

Terms of Reference

Consultancy for Video Editing of Reaction Videos

1. 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 advancement and economic empowerment, advocating for the commitment to international human rights standards, and fostering partnerships with grassroots level women's networks.

2. Project Description

CEJ has undertaken a new project titled 'Web Walkers': Preventing Violent Extremism (PVE) through Youth Online Engagement. Preventing violent extremism through promoting tolerance and respect for diversity is the key focus of this project. CEJ aims to engage with youth and create innovative platforms to disseminate information on Preventing Violent Extremism (PVE). Ethno-religious disputes among communities in Sri Lanka remain unsolved owing to factors such as development disparities, poor governance, unequal access and control over resources, violations of rights and bigotry of media spreading hatred, and distrust. The mob attacks against Muslims in Digana in March 2018, vandalizing of Buddha statues in Mawanella in December 2018, and the Easter Sunday attacks in April 2019 are such examples. Mainstream and social media platforms have been identified as channels that serve to spread fear, hatred and mistrust among communities, especially youth. The role of young women in PVE is frequently undermined. The proposed project commits to prioritize meaningful engagement with female youth from selected target groups.

3. Background

CEJ plans to produce a set of reaction videos featuring content on hate speech and violent extremism under the project titled 'Web Walkers': Preventing Violent Extremism (PVE) through Youth Online Engagement. Youth participating in this activity will react to material such as pieces of news/news headlines, posts on social media on these particular themes.

4. Scope of Work

The consultant will be responsible for the editing and compiling of 36 short videos to be used on CEJ's social media platforms. To this end the consultant will:

4.1 Attend a virtual briefing session with CEJ

4.2 Provide tips and insights on how to record a short video of themselves at home with a smartphone which CEJ will communicate to the youth.

4.3 Store the raw footage provided by CEJ in a secure location

4.4 Edit 36 short videos clips of raw footage

4.4.1 The Consultant is required to make twelve (12) videos compiling 3 short video clips in each

4.4.2 The duration of each video should be limited to 03 minutes.

4.5 Provide subtitles in English to the videos excerpts that are in Sinhala and Tamil languages.

4.5.1. Incorporate CEJ's recommendations and feedback to the subtitles before adding them to the videos.

4.6 Provide suitable background music and make necessary sound corrections/editing for the reaction videos.

4.7 Incorporate suggestions provided by CEJ before finalizing each video

4.8 Deliver final videos in high resolution (1080p) which can be shared on different social media platforms.

4.8.1 The consultant is required to edit finalized videos as portrait videos on MP4 format to fit different social media platforms - specifically Instagram, Facebook and YouTube.

4.9 Honour the confidentiality agreement agreed upon with CEJ and refrain from sharing the videos with any outside parties.

The Consultant will report to the Executive Director and the tasks will be undertaken in consultation with the CEJ Executive Director and with the support of CEJ staff.

5. Deliverables

- 5.1 Add input to finalize the set of guidelines on how to record a video using a smartphone by 20 November 2020
- 5.2 Provide the first draft of the 12 videos by 15 January 2021
- 5.3 Provide the subtitles by 15 January 2021
- 5.4 Incorporate the subtitles in the videos for CEJ's review by 20 January 2021
- 5.5 Finalize the videos by 31 January 2021

6. Duration

The proposed time period of the consultancy will be from 16th of November 2020 to 31st January 2021.

7. Consultancy Fee

The 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	30% upon completion of deliverable 5.1
2nd installment	20% upon completion of deliverables 5.2 & 5.3
3rd installment	50% upon completion of deliverables 5.4 & 5.5

This is an all-inclusive fee and will include the payment for a translator. This also includes any photocopying costs and remuneration for any assistance/services needed by a co-consultant/assistant.

Payment of each instalment will be made within seven days from the date of approval of deliverables.

7. Experience & Qualifications

7.1 Demonstrated experience editing videos and inserting subtitles

7.2 Demonstrated experience in basic sound editing skills

7.3 Oral and written fluency in Sinhala and / or English, while understanding of Tamil language would be an added advantage

7.4 Able to work independently and produce high-quality outputs under tight time constraints

7.5 Three and above years of experience working in a similar field

7.5 Understanding of social media ethics

7.6 Previous proven work in a similar capacity with NGOs