

TERMS OF REFERENCE (TOR)

About Hope Revival Organization (HRO)	<p>Hope Revival Organization (HRO) is a humanitarian, advocacy, non-profit organization dedicated to working with communities in order to overcome experiencing difficulty coping. HRO main priorities are aimed at improving access and availability of evidence-based, high quality and culturally sensitive mental health services and psychosocial support for populations affected by conflict and crisis in order to build sustainable local capacities and provide comprehensive, integrated and community based mental health services and psychosocial support activities that promote the resilience and overall wellbeing of vulnerable refugees, internally displaced people and host populations.</p> <p>We work on involving women, youth, and people with disabilities in economic, social, and civil activities in order to limit marginalization, violence and empower them by raising awareness for their rights. HRO focuses on community care by creating safe environments through increasing the quality of life, mitigating violence, opposing marginalization, and striving to eliminate poverty.</p>			
Project Summary	<p>HRO is working on a project that aims to Provide psychosocial support to Syrians who may testify as witnesses and/or participate as victims in European universal jurisdiction trials and psychosocial training to SIAC personnel based on a custom-designed PSSassessment.</p>			
Scope of Service(including mission and goal):	<p>The PSS educational video producer will be responsible for producing an Educational video on PSS topics affecting Syrians Those who lived through difficult and painful events during the Syrian war, which has been going on for more than ten years, particularly, survivors, witnesses, and participants as victims in European universal jurisdiction trials in Europe.</p>			
Ref: NO:	TO-0049	Duration	22 days through (December-22, January-23)	
Title	PSS educational video producer	Location (Remotely or physically)	Remotely/physically	
Service Details	Task/Outputs	Estimated Duration for full service delivery (day/month/year)	Target due date	Payment schedule in proportion to the percentage of completion for each output
	Output 1	producing an Educational video on PSS topics affecting Syrians Those who lived through difficult and painful events during the Syrian war, which has been going on for more than ten years, particularly, survivors, witnesses, and participants as victims in European universal jurisdiction trials in Europe. The duration of the video will be between 5 - 7 minutes.	Full Service Package	22 days through (December -22, January - 23)

Total (from 100%) including taxes

Minimum Qualifications of the Individual Contractor

Qualification	Education: University qualification (master's degree is preferred) in the field of Documentary film production or television documentary production, or any relevant field.
Professional Experience	<p>At least 5 years of experience in producing Documentary film production or television documentary production</p> <p>A minimum of 3 years of relevant professional work experience in the MENA region.</p> <p>Experience working with INGOs/NGOs would be an added value.</p> <p>Previous experience in the Syrian context is essential.</p> <p>Proven experience and understanding of the Syrian crisis events and stages, psychosocial requirements, life skills, and empowerment.</p>
Other Competencies	<ul style="list-style-type: none"> • Time management (in managing deliverables); • Team management; • Professionalism, courtesy, patience; • Outstanding inter-cultural communication, networking and coordination skills
Language Requirement	Arabic is essential and English proficiency is required and/or desirable
Supported Document(identified by service requester)	<p>Invoices, report of completion of services, ID.</p> <p>Project deliverables (Materials: need assessment, dialogue, campaigns, child-friendly reviewd contents, etc)</p> <p>Reports (need assessment, supervision, final "service completion", etc.)</p>

Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Evaluation Criteria		Obtainable Score
1	Total Price/السعر الإجمالي	30%
2	The ability to supply an invoice/القدرة على تزويد فاتورة	10%
3	Certificates of experience related to the requested service/شهادات الخبرة المرتبطة بالخدمة المطلوبة	25%
4	Certificates of academic qualifications related to the requested service/شهادات المؤهلات العلمية المرتبطة بالخدمة المطلوبة	25%
5	Previous contracts with HRO or with other parties to provide similar services/العقود السابقة مع منظمة آحياء الأمل أو مع جهات أخرى لتقديم خدمات مماثلة	10%
Total (out of 100%)		100%

Applicants must fill the questionnaire based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the Individual provider's duty station) and any other applicable cost to be incurred by the service provider in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

Note: Only in the event of unforeseeable travel that is not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses will be paid from the service provider.

How to Apply:

- Hope Revival has a zero-tolerance regarding sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. HRO also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles
 - Hope Revival is an Equal Opportunity Employer. Hope Revival considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.
 - If you are interested to contract with HRO you should fill the following link: <https://forms.gle/RA52L36ZAhPKBTW39> no later than **07/12/2022** (Turkey Time) clearly stating the title of service applied for and the reference number (TO-0049. Any offers received after this date/time will not be accepted.
- Service providers wishing to contract with the Hope Revival organization must submit the following documents at the minimum:
- 1- A copy of the company's license - for service providers in Turkey
 - 2- A copy of the tax number of the company or the service provider - for service providers in Turkey
 - 3- A copy of some of the previous contracts executed by the company or by the service provider - for service providers in Syria and Turkey
 - 4- A copy of the recommendation letters for the institutions / organizations / companies or previously contracted parties - for service providers in Syria and Turkey
 - 5- A copy of the ID card (except if the contractor is a company) - for service providers in Syria and Turkey
 - 6- A copy of the bank account - for service providers in Syria (PTT account) and Turkey.
 - 7- Any other documents that can support the information presented above is considered an added value for evaluating the provider's service
 - 8- Signed CV including names of at least 3 referees including contact information and cover letter in ENGLISH describing your reasons for applying and relevant qualifications

• Hope Revival thank all applicants; however, Kindly be informed that only winner provider will be contacted.