



Name of the project

**Strengthening Civil Society Capacity in Local Development,
Governance and Women Empowerment (BENAA)**

Terms of Reference

Production of Documentary Videos for BENAA Project



CARE Egypt Foundation (CEF):

CARE Egypt Foundation – an Egyptian non-profit foundation registered as an NGO at the Ministry of Social Solidarity -works to promote social and economic development in Egypt. CEF is affiliated with CARE International, a global humanitarian organization that operates in over 100 countries worldwide, that was established in 1954 and has been working in Egypt for over 60 years. CEF's mission is to empower marginalized communities and promote gender equality through a range of programs, including education, health, economic empowerment, and advocacy. It works closely with local communities, CSOs, government entities and international development partners to identify and address the needs and challenges faced by vulnerable groups, such as women, youth, and refugees. Some of the programs implemented by the CEF include providing access to quality education for girls and boys, supporting economic empowerment of women through vocational training and entrepreneurship programs, improving maternal and child health through community-based interventions, and advocating for the rights of females. CEF also responds to emergencies and provides humanitarian assistance to those affected by natural disasters and conflicts. CEF uses a human rights-based approach by focusing on the needs and priorities of communities it serves and empowering them to take ownership of their own development.

Civil Society Capacity Building Program:

The capacity building program for civil society organizations in Egypt aims to build the institutional capacities of Egyptian civil society organizations so they can be influential in the fields of development and respond to the needs of their community.

Program Vision: A vibrant and dynamic civil society capable of employing effective and scientific approaches to achieve sustainable changes in people's lives.

Strengthening Civil Society Capacity in Local Development, Governance and Women Empowerment (BENAA)

The "BENAA" Project, funded by the European Union, aims to enhance the capacity of civil society organizations (CSOs) to improve their understanding and performance in project implementation, with a focus on local development, governance, and women's empowerment. This will lead to improved contributions by CSOs to the Sustainable Development Goals, and to eliminating poverty and inequality among marginalized communities—especially women, youth, and persons with disabilities.

It is expected to achieve the following results :

- **Result 1:** Strengthening the capacity of 60 (intermediary) organizations in 4 governorates.
- **Result 2:** The 60 targeted CSOs will implement their own learning transfer initiatives with grassroots civil society organizations, women's groups, youth groups, and other community-based organizations.



- **Result 3:** CSOs successfully implemented 15 initiatives to improve local development, governance processes, and women's empowerment.
- **Direct beneficiaries:** 60 intermediary CSOs (900 staff members and board members, at least 40% are women).
- **Secondary beneficiaries:** 120 grassroots and community-based organizations. The trained organizations will transfer knowledge and awareness to these 120 organizations (600 staff members and board members, with at least 40% women).
- **Indirect beneficiaries:** 300,000 individuals, including 50% women and at least 5% persons with disabilities.

Objective of the Assignment:

CARE Egypt seeks to contract an experienced filmmaker or video production company with strong expertise in documentary filmmaking, including filming, audio recording, editing, post-production, and incorporation of music and audiovisual effects.

The selected service provider will produce:

- Five documentary videos documenting project initiatives in the governorates of Fayoum, Beni Suef, Luxor, and Aswan.
- Short promotional reels for social media platforms.
- High-quality still photography highlighting the institutional development of participating CSOs and the impact of project interventions.

The assignment aims to document the project's success stories and showcase the project's learning transfer approach, illustrating how knowledge and skills were transferred not only to intermediary organizations but also to grassroots organizations and community groups.

The documentaries should feature interviews with:

- Direct beneficiaries of the 19 learning initiatives.
- Representatives of grassroots organizations that received transferred knowledge.
- Indirect beneficiaries from vulnerable groups, including women, youth, and persons with disabilities whose lives have improved through the implemented initiatives.



The assignment is expected to require approximately 25 working days and will be implemented under the supervision of CARE Egypt's Communications Team in coordination with the Project Manager and implementing partners.

4. Scope of Work

The filmmaker/service provider will be responsible for:

- Producing and delivering **five documentary videos** covering project initiatives across the four target governorates.
 - Filming in **4K quality using LOG/RAW formats**.
 - Capturing field activities, community engagement, and beneficiary impact stories.
 - Conducting and recording interviews with project participants, stakeholders, and key informants.
 - Editing and producing videos according to high-quality production standards, including graphics, subtitles, music, and visual enhancements where appropriate.
 - Producing short social media versions (Reels) in coordination with CARE Egypt's Communications Team.
 - Maintaining continuous coordination with CARE Egypt's Communications Team and the Project Manager to ensure alignment with project communication objectives.
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5. Expected Deliverables

The selected consultant/company shall deliver:

1. Five documentary videos, each between 2.5 and 3 minutes in length, ready for publication.
 2. Four short Reels derived from each documentary video for social media use.
 3. One consolidated documentary film (5–6 minutes) covering all project initiatives.
 4. English subtitles for all produced videos.
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5. All original footage and final edited files.
 6. A minimum of 100 high-resolution photographs captured during field visits.
 7. A final assignment report summarizing the production process, challenges encountered, lessons learned, and recommendations.
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6. Required Qualifications

The service provider should possess:

- Proven experience in documentary film production.
- Demonstrated track record in filming and editing documentary content, preferably in development and social sectors.
- Experience documenting community initiatives and conducting filmed interviews.
- Advanced knowledge of professional filming, audio, and production equipment.
- Strong video editing skills using professional editing software.
- Familiarity with awareness-raising and advocacy campaigns through digital media.
- Strong project management, coordination, and time-management skills.
- Previous experience working with NGOs, international organizations, or development projects is highly desirable.

Applicants must submit a portfolio demonstrating relevant documentary production experience and production quality.

7. Level of Effort

The assignment is expected to run from **20 June 2026 until the end of July 2026**.

Activities will include:

- Filming missions in Fayoum, Beni Suef, Luxor, and Aswan.
 - Video editing and post-production.
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- Production of social media reels.
- Regular coordination meetings with CARE Egypt, the Project Manager, and implementing partners.
- Submission of all agreed deliverables.

The assignment requires extensive travel, flexibility, and efficient time management to ensure timely completion of all deliverables.

8. Reporting and Coordination

The consultant/service provider will report to CARE Egypt's Communications Advisor and the Project Manager.

Progress updates and deliverables shall be submitted for review. CARE Egypt will provide feedback, approval, or requests for revisions within 3 working days of submission.

9. Technical and Financial Proposal Requirements

Applicants are required to submit a detailed technical and financial proposal, including a breakdown of all cost components.

Indicative budget lines include:

- Documentary script development.
- Filming days in Upper Egypt governorates.
- Documentary video editing.
- Editing of the consolidated documentary film.
- Production of social media reels.
- English subtitling.
- High-resolution photography (100 photos minimum).
- Transportation costs.



- Accommodation costs.

10. Evaluation Criteria

Criteria	Weight
Technical Evaluation (Qualifications, Experience, Portfolio)	60%
Financial Evaluation	40%

Note: Proposals scoring below 40% in the technical evaluation will be disqualified.

11. Submission Instructions

Interested applicants should submit:

- Technical Proposal
- Financial Proposal
- Portfolio of previous documentary work

For inquiries regarding this TOR, please contact:

Nermin Kadry

Email: Nermin.Kadry@cef-eg.org

The deadline for submission of technical and financial proposals is **13 June 2026**.

Proposals should be submitted via the designated application link or by email to CARE Egypt at:

Nermin.Kadry@cef-eg.org

Email subject line:

Request for Quotation – Documentary Production and Documentation for the BENAA Project

Late submissions will not be considered.