



TERMS OF REFERENCE

A consultancy for video editing services

“Raising awareness of the general public and National policy makers of CRSV and the need for reparations.”

1. Profile

Centre for Equality and Justice (CEJ) is a women’s organization works with a focus on war-affected women’s issues and has a strong action-oriented research and advocacy focus. CEJ’s mission is the achievement of gender justice so that men and women live in a society that is free, just and equal. Its objectives are the promotion of gender equality, advancing the rule of law, good governance and democratic principles, promoting women’s advancement and economic empowerment, advocating for the commitment to international human rights standards and by fostering partnerships with grassroots level women’s networks.

2. Background

CEJ is currently implementing a project which aims to raise the awareness of Muslim, Sinhala, and Tamil women survivors of conflict-related sexual violence (CRSV) from the North, East, Northwest, North Central, and South Provinces of Sri Lanka on what is considered CRSV and of mechanisms for seeking reparations, raise awareness of the general public and national policy makers of CRSV and the need for reparations, and raise policy makers awareness of what survivors wish for as reparations in order to influence the policies and guidelines of the newly established Office of Reparations.

3. Scope of Work

The consultant/consulting organisation will be responsible for processing and compiling 6 short videos to be used on CEJ's social media platforms. To this end the consulting party will:

- 1) Attend a briefing at CEJ's office.
- 2) Edit and process all short video clips sent to the consultant
- 3) Incorporate edits and suggestions made by CEJ
- 4) Store the raw footage provided by CEJ in a secure location
- 5) Not give access/show footage to parties outside this agreement
- 6) Work on their own equipment and software
- 7) Complete the video edits within the agreed-upon time-frame.

4. Time-Line

Task	Deadline
Attend a briefing by CEJ and sign the confidentiality agreement.	7 November 2019
Process the content given before 30 November 2019 and produce first draft.	2 December 2019
Incorporate feedback and return videos	10 December 2019
Process fresh content given before 16 December 2019 produce first draft	06 January 2020
Incorporate comments from and produce final videos	16 January 2019.

5. Duration

The above consultancy is for the duration of three months from 01 November 2019- 31 January 2020.

6. Payment

Remuneration will be a fixed rate for the consultancy and will be paid upon the completion of all six short videos.