

Terms of Reference (ToR): Production of video and outreach materials

Location: Erbil and Ninewa

Assignment Date: until 31 Dec 2026

Contract Type: Short-term service

1. Objective

NP Iraq is looking for **a freelance multimedia expert** with the aim to produce visual and outreach products, including shorter videos for social media and a documentary, on the 10 years of work in Iraq. The aim of this documentation is to shed light on stories of impact, learnings, and provide visually appealing materials on examples of the application in the Ninewa context of NP's methodology – UCP (Unarmed Civilian Protection) while telling the story of how this application has adapted to the different phases on the context as it shifted from crisis emergency mode to stabilisation mode.

2. Scope of Work

The multimedia expert will be expected to do the following (but not limited to):

1. **Preparation and consultations** with NP Iraq programme team to scope the range of interviews and agree on workplan and the needed support from NP.
2. **Independently conduct community visits** to Ninewa for conducting and recording interviews with stakeholders, insuring collecting informed consent from community members, asking agreed-on questions (which will be prepared in advance with the NP team) as well as the necessary follow-up questions. The expert is expected to work fully independently in these visits while ensuring that the collected material is as comprehensive as needed.
3. **Independently produce a documentary and short clips of human stories and interviews**, based on agreed workplan and in alignment with NP's global communication policies and regulations.
4. **Written outputs contributions** after review of interviews and collected materials, in the form of blogs, case studies, briefs or others. Outputs will be designed in audience-appropriate formats for dissemination among private and institutional donors, practitioners, policymakers, Iraqi communities, and researchers.
5. **Adapt and amend** material upon review and feedback from NP team as needed.
6. **Any other tasks as needed according to discussions and as agreed on in advance.**

3. Deliverables

1. Workplan with detailed timeline and outputs.
2. Conduct and record video interviews. **(the applicants are expected to use their own equipment)**

3. Draft and suggest written outreach materials in the form of blogs, human stories, or social media posts.
4. Raw material of high-quality visuals capturing interviews and photos from the Programme and former staff, as well as from programme participants and volunteers.
5. Final versions of a documentary and ready-to-publish clips with subtitles to English and local languages. Exports to include: 1) without captions, graphics, or music (but include audio native to the video file); 2) Export with everything but captions, 3) Export of everything/full package.
6. Contribution to internal team consultation sessions.

5. Timeline

- **all filming needs to be completed by 31 Dec 2026.**

6. Required Qualifications

- Track record (ie a portfolio with at least three applicable video examples) of producing high quality documentaries on issues related to human rights, humanitarian issues, civil society, or any other topics of humanitarian nature.
- The consultant or the team need to include at least one expert with qualifications in journalism, communications, film, video production, or related fields.
- Ability to articulate and extract human stories in different forms (written, clips, or social media content).
- Fluency in English and Arabic is a must. Kurdish (Kurmanji or Sorani) desired but not mandatory.
- Ability to independently travel within Iraq (mostly Erbil and Ninewa governorates) and grant the required movement clearances.

7. Ethical and Safeguarding Commitments

The consultant is expected to adhere strictly to NP's policies. Consent must be informed and freely given, and content must respect the dignity, safety, and agency of the participants and any community members filmed.

8. Applications

To apply, please include the following

- Portfolio and CV(s) of the consultant – if a firm or a team is applying, include production team CVs.
- Technical offer
- Financial offer