



Terms of Reference

Technical Service Producing Videos

Civil Society Support (CSS) Activity - FHI 360

About FHI 360

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication, and social marketing- creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

Background

Civil Society Support (CSS) Activity is a three-year and ten months, \$8.5 million USAID-funded project implemented by FHI 360 and its partner, the International Center for Not-for-Profit Law (ICNL). CSS will strengthen civil society through support for increased coordination and collective action, an improved enabling environment, and innovative approaches to advocacy. The overall goal of the project is a civil society that is more able to protect civic space, to strengthen democratic reforms, and to promote and protect human rights.

To effectively raise awareness about the project's work implemented by multiple grantees and to engage with various tiers of target audiences, CSS is seeking a qualified videographer to create compelling videos.

Objectives

The main objectives of this video project are:

1. To develop one high-quality video that provide a compelling overview of CSS project and its key milestones over the last three years.
2. To develop high-quality videos capturing a key achievement, area of impact, innovative approaches, and/or lessons learned for all CSS's grantees.

Scope of Work

The videographer will be responsible for the following:

- Pre-production:
 - Meeting with the project team to understand the project goals and target audience.
 - Collaborating on a creative concept and script for the video.
 - Developing a shot list and storyboarding the video.
 - Securing any necessary talent (illustrator and/or graphic designer, voice-over artist).
- Production:
 - Filming the video on location and capturing high-quality footage.
 - Conducting interviews with relevant individuals.
 - Capturing b-roll footage to support the narrative.
- Post-production:
 - Editing the video footage to create a cohesive and engaging story.
 - Adding music, sound effects, and voice-over narration.
 - Color grading and applying visual effects (if applicable).
 - Delivering final video files in various formats for different platforms.

Deliverables

- One high-quality video that meets Objective 1 and CSS's creative vision.
- 20 to 25 high-quality videos that meet Objective 2.
- Edited video files in multiple formats (e.g., MP4 for web, high-resolution for broadcast).

Timeline

- A detailed timeline with key milestones will be established upon selection of the videographer.
- The overall project is expected to be completed by the end of **December 2024**.
- This project will expect to run **from July to December 2024**.

Budget

- CSS has allocated a budget of **USD8,000** for this project.
- The videographer will be expected to provide a detailed breakdown of their fees and any additional costs associated with the project.

Selection Criteria

The selection of the videographer will be based on the following criteria:

- Relevant experience in creating videography for non-profit organizations.
- A strong understanding of the target audience and their viewing habits.
- A creative and compelling portfolio showcasing storytelling skills.
- Experience working within a budget and timeline.
- Excellent communication and collaboration skills.
- References from previous clients.

Submission Process

Interested videographers should submit the following materials:

- A cover letter outlining your interest in the project and relevant experience.
- A portfolio showcasing your best work in a similar style.
- A creative concept and script proposal for the video.
- A detailed breakdown of your fees and any additional costs.
- References from at least two previous clients.

Deadline submit : **23-June-2024**.

Contact Information

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