

TERMS OF REFERENCE SELECTION OF MEDIA PRODUCTION SERVICES FOR RELIGIOUS AND COMMUNITY ACTORS' CAMPAIGNS IN TUNISIA

1. ABOUT HEDAYAH

Hedayah is the International Centre of Excellence for Countering Extremism and Violent Extremism, headquartered in Abu Dhabi, UAE. Formed in response to the call by the Global Counter Terrorism Forum (GCTF), representing 31 countries and the European Union, to establish an independent, multilateral 'think and do' tank devoted to supporting global efforts in countering extremism and preventing terrorism through the sharing of good practice, research, toolkits, communications, dialogue, training, workshops, and policy discussions. The vision and purpose of Hedayah is to see a global reduction in extremism and violent extremism. This is achieved through programs, research, resources, and advice that equip governments and civil society to design, implement, and monitor effective and sustainable approaches to terrorism prevention. For more information, visit <https://hedayah.com/>

2. PROJECT OVERVIEW

With the support of Global Affairs Canada, as part of the ongoing follow-on and technical capacity-strengthening support phase, Hedayah aims to continue supporting Tunisian religious and community actors with messaging and strategic communication skills to counter extremist and violent extremist narratives. These activities will be captured and showcased through the production of two to three (2-3) video campaigns to include one (1) teaser and one to two (1-2) shorts/snippets - shorter edits for each video suitable for social media as promotional content of the longer video productions. Eight to twelve (8-12) online/offline sessions will be conducted to provide these religious and community actors with hands-on training in developing and producing effective positive, alternative and/or counter-narrative campaigns, guided by the Tunisian Counter-Terrorism Commission (CNLCT) and Hedayah existing manual "**Messaging and Impactful Content: A Practical Guide**" (an example of this practical guide in Arabic only for reference on the content can be found [here](#)). The online/offline sessions' content will be tailored by the production service provider in collaboration with Hedayah's staff to fit the Tunisian context and include global examples relevant to the audience.

3. TENDER OBJECTIVE

Hedayah is looking to hire a service provider (production/media buying agency or a team of producers/photography/videography) - to support Hedayah's activity in Tunisia, including online/offline follow-up sessions for religious and community actors and the design, creative direction, and video production of a maximum of two to three (2-3) short video campaigns to include one (1) teaser and one to two (1-2) shorts/snippets - shorter edits for each main video as promo teasers for social media usage.

The Service Provider can be an agency, a consortium, or an individual agent.

The detailed services are elaborated in **Section 4: Scope of Work and Services**.

4. SCOPE OF WORK AND SERVICES

- a- Conducting **eight to twelve (8-12)** online/offline follow-on technical support sessions, with the religious and community actors involved in the project and participated in the previous in-person workshops, to include Train of Trainers (ToT) Workshop, October 6-10, 2025 and Messaging for Religious and Community Actors Workshop, November 17-22, 2025 and leading in refining and finalizing initial campaign scripts, production briefs, key messages and the development of short videos, stories, using a learning- by-doing approach with the participants to deliver the final production campaigns.

These online/offline follow-on technical support sessions shall focus on content creation/storytelling, impactful messaging, scriptwriting, photography, and videography as per CNLCT and Hedayah's step-by-step "**Messaging and Impactful Content: A Practical Guide**": Plan, Produce, Promote and Evaluate. This will encompass, but is not limited to, filmmaking, photography, videography, and video editing

techniques, including shooting and editing strategies, optimizing the use of smartphone cameras, and best practices for pre-production, production, and post-production using smartphone or desktop applications.

During these online/offline sessions, the service provider will continue guiding the religious and community actors with applied learning sessions on content creation and basic technical skills, as well as guide them on refining and developing the content of their messages/campaigns, initially developed by the religious and community actors themselves.

All previous training workshop material in Arabic shall be provided by Hedayah for ease of reference.

