REQUEST FOR QUOTATIONS

Two Videographers to Develop Short Video Features
One (1) Videographer on Jamaica, and one (1) Videographer on Guyana featuring Women's Rights and LGBT organizations

Location: Jamaica, Guyana
Duration: September - October 2022 (no possibility for extension)
Budget: $2,500 CAD (for each video)
Reports to: Program Director , WVL-Caribbean
Application Deadline: August 5th, 2022
Reference Number: WVL-2022-07

Background

Women's Voice and Leadership - Caribbean (WVL-Caribbean) is a five-year initiative supported by the Government of Canada, aimed at advancing women's rights and gender equality in Official Development Assistance (ODA) eligible countries in the Caribbean Community (CARICOM). The project is supporting the capacity, leadership, and agendas of grassroots women's rights organizations (WROs) and lesbian, bisexual, trans, intersex and queer (LBTIQ) groups in advancing their own solutions to improve women's rights and gender equality in the Caribbean. The initiative is being implemented by the Equality Fund (EF), in partnership with the Astraea Lesbian Foundation for Justice (Astraea).

Caribbean WROs and LBTIQ groups are key to driving progress on gender equality in the region, thereby contributing to wider progressive social change. In Jamaica and Guyana, organizations supported by the WVL-Caribbean project have made significant strides in contributing to change for women and LBTIQ communities, through programs that focus on economic empowerment; participation in decision-making bodies; the provision of legal and psychosocial services, and temporary housing for persons affected by gender-based violence; and in advocating for measures to strengthen the enactment of legislation and policies that drive gender equality.

Scope of Work

The Equality Fund, in coordination with the Astraea Lesbian Foundation for Justice, is seeking one consultant based in Jamaica and one based in Guyana to produce two short videos (under 5 mins) that highlights the work of both Jamaican and Guayna-based organizations supported by the Equality Fund and Astraea Foundation.

The Consultants will carry out the duties stated hereunder:

Pre-Production Phase

- Development of Script/Talking Points (Guiding questions to be provided)
- Develop storyboards
- Location, Scouting and Set Design /Preparation
- Source videos and other media

Principal Production

- Conduct relevant interviews and record for good sound and film quality.
- B-Roll/ Capture of supplemental footage

Post-Production

- Produce video with incorporated music and onscreen titles and credits as required
- Produce captions text for speakers, and other related graphics as required
- Video editing services to produce a 3-5 minute video.

Deliverables

- Production of a 3-5 minute edited video of 5-6 Jamaica and Guyana based organizations that includes excerpts from interviews, footage of their work, and B-roll.

Duration

A timeline for the duration of this consultancy is outlined below:

- Applications Due: August 5th, 2022
- Consultant(s) Hired By: September 2nd, 2022
- Duration of Work: September 5th to October 31st, 2022; Video with edits to be completed no later than September 30th, 2022
- First Draft submitted for review: October 15th, 2022
- Final Draft submitted for review: October 31st, 2022

Disclaimer on Intellectual Property

- The copyright of all products under this contract belongs to the Equality Fund.
- Videos and other images taken cannot be posted to social media platforms or websites , or distributed to any press without written permission from the Equality Fund.

Selection Criteria

- Relevant experience in videography and video editing, as evidenced through samples of previous work which demonstrate strong experience in producing similar video content.
- Locally-based in Jamaica and Guyana, with availability for the timeframe of the consultancy.
- Experience working with grassroots and diverse Caribbean women's rights and LBTIQ rights groups in Jamaica and Guyana is an asset.

- Highly efficient and flexible approach to work, with ease in collaborating with others.
- Ability to work independently, with limited supervision.

How to Apply

Interested candidates should submit a cover letter, along with attachments and/or links to at least two previous samples of similar work (videos); as well as submit a quotation for services to wvlcaribbean@equalityfund.ca, quoting the reference number: WVL-2022-07

In addition, the cover letter should include the following information:

- Outline any relevant experience
- Confirmation of availability in the time frame indicated.
- Contact details of two professional referees relevant for this consultancy.

The closing date for applications is Friday, August 5th, 2022.