website to the supplement itself where audio-visual materials can be shared in addition to live feed and live broadcast section from the discussion sessions.

In 2021, UNDP will cease the print publication of the supplement and will shift to an online digital platform.

On this platform/website, UNDP will offer a space to share different topics including written articles, storytelling video reports, interviews, animation videos, and selected media and TV reports prepared by prominent journalists from local TV stations.

In addition, and for this purpose, UNDP will partner with New TV on the content of 2 short reportages for each issue. Thus, reporters from New TV will be working on these reportages with the production house and will be in charge of the content.

In this context, UNDP intends to procure the services of a video animator for the production of short animation videos for different topics to be published on the new platform of the Peace Building News Supplement

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

The consultant is required to provide animation video services for the platform of the Peace Building in Lebanon news supplement of 2021/22 as follows:

- Design and refine intro-animations for the storytelling reports in English, Arabic, and French;
- Design and refine intro-animations for the podcast in English, Arabic, and French;
- Design and refine moving animation videos per issue in English, Arabic, and French;
- Liaise with the media and communication officer and the journalists in the different stages of the creative process;
- Develop the concept notes and story boards to be used in the short movies in coordination with the reporters, based on the overall theme of the issue, different topics and scripts prepared by the reporters;
- Present a draft short movie to the journalists and UNDP project for comments about contents;
- Produce the final short animation videos including text, music, and three language adaptation adapting the social media and website formats.

3. Expected Outputs and deliverables

Outputs	Deliverables	Estimated Duration (# of WD)	Target Due Dates	Review and Approvals Required
Animation Video Services of the News Supplements of 2021-22	1-1 min max intro-animation for the storytelling reports in English, Arabic, and French	Per video: 10 days for the draft and 5 for the final version	2 months from contract signature	Project Manager
	2-1 min max intro-animation for the podcast in English, Arabic, and French		2 months from contract signature	
	3-1 animation video for the 1 st news supplement		2 months from contract signature	

4. Institutional arrangements

The consultant will work under the direct supervision of the Project Manager and Media and communication officer.

UNDP is responsible for providing the consultant with all available information, related to the project, in a timely, thorough and transparent manner.

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.

REPORTS VALIDATION MODALITIES

Provisional approval of submitted reports shall take place at each of the defined milestones. It is expected that such approval shall not exceed five working days from the notification of the completion of a specific milestone.

On submittal of the final report, the Projects' Managers shall respond within maximum of five working days and the decision may either be:

- Approval,
- Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
- Rejection with clear justifications.

5. Duration of work

14 months starting from contract signature, ending no later than December 2022

6. Duty station

The consultancy is home-based. The consultant is not required to report to any duty station.

Meetings with the Project Manager and Media and communication officer will be held online or in the project's offices, in Beirut.

The consultant shall rely on his/her own means of transportation, communication, etc. and shall take these fees into consideration while preparing the financial offer.

The consultants shall take into consideration any possible restrictions and instructions related to the Covid-19 pandemic, and thus have a contingency plan prepared accordingly.

7. Requirements for experience and qualifications

I- Academic Qualifications:

- At least Bachelor's degree in related field to graphic design, animation, computer graphics, fine arts or any other related field;

II- Years of Experience:

- A minimum of 2 years of relevant experience in animation and motion graphics.

III- Competencies:

- Fluency in Arabic and English.

8. Scope of Price Proposal and Schedule of Payments

The scope of price proposal is a monthly lump sum amount:

- The Daily fee must be all inclusive¹.
- The contract price is fixed regardless of changes in the cost components.

The schedule of payments is as follows:

- 20% of the total amount upon submission of the 1st deliverable and UNDP acceptance.
- 20% of the total amount upon submission of the 2nd deliverable and UNDP acceptance.
- 15% of the total amount upon submission of the 1st news supplement and UNDP acceptance.
- 15% of the total amount upon submission of the 2nd news supplement and UNDP acceptance.
- 15% of the total amount upon submission of the 3rd news supplement and UNDP acceptance.
- 15% of the total amount upon submission of the 4th news supplement and UNDP acceptance.

Each payment shall be made following certification by UNDP that the services related to the tasks described in the sections 2 and 3 have been satisfactorily performed.