- b- Guide, mentor, and provide technical assistance to participants step by step in the production and editing phase of their own content and campaigns to ensure a learning-by-doing approach. This includes but is not limited to:
 - o Refinement of the general concept of the video(s).
 - o Development and refinement of the detailed scenarios of the videos.
 - o Coordination and approval of the scenarios with the participants and Hedayah.
 - o Video production (types of content: short-form videos, short human-interest video stories, podcast, etc.).
 - o Retrieval of media release/consent forms and sharing with Hedayah for any participants interviewed/spotlighted.
- c- Video filming, shooting and producing up **two to three (2-3) short video campaigns to include one (1) teaser and one to two (1-2) shorts/snippets - shorter edits for each video to diversify usage (each video's duration 1-3 minutes maximum and teaser and shorts/snippets 10-30 seconds)** after the online/offline sessions, incorporating Hedayah and religious and community actors' feedback and finalized scripts, to include but not limited to:
 - o Post-production aligned to Hedayah branding requirements – see brand book for guidelines around lower thirds, captions, etc., (assembly, sound, processing, etc.)
 - o Arabic (Tunisian dialect)/English voice titration or subtitles (American English) - on an as-needed basis.
 - o Delivery of the final video in different formats (for TV, Web, social media, etc.) after incorporating Hedayah's comments.
 - o Delivery of a full gallery of raw video content to Hedayah OneDrive (location will be shared), complete with proper naming conventions, e.g., b-roll, interviews etc.
- d- Attending the campaigns' launch event (half day) that will be organized by Hedayah before the video/campaigns go on air, to support the presentation of the video campaigns and explain the process of design and production. Location: Tunis City, Tunisia.

The selected service provider will play a crucial role throughout the project, from the workshop to the final campaign launch, requiring strong experience in production, particularly within the local Tunisian context.

Deliverables and delivery timeline:

The Service Provider shall be responsible for delivering the following:

- 1.1 Provide eight to twelve (8-12) practical online/offline follow-on sessions for forty (40) religious and community actors (20 female and 20 male) in addition to fifteen (15) ToTs, in storytelling, impactful messaging, script writing, photography and videography. This includes developing PPTs in English and Arabic (up to 12 PowerPoint Presentations (PPTs) and accompanied exercises) on how to write a script, define a scenario, write a shooting plan, film and how to edit, etc. for each religious and

community actors group (four (4) groups) message and/or video in preparation of production that includes practical guidance on content creation to include but not limited to: film-making, photography, videography, and video editing, shooting and editing techniques and optimizing the use of smartphone cameras, pre-during and post-production of message(s). The purpose of these sessions is to guide the religious and community actors that participate to the previous in-person workshop, October 6-10, 2025, and November 17-22, 2025, and work with them to design and produce up to two to three (2-3) short video campaigns to include one (1) teaser and one to two (1-2) shorts/snippets - shorter edits for each video to diversify usage, initially developed during November workshop, potentially including animated videos. Involve the workshop participants in the production, post-production, and editing phases to create the campaigns to ensure a learning-by-doing approach.

- 1.2 Produce two to three (2-3) short video campaigns to include one (1) teaser and one to two (1-2) shorts/snippets - shorter edits for each video to diversify usage with subtitles in English.

1.2.1 Delivery of all raw content captured and used in the production of two to three (2-3) short video campaigns to include one (1) teaser and one to two (1-2) shorts/snippets - shorter edits for each video to diversify usage.

- 1.3 Fully adapt the two to three (2-3) main videos to fit different formats and platforms of dissemination: TV, Social Media, Digital/Web. The adaptation will happen in coordination and with the approval from Hedayah.

- 1.4 Contribute to the final donor reporting.

Deliverables	Targeted Delivery timeline
1. Provide eight to twelve (8-12) online/offline follow-on sessions for the religious and community actors to produce up to two to three (2-3) video campaigns to include one (1) teaser and one to two (1-2) shorts/snippets - shorter edits for each video to diversify usage, post-hands-on training and technical follow-on sessions, potentially including animated videos. Involve the previous training workshop participants in the production, post-production, and editing phase to create the campaigns to ensure a learning-by-doing approach. This includes: - Refinement of the general concept of the initially developed two to three (2-3) short video(s). - Development and refinement of the detailed scenarios/script of the videos. - Coordination and approval of the scenarios/script with Hedayah.	<i>August- September 2026</i>
2. Produce two to three (2-3) short video campaigns to include one (1) teaser and one to two (1-2) shorts/snippets - shorter edits for each video to diversify usage produced with subtitles in American English and fully adapt the two to three (2-3) main videos to fit different formats and platforms for dissemination: TV, Social Media, Digital/Web. The adaptation will happen in coordination and with the approval of Hedayah and Tunisian partners. This includes: Video shooting/filming and production (types of content may include short-form videos, mini-documentary, short journalistic reports, short human-	<i>October 2026</i>

interest video stories, animated video, etc.) **to include one (1) teaser and one to two (1-2) shorts/snippets**

- Arabic (Tunisian dialect) voice-over and/or subtitles in American English - on an as-needed basis
- Post-production (assembly, sound, processing, etc.)
- Provision of rough-cut videos of the two to three (2-3) videos for Hedayah's review
- Retrieval of media release/consent forms and sharing with Hedayah for any participants interviewed/spotlighted
- Delivery of the final two to three (2-3) videos in different formats (for TV, Radio, Web, social media, etc.) after incorporating Hedayah's comments.

