SC-PR-37 Terms of Reference (ToR)-ALB 2026 0319

Request for Videographer (Consultant / Service Provider) (Consultant/Service Provider) for the project "Roma Children Learn, Reducing Barriers to Education and Development" in the Municipalities of Tirana and Gjirokastër.

19-02-2026

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

The project "Roma Children Learn, Reducing Barriers for Education and Development" proposes is built `build a model based of children right perspective and address the issues of access, enrolment and participation on quality Early Childhood Care Development (ECCD) and primary education for both Roma boys and girls to exercise their rights for quality inclusive education and support their parents families equally share community life and promote Roma culture in the neighborhoods of Tirana and Gjirokastra.

This project is part of the "EU Regional Action for Roma Education: Increased Education Support and Opportunities for Roma Students in Western Balkans and Turkey (RARE) phase II", funded by European Union (EU) and Roma Education Fund (REF Romania)".

The project responds to one of the main priorities in the current National Strategy for Education of the Ministry of Education and Sports that states "pre-university education system are

ensuring quality education, full participation to ensure inclusiveness and equal access for all children of the age group in preschool and compulsory education, improving the infrastructure of schools and kindergartens according to standards, reducing the number of students per class, training teachers, equipping schools with science laboratories and computers". Roma children and their families in the selected regions will benefit from access and participation to quality learning opportunities, and enhanced capacities of educational institutions to implement inclusive education principles and also supportive family and community childcare practices, Additionally, there will be increased public awareness of the value that Roma traditions and language bring to enriching national culture. To ensure that Roma children have an equal start in ECCD and successful transition to primary education, the project's intervention will address the issues below:

1) Roma children access and enrolment to Early Childhood Education (ECD) and successful transition to Primary School Education (PRI).
2) Supporting Roma children learning outcomes and promoting Roma Language and Culture through increased capacities of pre-primary and primary teachers.
3) Empowering local communities and institutions to overcome barriers like cost, institutional challenges, and cultural obstacles to access quality education.

Objective

The purpose of this assignment is to engage a videographer to plan, film, and edit audiovisual content that:

- Highlights key project activities and results
- Presents a compelling child-interest story centered on children's voices
- Showcases positive educational experiences and achievements of Roma children and families
- Aligns with Save the Children's child-safeguarding policies and ethical communication standards.

Location and official travel involved

The consultancy may involve traveling to the project sites in (Tirana & Gjirokaster) which will be pre-agreed with Save the Children staff and will not be provided by Save the Children. Accommodation and travel costs will not be provided by Save the Children.

Services the Supplier will provide

Under the guidance of Save the Children, the videographer will:

- Collaborate with the project and communications specialist to develop a creative approach and storyboard
- Film project activities, educational environments, and community settings
- Record personal narratives from Roma children and families in a child-friendly and ethical manner

Capture visual content that reflects:

- Children's participation and learning
- Family engagement in education
- Positive change and resilience
- Undertake editing and post-production, including sound, graphics, and subtitles (if required)
- Ensure all audiovisual content complies with Save the Children's Child Safeguarding Policy, Ethical Storytelling Guidelines, and Data Protection requirements

The videographer is required to:

- Sign and comply with Save the Children's Child Safeguarding Policy and Code of Conduct
- Ensure informed consent from parents/caregivers and assent from children
- Respect children's dignity, privacy, and best interests
- Avoid any content that may put children at risk or reinforce stigma.

Experience and skill set required

- Proven experience as a videographer, preferably in development or humanitarian contexts
- Experience working with children and marginalized communities
- Strong visual storytelling and editing skills
- Familiarity with Save the Children child safeguarding and ethical media standards
- Ability to meet deadlines and collaborate with multidisciplinary teams.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	•One promotional video / child-interest story	Preparation of one one promotional video / child-interest story. • Duration: 1 minute • Suitable for social media platforms, events, advocacy, and donor reporting. • In two languages in Albanian and English	

Timeline

Estimated Commencement Date:25-02-2026
Estimated End Date:30-08-2026

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	• One promotional video / child-interest story	Save the Children	June 2026

Acceptance

The videographer will deliver: • One promotional video / child-interest story • Duration: 1 minute • Suitable for social media platforms, events, advocacy, and donor reporting. • In two languages in Albanian and English

General assumptions and dependencies

The videographer will report to the Save the Children in Albania Communication Specialist, working closely with the relevant project staff. Save the Children will:
• Provide project background, key messages, and branding guidance
• Facilitate coordination with community and public structures
• Lead consent and safeguarding procedures

Payment information

The assignment will take place over 9 days, including preparation, filming, editing, and finalization and the payment of the expert will be done based on the financial offer (daily rate or lump sum for 9 days)

How to apply for the services

The service provider is expected to submit a proposal, including: Portfolio or links to relevant work; Technical and creative approach; Financial offer and CV or company profile in one e-mail to info.albania@savethechildren.org or submit hard copy at Save the Children's offices within 02 Feb 2026 by 17:00pm. in a closed envelope at the following address: Application for Save the Children in Albania National Office Rr. Mihal Popi, Ndertesa 7, ish Pallatet 1 Maji, Vila "Lami"; P.O. Box 8185, Albania or through e-mail at: info.albania@savethechildren.org.
Subject: **Request for Videographer (Consultant / Service Provider) (Consultant/Service Provider) for the project "Roma Children Learn, Reducing Barriers to Education and Development" in the Municipalities of Tirana and Gjirokastër**.
The deadline for responses is: 23-02-2026

The award criteria consist of the following:

Criteria	Description	Score
1	Relevance and quality of previous work	25
2	Understanding of the assignment	25
3	Experience in child-cantered storytelling	25
4	Cost-effectiveness	25

TOTAL SCORE	100

Save the Children

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