

Terms of Reference

The Lebanese Center for Human Rights

**Video Producer Consultant**

**Background:**

The Lebanese Center for Human Rights (CLDH) is a local non-profit, non-partisan Lebanese human rights organization based in Beirut. CLDH was created in 2006 by the Franco-Lebanese Movement SOLIDA (Support for Lebanese Detained Arbitrarily), which has been active since 1996 in the struggle against arbitrary detention, enforced disappearance and the impunity of those perpetrating gross human rights violations.

CLDH monitors the human rights situation in Lebanon, fights enforced disappearance, impunity, arbitrary detention and racism and rehabilitates the victims of torture. CLDH regularly organizes press conferences, workshops and advocacy meetings on human rights issues in Lebanon and collects, records and documents human rights abuses in reports and press releases.

CLDH team on the ground supports initiatives aimed at determining the fate of all missing persons in Lebanon.

CLDH regularly follows up on numerous cases of arbitrary detention and torture in Lebanon in coordination with Lebanese and international organizations, and with the United Nations Working Group on Arbitrary Detention WGAD and the UN Special Rapporteur on Torture.

CLDH currently has 4 offices: Dora, Bouchrieh, Bekaa & Tripoli.

**Job Information:**

**Job Category:** Consultant

**Location:** Bouchrieh office and Remote

**Department:** Communication and Advocacy

**Duration of consultancy:** 2 months

### **Job Summary:**

The Video Producer directly reports to the Senior Communications and Advocacy Officer.

The Consultancy Agreement is intended for the production of videos within the deliverables of different projects CLDH is working on. Further collaborations may be considered based on the availability of funds and a performance evaluation.

The Video Producer is supposed to work in cooperation with the CLDH's Communications Department, researchers, Programs team and the other relevant team members.

### **Duties and Responsibilities:**

#### **Video Production:**

- Produce and edit a video for CLDH under the OMCT project on institutional violence against children and CLDH's work in this regard.
- Ensure that the video content aligns with CLDH's mission, vision and goals.

#### **Field Work:**

- Be present during field visits at CLDH's offices/ or at the Studio (provided by consultant) as required to shoot footage for the video.
- Coordinate with relevant team members to plan and execute field shoots effectively.

#### **Collaboration:**

- Attend relevant meetings with team members working on the OMCT project, particularly from the Programs Department, Communications Department, and Legal team.
- Collaborate closely with other departments to understand project requirements and objectives.

#### **Storyboarding and Scripting:**

- Develop the storyboard and script for the video in coordination with the Communications Department and Programs Department.
- Ensure that video content effectively communicates key messages and aligns with CLDH's goals.

#### **Technical Proficiency:**

- Demonstrate a high level of technical proficiency in video production, editing, and post-production processes.
- Stay updated on industry trends and incorporate innovative techniques into video production.

#### **Equipment Management:**

- The consultant is expected to bring their own required equipment.
- Make recommendations for equipment upgrades to CLDH as needed.

**Quality Assurance:**

- Ensure the highest standards of video and audio quality in all produced content.
- Conduct quality checks at various stages of the production process.

**Deliverables:**

The Video Producer will be responsible for delivering the following:

- A Storyboard and script for the video
- Shooting of said video (equipment and studio to be provided by the consultant)
- High quality final video in line with CLDH's communication guidelines and objectives of the OMCT project.

**Experience and Qualifications:**

- Minimum of bachelor's degree in filmmaking Audiovisual, or similar field;
- Proficiency in video recording, specifically in capturing confidential interviews and sensitive information;
- Expertise in maintaining the confidentiality of recorded content;
- Competence in video editing and the assembly of the final video product;
- Advanced time management skills;
- Fluent in Arabic and English, both spoken and written.

**Application:**

Interested individuals should:

Send their CV by email to [recruitment@cldh-lebanon.org](mailto:recruitment@cldh-lebanon.org) indicating in the subject line "**Video Producer Consultant**".

The deadline for receiving applications and CVs is: **27 August 2025**

E-mails with no subject lines will be disregarded.

**Only shortlisted candidates will be contacted.**

Applicants who have a personal relationship/association with a CLDH staff member are required to declare it in their application.