5. TECHNICAL AND REPORTING REQUIREMENTS

a) Qualifications & Experience:

The selected Service Provider should fulfill the following requirements:

- At least five years of experience in campaigning/photography/videography/video editing; experience in editing using professional tools.
- Demonstrate experience in conception, production, and editing of mini video documentaries and animated videos.
- Experience in covering social, humanitarian, and development subjects will be an asset.
- Experience with Tunisian public institutions and INGOs will be an asset; and
- Knowledge of ethical standards in reporting on issues related to Extremism & Violent Extremism will be an asset.
- Previous work with Hedayah in communication-related activities is an advantage.

b) Reporting:

The selected service provider/agency will maintain regular communication with the Hedayah team for guidance, feedback, and coordination to ensure the successful execution of all the responsibilities and deliverables.

6. REQUIREMENTS OF SUBMITTING THE PROPOSAL

For a proposal to be considered comprehensive and to meet Hedayah's requirements, each bidder shall submit a proposal that includes the following sections:

A- Detailed technical proposal includes the following:

- Short profile, including resume/CV of photography/videography-related studies, references.
- Legal documents of the company or ID for individuals.
- Detailed individual portfolio (web links to produced videos) showcasing a range of work (i.e. campaigns, photo-essays, interviews, documentaries, etc.).
- Demonstrated experience in photography/videography on social issues; and
- Production capabilities: quality video production, including related hardware and editing software.

B- Detailed financial proposal:

The Financial Proposal shall specify an all-inclusive fee of taxes per deliverable, which should include (i) adaptation of the content and delivery of online/offline follow-on sessions (ii) filming charges (iii) transportation & accommodation expenses to/at (4 different regions in Tunisia, if relevant), (iv) postproduction, (v) crediting and (vi) subtitling and voiceover (vii) adaption of two to three (2-3) main videos to fit different formats and platforms dissemination: TV, Social Media, Digital/Web. The Financial Proposal should be in **Canadian dollars (CAD)**, as per the description below:

Online/offline follow-on sessions and media campaigns development for religious and community actors:

1. Unit price for eight to twelve (8-12) online/offline follow-on sessions with religious and community actors divided into four (4) groups, that focus on storytelling, impactful messaging, script writing, photography, and videography.
2. Unit price for the development of up to two to three (2-3) video campaigns with a length of 1-3 minutes for each, ensuring a learning-by-doing approach. (Provide the price for one video).
3. Unit price for the development of up to two to three (2-3) teasers (**each video's duration 1-3 minutes maximum and teaser and shorts/snippets 10-30 seconds**), ensuring a learning-by-doing approach. (Provide the price for one teaser).
4. Unit price for the adaptation of two to three (2-3) main videos to fit different formats and platforms of dissemination: TV, Social Media, Digital/Web.

The budget for this service must not exceed CAD 28,272 (twenty-eight thousand, two hundred seventy-two).

❖ **Language of Proposal:**

All proposal sections and any supporting documents and references should be submitted in English. Any documents in different languages should be accompanied by an attested translation to English; otherwise, it won't be accepted or weighted.

❖ **Clarifications**

Any request for clarification should be sent to: procurement@hedayah.ae CC hafedh.dridi@hedayah.ae; lilah.elsayed@hedayah.ae & hend.galal@hedayah.ae by no later than **Wednesday, July 29th, 2026**. Late clarification requests will not be considered.

❖ **Submission Deadline**

Full proposals should be submitted by **Monday, August 10th, 2026, by 11:59 pm GST time** to: procurement@hedayah.ae CC hafedh.dridi@hedayah.ae; lilah.elsayed@hedayah.ae & hend.galal@hedayah.ae

Late submissions will not be considered.

❖ **Awarding Criteria:**

The contract will be awarded to the most economically advantageous proposal.

Bidders are responsible for all the costs incurred in preparing their proposals. Hedayah is not obliged to reimburse any relevant costs.