

TERMS OF REFERENCE (TOR)

Recruitment of a Consultant for the Production of a Documentary Video

Project: Integrated Services for Communities Affected by Violence and Displacement in the Port-au-Prince Metropolitan Area – CDCS Funding

Mission Duration start 10TH June - and end 10 July 2026

1. Project Context

IRC, in partnership with local organizations, is implementing the project titled *“Integrated Services for Communities Affected by Violence and Displacement in the Port-au-Prince Metropolitan Area.”*

This is an integrated project aimed at addressing the urgent needs of populations affected by the crisis. The project covers:

- Health
- Protection
- WASH (Water, Sanitation and Hygiene)

2. Objectives of the Assignment

The main objective is to produce: A high-quality video (3–5 minutes), Short clips (30–60 seconds)

These should showcase the concrete achievements of implementing partners.

3. Scope of Work

The consultant will conduct field visits to film the following components:

- Health: Deployment and impact of mobile clinics in IDP (Internally Displaced Persons) sites
- Economic Recovery: Vocational training sessions
- WASH: Water distribution in IDP sites
- Protection: GBV (Gender-Based Violence) awareness sessions and PSS (Psychosocial Support) activities
- Accountability: Highlighting feedback mechanisms (hotline, complaint boxes) demonstrating beneficiary engagement.

4. Consultant Responsibilities

The consultant will be responsible for:

1. Developing a script and filming plan in consultation with the project team
2. Conducting field filming (partner activities, beneficiary testimonials, staff interviews)
3. Editing the video, including:
 - Adding French subtitles

- Integrating logos (IRC, CDCS, partners)
- Appropriate music and graphic design elements
- 4. Producing a final version validated by IRC and partners
- 5. Delivering source files and final outputs in suitable formats (MP4, HD)

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5. Expected Deliverables

1. **Main video (3–5 minutes):**
 - Dynamic editing
 - Interviews (beneficiaries, health staff, trainers)
 - French subtitles
2. **Two (2) social media clips (60 seconds each):**
 - Thematic focus (e.g., “Impact of Mobile Clinics”, “Rebuilding Through Vocational Skills”)
3. **Image library:**
 - Minimum of 50 high-resolution photos covering all sectors

6. Technical & Ethical Specifications

- **Quality:** 4K or Full HD, professional sound
- **Protection & Safeguarding:**
 - Mandatory signing of IRC safeguarding policy
 - Written informed consent required from all individuals appearing on screen
- **Dignity:**
 - Images must highlight resilience, not suffering
 - Strength-based and dignity-centered approach required
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- **Branding:**
 - Strict compliance with IRC, partner, and CDCS branding guidelines (logos and funding acknowledgment)

7. Consultant Profile

- Proven experience in audiovisual production (minimum 3 years)
- Strong skills in filming and video editing
- Ability to work in a team and meet deadline

8. Submission Modalities

Interested consultants (agencies or individuals) must submit a complete application including:

A. Technical Proposal (70%)

- **TOR Understanding Note:**
Brief analysis (max. 2 pages) demonstrating understanding of project issues (multi-sectoral aspects, GBV/protection sensitivity) and filming approach
- **Portfolio / Showreel:**
Links to at least three (3) similar productions for international NGOs or donors
(Experience with CDCS or AFD is an asset)
- **Production Schedule:**
Detailed timeline from initial briefing to final delivery
- **Equipment List:**
Technical specifications of equipment used (cameras, sound recording, editing software)

B. Financial Proposal (30%)

A detailed budget including:

- Daily fees of the production team
- Post-production costs (editing, color grading, sound mixing, subtitling)
- Logistics costs (transport, per diem, accommodation if applicable)

C. Administrative Documents

- Copy of valid tax registration or business license
- Proof of insurance or liability waiver for equipment in conflict zones

Submission Deadline

Applications must be sent by email to:

procurement.haiti@rescue.org

cc: irenee.domkam@rescue.org

Subject line:

“Video Consultant Offer - CDCS Project - [Bidder’s Name]”

Deadline: 30 May 2026

ANNEX: EQUIPMENT LIABILITY WAIVER

1. Purpose

This waiver defines responsibilities related to technical equipment (“the Equipment”) used by the service provider during the video production assignment for IRC.

2. Ownership and Maintenance

The service provider confirms being the legal owner or authorized renter of the equipment and is solely responsible for its:

- Maintenance
- Upkeep
- Proper functioning

3. IRC Liability Disclaimer

The service provider agrees that IRC cannot be held responsible for:

- **Material damage:** Breakage, malfunction, or environmental damage
- **Loss or theft:** Including theft in IRC vehicles or project sites
- **Force majeure events:** Civil unrest, natural disasters, or acts of war

4. Insurance

The service provider is strongly encouraged to obtain “**All Risk Equipment Insurance**” covering operations in high-risk areas.

Lack of insurance will not make IRC liable.

5. Transport and Security

Although IRC may facilitate transport for security reasons, this does **not** imply legal custody or responsibility for the equipment.

6. Commitment

By signing this waiver, the service provider waives any claims or legal action against:

- IRC
- Its employees
- Implementing partners
- Donor (CDCS)

Done at: [City, Country]

Date: [Date]

For the Service Provider:

(Name, Title, Signature preceded by “Read and Approved”)