

# Term of References - TORs



**HIHFAD**

Video Team Training  
January 2018

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## **Background**

Hand in Hand for Aid and Development (HIHFAD) operating as Hand in Hand for Syria, was established as a UK registered charity soon after the start of the Syrian crisis in 2011 as a grass roots volunteer-based organisation by a group of British Syrians. Our initial purpose was to deliver humanitarian assistance to civilians impacted by the conflict in Syria. The charity has grown to become one of the leading humanitarian actors, serving Syrian communities both inside Syria and in neighbouring countries. Employing over 600 staff, we focus on delivering multi-sectoral, reintegrated programmes to the most vulnerable. With an annual budget of up to GBP 10 million we work in partnership with INGOs or via direct funding from organisations such as OCHA and WHO.

## **The media team**

The media team consists of a core team based in our head office in Gaziantep, Turkey who manage media officers producing content directly from the field inside Syria, plus a small team producing English language content in the UK.

The media team's job is to produce content that will effectively communicate HIHFAD's messaging, contributing to the achievement of our mission by increasing funding opportunities from current and future donors and to give voice to vulnerable Syrians living with impacts of war inside Syria and as refugees in surrounding countries.

Our output includes social media posts, website, videos, personal stories and participatory videos, news stories, media releases, research papers and donor reports. Videos consist mainly of short videos to share information about our programmes and advocacy messaging on our social media channels.

## **The role**

We are looking for an experienced video professional to help our video team to review our content and practices to enable us to develop high quality, shareable video content which will generate consistency, efficiencies and scalability via a two-day workshop.

## **Training details**

- Training modality: In person in our head office in Gaziantep, media officers inside Syria to attend relevant sessions via skype
- Trainees: HIHFAD media staff,
- Location: Turkey
- Duration: 2 days
- Date: January – February 2019

## **Requirements:**

- Seasoned communication professional with humanitarian experience
- Specific experience in video production, in particular processes and strategy in producing video content in volume
- Understanding of marketing and fundraising, donor requirements and advocacy
- Experience of delivering interactive trainings in similar circumstances

- Proven understanding of humanitarian principles, inclusion of marginalized groups and ‘do no harm’ concept
- Experiences in working with national staff in the emergency contexts are advisable.

Kindly send your offers consisting of the following:

- Training Content
- Deliverables
- Time frame
- Trainers’ profile
- Budget

Proposals to be sent by email to Claire Hanley, Global Advocacy and Donor Care Manager, [claire@hihfad.org](mailto:claire@hihfad.org) by cob 27<sup>th</sup> January 2019