

Terms of Reference (TOR): Photographer and Film maker

Background

The Spanish Agency for International Development Cooperation (AECID) in Egypt implements the action “**Collaborative cinema narratives and community links**” in the framework of the ACERCA Development & Culture Programme.

“Collaborative cinema narratives and community links” is a course that aims to provide women communities with homemade cinema self-expression tools to make visible their personal experiences and train cultural managers/social workers in participative methodologies for community narrative building.

This ACERCA action is implemented by GRIGRI projects, a Spanish cultural association that works on cultural processes and interventions based on collaborative methodologies.

Scope of work

Reporting to the AECID project manager and the course instructor, the service provider will be responsible for the provision of photography/filming services that will take place in Cairo in two phases (30th November-4th December) including:

- **Photography and filming:** The service provider will be tasked with static and motion visual documentation of the action. He/she will take pictures of the participants, the creative process and the workshop space throughout the entire period of activities, particularly on the opening and closing days, and will interview key participants about their *pre* and *post* course perceptions to be used in the summary video of the action.
- **Documentary making:** The service provider will produce a 15-minute-long documentary using the audiovisual material produced by the participants during the course, under the creative direction of the course instructor. The product will be presented on the 12th of December and will be subject to a second review by the workshop participants and course instructor. The video will be subtitled in English by the service provider.
- **Summary video:** The service provider will produce a 2-minute-long video summarizing the highlights of the course including the creative process, excerpts of interviews with the participants, and its results. The video will be subtitled in English and Spanish by the service provider and delivered one week after the end of the action.

Expected Outputs and Deliverable

Deliverable #	Tasks	Timeline	Modality
	Inception meeting	Week 0	Remote
Deliverable I	Photography dossier + filming of creative process and participants interviews	30 Nov.-4 Dec.	30 November to December 4th: all days (5 hours a day along 5 days)
Deliverable II	Short documentary	12th December	Remote
Deliverable III	Summary video of the activities	14-18 December	Remote

Required Qualifications

➤ Experience

- Proven experience in recording audiovisual material for film products such as documentaries, recording interviews and fiction pieces.
- Experience in subtitling.

➤ Equipment

The following equipment list is approximate and can be adjusted based on availability and the gear that the professional is working with.

- Camera (ideally capable of recording in 4K)
- 50mm and 24mm lenses: These lenses are suggested for their versatility in capturing both portraits (people) and wide shots (landscapes or environments). However, they can be replaced with equivalent lenses depending on the professional's style and available equipment.
- Tripod
- Lapel microphone and audio recorder (Zoom or similar)

- Diffuser and lighting elements

The goal is to ensure high-quality image and sound, while remaining flexible to adapt to the specific needs and context of the production.

➤ Skills

- The ability to work independently and meet deadlines.
- Fluency in Arabic and English, and ideally Spanish.

Application process

Interested service providers should submit the following documents/information by email to oce.egipto@aacid.es by COB by **November 9th, 2025**.

- Letter of interest addressed to the Head of the Spanish Cooperation in Egypt.
- Dossier of photography and video documentation produced in the past two years.
- Contact details and one reference (email and telephone number).
- Financial offer, specifying a total lump sum by deliverable specified in these Terms of Reference.

Only candidates who have passed the preliminary selection will be informed.