

## Terms of Reference (ToR)

**Title: Three Post-Production Experts - sound editing and mixing, coloring, conforming**

**Project: Creative Expression through Films**

**Type of contract: Fixed Term Contract**

**Closing date: 27.10.2024**

**1. Purpose:** Elbarlament e.V. is seeking to recruit qualified, locally-based post-production experts in Lebanon to support the project “Creative Expression through Films”. The post-production experts will sign service contracts with elbarlament e.V., intended to take effect on 01.11.2024 until 31.12.2024.

**2. Background:** Elbarlament e.V. is a non-profit organisation supporting peacebuilding and democracy with a special focus on empowering women and youth. We follow a unique approach that integrates conflict sensitivity, cultural awareness and intersectionality. Elbarlament cooperates with parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Berlin, Cologne and Erbil (Iraq). More information about elbarlament is available at [www.elbarlament.org](http://www.elbarlament.org).

Elbarlament e.V. is currently implementing the project “Creative Expression through Films” which is a socio-cultural project with a series of ten independent workshops in Lebanon. The project aims to motivate people from all regions of Lebanon to express their ideas and desires for social change in a creative way and thus participate in the public discourse on Lebanon’s political, social, cultural and economic development. The ten workshops will be held by two Lebanese experts/filmmakers and will cooperate with cultural actors, stakeholders and institutions from Lebanon. Each workshop groups eight participants who will produce short individual video diaries over the period of five intensive days. Thus art presents a key way for individuals to raise a voice, an expression and to process their reality.

Selected video diaries produced in five workshops will be post-produced and screened/published in Screenings and/or Social Media in 2024. The project is implemented by elbarlament e.V. and funded by the German Federal Foreign Office.

### **3. Objectives and expected results:**

Three post-production experts are expected to undertake the following tasks for post-producing selected video diaries filmed in five workshops in 2024:

- **expert 1 sound editing and mixing**
- **expert 2 coloring**
- **expert 3 conforming and exporting** (incl. exporting the film (1) as one film plus (2) single files for each video for social media publishing)

- All tasks mentioned are aimed at conveying the project's purpose and will happen in close coordination with the Lebanese experts/filmmakers conducting the workshops.
- Align with the editor e.g. to export the final film in the required formats.
- Total scope of work:
  - expert 1/sound editing and mixing: providing their service for a maximum of 4 days
  - expert 2/coloring: providing their service for a maximum of 4 days
  - expert 3/conforming and exporting: providing their service for a maximum of 2 days
- Working days and details regarding content will be agreed directly with the Lebanese experts/filmmakers and the project manager.

#### **4. Requirements:**

- Experience in post-production and mentioned expertise above in documentary films, ideally in independent and experimental ones.
- Meticulous attention to detail, and an unwavering commitment to producing high-quality work.
- Flexibility and adaptability to shifting needs and responsibilities.
- Effective time management skills and the ability to meet deadlines.
- Optional: Knowledge of the project “Creative Expression through Films” / Taabir methods and workshops
- Fluent in spoken and written Arabic/Lebanese and English.

#### **5. Application and selection:** Applications should include the below documentation:

- A short cover letter (max. one page), describing the overall interest in the position
- An updated CV
- A financial offer stating a fee per full working day or a fee for the whole assignment

**6. Deadline and selection modalities:** Interested candidates for one or more of the three positions/skill sets are invited to submit the application documents in one PDF file no later than midnight on Sunday, October 27, 2024 to Lilly Ottens ([ottens@elbarlament.org](mailto:ottens@elbarlament.org)). We reserve the right to conduct interviews before the deadline. Candidates who do not receive any feedback within three weeks of the deadline should consider their application as unsuccessful.