



TERMS OF REFERENCE

Photography and videography services

Location: North Lebanon, Lebanon

Project Title: BOOSTLEB

PR number:

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is looking for a photographer/videographer to cover a full day event in Zgharta, North Lebanon in addition to a full day videography of one of the beneficiaries.

2- Objective

Pitching event coverage for BOOSTLEB event on the 25th of February in Zgharta

Videography of testimonial video for boostlebe event and achievements in North Lebanon

3- Technical Specifications

Goods Specifications (Try to evade tables)

Pitching event coverage

- Photography and same day editing of 15 edited photos
- Highlights & 12-15 testimonial videos
- Editing of photos and videos (one round)
- Raw footage of videos sent on the same day
- Equipment rental included

Boostlebe entity photography and videography

- Videography for up to 6 hours and video editing to be done and sent 3-4 days later including equipment rental (up to 4 rounds)

4- Evaluation

- The quotation's evaluation process will consider following with assigned weights:
- Financial 50%
- Technical 50%

5. Payment Terms

- Payments will be made through bank cheques
- Payment will be made within 15 to 20 business days after last delivery and submission of final invoice.
- The cheque amount will be subject to applicable bank fees.

6. How to apply

- Detailed offer
- Acknowledgment letter of payment modality
- All legal documents to be submitted via email to: procurement@fairtradelebanon.org

Only selected candidates will be contacted