



Terms of Reference

Consultancy for photography and video production.

Profile of CEJ

Centre for Equality and Justice (CEJ) is a women's organization that 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 advance.

1. Project Description

In post-war Sri Lanka, garnering public support for reparations for war-affected women and other women that have suffered due to political unrest and other conflicts becomes a critical need in realizing transitional justice. A starting point in doing so is to create conversation and awareness on the subject of reparations across all communities. This message will only be meaningful if those receiving it can reimagine the lives of women affected by the war and other political conflicts. Only then will it be possible to generate meaningful public support and recognition that all communities in the country need various forms of reparations.

Given the multi-ethnic composition of communities in Sri Lanka that is mostly distributed on a regional basis, it is imperative that a message on reparations does not take a one size fits all approach but caters to the differences in language, culture, traditions, etc. Being sensitive to these differences in designing awareness programs would ensure that the message on reparations resonates with the target group.

2. Scope of Work

Videography

Four short video clips of Sinhala and Tamil speaking women at a residential workshop are to be produced. The videos will each be 2-3 minutes long and feature women discussing elements of an exhibit they will be creating as teams. The exhibits will be a representation of the women's perspectives on gender and reparations.

Women will speak in a language of their choice and the video will feature English subtitles. Out of the four videos, two are to feature Sinhala speakers and two are to feature Tamil speakers. Given the sensitive nature of the videos to be filmed all filming needs to commence after written consent is

given and CEJ's consent forms are filled. A confidentiality agreement will also supplement the working arrangement. All content is to be delivered in line with pre-agreed deadlines.

Photography

Pictures of the events of the residential workshop spanning two days are to be produced. The pictures are to feature:

- 1) The women and facilitators participating at the workshop.
- 2) Activities and sessions of the workshop.
- 3) All exhibits produced by the women need to be photographed clearly.
- 4) The process of making the exhibits needs to be photographed as well.
- 5) All images must be colour corrected and edited for maximum visibility.

3. Deliverables

Deliverable 1: Attend a briefing meeting with CEJ.

Deliverable 2 Produce an overall concept and look and feel for the videos.

Deliverable 3: Carry-out filming and photography during the workshops (2 days.)

Deliverable 4: Produce subtitles in English and the languages spoken.

Deliverable 5: Produce a set of draft videos. Must be photographed

Deliverable 6: Produce a finalized version of the videos incorporating CEJ's feedback.

Deliverable 7: Produce edited and raw pictures of the event to CEJ on DVDs.

4. Time-lines

Date	Deliverable
05 April 2021	Deliverable 01: Attend a briefing meeting with CEJ.
09 April 2021	Deliverable 2: Produce an overall concept and look and feel for the videos.
22- 23 April 2021	Deliverable 3: Carry-out filming and photography during the workshops (2 days.)
27 April 2021	Deliverable 4: Produce subtitles in English and the languages spoken.
30 April 2021	Deliverable 5: Produce a set of draft videos.

	Deliverable 7: Produce finalized (edited) images.
05 May 2021	Deliverable 06: Produce a finalized version of the videos incorporating CEJ's feedback.

4. Duration

This consultancy is for a duration of 3 months starting from 01 April 2021 to 10 May 2021.

5. Consultancy fee and fund disbursements

The Consultant will be paid a fee as an all inclusive payment. This amount will be agreed upon between CEJ and the Consultant and set-out in the contract, as per the Financial Guidelines of CEJ. The contract will be between CEJ and the Consultant. Payments will be made in installments upon the submission and approval of satisfactory deliverables.

1st installment	20% for the completion of deliverables 1&2.
Final installment	80% for the completion of deliverable 3, 4, 5 & 6.