



## TERMS OF REFERENCE-011

Title: Photographer

**Location:** Lebanon, Bekaa

**Project Title:** Shabake 2

**Procurement Activity to be submitted by:** *First of May 2024*

**Dead line related to the posting:** *11 April 2024*

**Contact:** [procurement@fairtradelebanon.org](mailto:procurement@fairtradelebanon.org)

### SCOPE OF WORK

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#### 1- Summary

FTL is looking for a service provider to shoot the videos highlighting the trails developed by the Zahle tourist office, introducing the Zahle trails and the food producers located in Zahle to a larger number of tourists.

#### 2- Objective

The global objective of the project is to provide a long-term response to the crisis for food producers in the Bekaa region in order to maintain their production while enhancing the resilience of vulnerable communities, stimulate the local economic growth and promote Bekaa's culinary heritage

#### 3- Technical Specifications

##### Goods Specifications (Try to evade tables)

- Items Description: 1 video including 4 short videos
- Quantity: 5 videos
- Specifications

To produce videos highlighting the trails developed by the tourist office and Zahle landscape. The aim of these videos is to give viewers a virtual introduction to the trails and encourage them to visit them in-person. Each video will focus on one trail, with a representative from the tourist office guiding the audience through the trail's attractions and activities (4 videos).

- Shoot the videos
- High quality
- Duration of the video 10-15mins
- To be used on Instagram, Facebook, YouTube...
- Video editing
- Script writing

#### 4- Requirements & conditions

The service provider is required to deliver all deliverables within 15 days.

#### 5- Company qualification

The company must have the following valid legal documents:

- Commercial Circular
- Fiscal Certificate of Incorporation at the Ministry of Finance
- VAT Certificate of Registration if applicable
- ID of company's authorized representative(s)

#### **6- Evaluation**

- The quotation's evaluation process will consider following with assigned weights:
- Financial ..... 50%
- Technical ..... 40%
- Reputation & Reference Check ..... 10%

#### **7- Payment Terms**

- Payments will be made only through bank transfer or bank cheques
- The price will be paid in USD while the VAT will be paid in LBP based on the official exchange rate on the date of the invoice.
- Payment will be made within 15 business days of invoice receipt.

#### **8- How to apply**

- Detailed offer and all legal documents to be submitted via email to:  
procurement@fairtradelebanon.org
- Only selected candidates will be contacted