Terms of reference – Specialist Contractor

Purpose

The specialist contractor terms of reference (ToR) is a document that sets out the specialist contractor’s contribution to the task. The template is designed to set out the aims of the task and what the contractor is responsible for in order to achieve those aims.

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Consultancy role title: Expert level videographer

**Location: Occupied Palestinian Territories**

**Apply by: 25 September 2025**

Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK’s deep expertise in arts and culture, education and the English language, our global presence, and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence, and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language, and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

**Introduction and Background**

The British Council is committed to documenting and communicating the impact of its programmes in the occupied Palestinian Territories (oPt). Through education, arts, culture, and skills development initiatives, our work supports young people, communities, and institutions to build opportunities, foster resilience, and strengthen international collaboration.

Storytelling and visual documentation are essential to sharing the contribution and outcomes of these programmes. By capturing authentic narratives, voices, and lived experiences, we aim to demonstrate how our work creates tangible impact and contributes to positive social change.

To ensure consistent, high-quality, and creative documentation, the British Council seeks to establish a long-term videography contract. This contract will enable us to capture compelling audio-visual materials across multiple projects, highlight the human stories behind our interventions, and communicate these effectively to local and international audiences.

About the role

The purpose of this contract is to ensure the production of high-quality audio-visual materials that effectively showcase the impact of the British Council’s programmes in the Occupied Palestinian Territories. The videographer will employ professional storytelling and creative direction to highlight human stories, amplify beneficiaries’ voices, and strengthen the organisation’s visibility both locally and internationally.

The videographer will play a central role in supporting the British Council’s communication and storytelling objectives in the occupied Palestinian Territories (OPT). Working closely with programme teams, the videographer will be responsible for producing high-quality video content that documents activities, showcases impact, and amplifies the voices of beneficiaries, partners, and stakeholders.

The videographer will be engaged through a two-year framework agreement and will be commissioned on a series of assignments during this period to document a range of projects and initiatives. For each assignment, the videographer will be required to submit a price offer, ensuring transparency and value for money while allowing flexibility across different types and scales of work. This arrangement provides continuity, efficiency, and consistent quality in capturing the stories of our work across different thematic areas and locations in the oPt.

The videographer will be expected to:

* Capture footage from project activities, events, and interviews across different locations in the OPT
* Develop engaging short and long-form videos tailored for multiple platforms (social media, events, website, internal use).
* Ensure content aligns with the British Council’s brand and safeguarding guidelines, and reflects the organisation’s values of diversity, inclusion, and respect.
* Provide creative direction and technical expertise to ensure that storytelling remains authentic, impactful, and audience-appropriate.
* Collaborate with the marketing and communications team to plan, script, and edit materials that effectively highlight programme contribution and impact.

4.Timeline

The contract duration is **two years (September 2025 – September 2027)**, with the possibility of two further extensions (1 year), subject to satisfactory performance and programme needs.

1. Fee

*Please provide Price quotation in Pricing Approach*

***Important Note:*** *The British Council has an internal daily rate limit. If the selected bidder/consultant proposes a rate exceeding this limit, they will be required to adjust it to align with our internal ceiling rate. Failure to do so will result in disqualification, and we will proceed with the next highest-ranked applicant/consultant.*

*The quotation must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to the requirement.*

1. Qualifications and experience required

The videographer should demonstrate the following qualifications, skills, and experience:

* Proven professional experience (minimum 5 years) in videography, film production, and editing, preferably within the fields of international development, education, arts, or humanitarian contexts.
* Strong portfolio showcasing previous work in documenting projects, events, and human-interest stories, with an emphasis on impactful storytelling.
* Technical proficiency in operating professional video, audio, and lighting equipment, as well as in the use of industry-standard editing software (e.g. Adobe Premiere Pro, Final Cut Pro, After Effects).
* Ability to produce high-quality content in a variety of formats, including short clips for social media, longer narrative videos, and subtitled or multi-language versions.
* Familiarity with brand guidelines, safeguarding requirements, and ethical considerations when documenting vulnerable groups and communities.
* Strong creative vision with the ability to translate programme objectives into compelling audio-visual narratives.
* Excellent organisational skills and the ability to work to deadlines under pressure while maintaining attention to detail.
* Flexibility to travel within the occupied Palestinian Territories and adapt to different working environments and conditions.
* Proven ability to work in multicultural and sensitive environments.
* Strong commitment to professional ethics, safeguarding, and confidentiality.
* Flexibility and adaptability to challenging field conditions.

1. How to apply

Interested applicants should submit:

* **CV** – highlighting relevant professional experience in videography, storytelling, and editing.
* **Portfolio** – with links or samples of previous work that demonstrate technical skills and creative storytelling (preferably including social media clips, short films, and human-interest stories).
* **Pricing approach** – indicating a daily rate (full day and half day) inclusive of professional fees and use of own equipment.

1. Where to apply

Send applications to: [Razan.kaloti@britishcouncil.org](mailto:Razan.kaloti@britishcouncil.org)

Email Subject: Videographer Contract – oPt (2025–2027)

**Deadline for applications: 25/09/2025**

For clarification questions, contact: [Razan.kaloti@britishcouncil.org](mailto:Razan.kaloti@britishcouncil.org) before **19/09/2025.**

1. Criteria for evaluation

Submissions/applicants will be evaluated based on the following criteria:

1. **35% - Experience, Skills & Knowledge** (CV)
2. **35% - Quality** (Evidence of previous relevant work)
3. **30% - Commercial** (Pricing approach)

Note: Interviews may be conducted if the panel determines that further clarification or verification of the bidder’s submission is required. These discussions will help ensure a well-informed decision-making process.