



## Terms of Reference (ToR)

### Videographer, production of 6 short social videos and 1 wrap up impact video on the Technology Transfer Office (TTO)

<b>Project Title</b>	Lebanon Innovate
<b>Financing</b>	European Union
<b>Contracting authority</b>	The Industrial Research Institute (IRI)
<b>Experts to be selected</b>	Expert to undertake high quality videos and post-production
<b>Location of the contract</b>	Lebanon
<b>Anticipated Period</b>	June 2026 (shooting, editing, and final delivery within the month)
<b>Estimated level of effort</b>	6 shooting days plus full post production, all delivered in June 2026

#### 1) Background and context

Lebanon Innovate, in partnership with the Industrial Research Institute (IRI), is supporting the development of a Technology Transfer Office (TTO) through the aimed at bridging research, industry, and the wider innovation ecosystem in Lebanon. The TTO works with researchers, startups, SMEs, and academic institutions to move ideas from lab to market, support intellectual property, and connect innovators to commercial opportunities.

To communicate the work and early impact of the TTO, Lebanon Innovate requires professional video content for social media and stakeholder outreach. The selected videographer will produce 6 short videos and 1 longer wrap up film, capturing the human, technical, and economic dimensions of the TTO.

#### 2) Objectives

- Produce 6 short, high quality, on brand videos (1 minute each) suitable for social media platforms (Instagram, LinkedIn, Facebook).
- Produce 1 wrap up video (2 to 3 minutes) that tells the story of the TTO and its impact, combining interviews, b-roll, and visible results.
- Ensure all content is consistent with the visual identity of Lebanon Innovate, ELCIM, and IRI, and suitable for use across the partners' channels.
- Complete all shooting, editing, and final delivery within the month of June 2026.

#### 3) Scope of work



The selected service provider will:

- Coordinate with Lebanon Innovate (and ELCIM and IRI focal points as needed) on the shot list, schedule, locations, interviewees, and consent workflow.
- Carry out 6 days of professional shooting across agreed locations in Lebanon.
- Capture interviews and testimonials with TTO beneficiaries, partners, and stakeholders.
- Capture supporting b-roll (labs, workspaces, training sessions, events, prototypes, urban context where relevant).
- Edit and deliver 6 short videos plus 1 wrap up impact video according to the technical specifications below.
- Provide a curated set of edited photo stills from the shoot days and supply raw footage on request.
- Manage music licensing and provide proof of license for any tracks used.

#### 4) Deliverables

The following 7 videos will be produced and delivered in June 2026. Exact themes for the social cuts can be refined with Lebanon Innovate during the pre production briefing. Filming will take place at different university premises across Lebanon, with the aim of covering 2 universities in one day where possible.

Additional deliverables:

- Edited photo selects from the shoot days (recommended 30 to 60 images per shoot day, format JPEG high resolution, RAW on request).
- Raw footage and project files on request from Lebanon Innovate.
- Captioned versions (burned in English, Arabic on request) for all social cuts.

#### 5) Timeline

All activities take place within June 2026.

Phase	Activity and indicative dates (June 2026)
<b>Pre production</b>	Briefing with Lebanon Innovate, shot list, schedule, consent workflow, and visual identity handover (first week of June)
<b>Production</b>	6 shooting days across agreed locations, capturing interviews, b-roll, and event coverage
<b>Post production</b>	Editing, captioning, and color/audio finishing, with up to 2 feedback rounds per video
<b>Final delivery</b>	All 7 videos (6 social + 1 wrap up), edited photo selects, and raw footage on request, by 30 June 2026

#### 6) Required profile and qualifications



- Proven experience in videography and post production, with a portfolio of short form social content and longer narrative pieces.
- Strong editing skills (color grading, sound mixing, motion graphics, captioning).
- Own professional equipment (camera bodies, lenses, audio kit, lighting, drone if relevant and authorized).
- Ability to work in Lebanon across multiple locations within a tight June 2026 timeline.
- Working proficiency in English, Arabic, and ideally French.
- Sensitivity to interviewing beneficiaries (researchers, entrepreneurs, partners) and obtaining proper consent.

## **8) Submission requirements**

Interested service providers should submit:

- A portfolio or showreel demonstrating relevant experience (links accepted).
- A detailed financial offer in USD, covering shooting days, post production, equipment, travel within Lebanon, music licensing, and any other costs.
- Company registration or freelance documentation as applicable.

## **9) Confidentiality, consent, and IP**

- All raw footage, edited videos, photo selects, and project files are the property of Lebanon Innovate.
- The service provider will obtain signed consent from every interviewee and identifiable individual filmed.
- The service provider will not publish, share, or reuse any content without prior written authorization from Lebanon Innovate.
- Any third party assets (music, stock footage, fonts) must be properly licensed for organizational use, with proof of license provided.

*End of Terms of Reference*