

Terms of Reference: Video editing for a short, advocacy-oriented video

1- Presentation of the service

Overarching initiative:	Health, Education & Livelihood in Africa: a Sustainable Inclusion Approach (HELASIA)
Unit/direction initiating the project	Advocacy and Institutional Relations at Humanity & Inclusion
Objective of the service:	Produce a 5-minute advocacy video, based on the raw video materials provided, in which representatives of Organisations of Persons with Disabilities respond to a few key questions about their advocacy for inclusive education.
Duration of the service:	2.5 working days Between 6 th June – 14 th June 2022
ToR last updated:	26/04/2022
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2- Background information on the project and the regional workshop

The advocacy-oriented video, object of these Terms of Reference, is produced in the frame of the HELASIA project (2020-2022), funded by the Norwegian Agency for Development Cooperation and implemented by Humanity & Inclusion and its partners in Benin, Ethiopia, Rwanda, Madagascar and Mozambique.

HELASIA stands for: 'Health, Education, Livelihoods in Africa: a Sustainable Inclusion Approach' and aims to contribute to effective and meaningful participation of persons with disabilities in the development/amendment and implementation and follow-up of policies, programs, and services that are compliant with the UN Convention on the Rights of Persons with Disabilities. The project is implemented in close partnership with the national disability federations in each country, as well as with the African Disability Forum as a regional partner.

The Advocacy and Institutional Relations (AIR) team of Humanity & Inclusion supports the project by amplifying the voices of HELASIA's project staff and partners, via the participation in international events and conferences and via tools for leveraging regional advocacy.

The African Disability Forum (ADF), as a key partner in the HELASIA project, organizes a 3-day regional workshop on inclusive education, which will be held in Nairobi (Kenya) in May-

June from 30th May to 1st June. This workshop will bring together 24 participants from the HELASIA countries representing national umbrella of Organisations of Persons with Disabilities, with the objectives to strengthen partnership and collaboration in promoting inclusive education, share experiences and good practices, and increase understanding of the roles and responsibilities of both governments and Organisations of Persons with Disabilities. As an outcome of the regional workshop, a “manifesto” will be produced, which will outline a number of stands, calls for action, and engagements by Organisations of Persons with Disability to advance advocacy for inclusive education in Africa.

3- Presentation of the service

During this regional workshop, a video professional will record representatives of Organisations of Persons with Disabilities when they respond to a few pre-defined questions about advocacy for inclusive education and convey some messages outlined in their “manifesto”. The representatives will be recorded with a background that contains the logos from the different organizations. These recordings will serve to produce the short advocacy video, which is the object of these Terms of Reference.

3-1- Objective of the service

The video editor will deliver a final video (duration of maximum 5 minutes) using footage recorded at the regional workshop. This video will be disseminated by Humanity & Inclusion, the African Disability Forum and partners, mostly via social media, notably via Twitter (including a hyperlink to the video), LinkedIn and Facebook, and will be displayed on their websites and used in presentations during public events.

The video editor will be provided about 20 minutes of raw footage, containing the already pre-selected parts and background shots, in mp4 format.

3-2- Expected results of the service

An edited video, based on the footage provided, that:

- has a duration of maximum 5 minutes;
- uses the footage of to showcase the key messages in a shorter and more engaging format;
- embeds subtitles in English and French (please note that also a version without subtitles will be requested);
- integrates international sign interpretation (via a ‘box’ on the side for the sign-language interpreter), which is to be contracted by the video editor;
- integrates background music, selected by the video editor; and
- integrates short intro and an outro texts;
- is compliant with HI’s branding rules, which will be shared with the video editor;
- is shared in mp4 format, via 3 final versions: 1 with embedded subtitles in English, 1 with embedded subtitles in French, 1 without subtitles; in addition, a separate srt.

files with the subtitles should be provided. The three videos will have the sign-language interpretation box integrated.

The selection of the most relevant footage's parts to be used will be done by the Advocacy and Institutional Relations Team's staff, who will provide indications to the video-editor.

3-3- Ethics

- Respect copyright regulations
- In case pictures are used, permissions are obtained and information related to the photographers are included;
- Ensure that the final outputs are never used for commercial purposes;
- Comply with the Humanity & Inclusion's policies on use of data, Disability Gender & Age, PSEA & Child Protection, and the Safeguarding Policy to be download [here](#);
- Ensure the respect of basic accessibility standards for visual material.

3-4- Timeline of the service

We anticipate that the video editor will work over the period 6th -14th June, dedicating approximately 2.5 working days.

We expect the video editor to produce an initial version of the video by 8th June, for a round of feedback and comments. Feedback and comments will be gathered by the Advocacy and Institutional Relations Team of Humanity & Inclusion and transmitted to the video editor.

Based on these feedbacks and comments, the video editor will produce the final video between 10th -14th June.

This timeline can be slightly adapted, if needed, as long as the final deadline for delivering the results is respected.

3-5- Mechanisms for communication and monitoring

The selection of the video-editor will be carried out by the Advocacy and Institutional Relations Team of Humanity & Inclusion, in consultation with the HELASIA Chief of Party and in compliance with the donor's requirements. The service contract will be signed with Humanity & Inclusion.

The primary contact person for the consultant will be the Humanity & Inclusion's staff person responsible for this output, in the Advocacy and Institutional Relations Team of Humanity & Inclusion. The contact person will follow up the whole process, to ensure the respect of instructions and timeline.

4- Requested profile

The video-editor should meet the following criteria:

- Having an official company's registration and complying with tax requirements.
- At least of 3 years of professional experiences in video editing and producing.

- Excellent competencies in video-editing, including video-editing programmes such as Adobe Premiere Pro, Da Vinci Resolve, Final Cut Pro, or any other professional video-editing software.
- In possession of a video-editing software equivalent to those mentioned above.
- Knowledge working language: English and French mandatory.
- Understanding and adherence to Humanity & Inclusion's values and ethics.
- Understanding of accessibility criteria.
- Desirable: previous professional experience in video-editing for NGOs and/or in the international cooperation sector.

5- Application process

Applications must include:

- Curriculum Vitae (training, experience in the areas mentioned above, portfolio of previous work in video-editing)
- A financial proposal detailing the categories of costs (excluded TVA).

Please, send all required documents by 10/05/2022 to the following address: r.crespo-fernandez@hi.org