



Terms of Reference (ToR) Videographer & Multimedia Producer - Support to CADE Youth Voices for Digital Rights

Total Fee: €5,000 (VAT included)

Timeline: August – November 2025 – **Final deliverables maximum by November 30.**

Background

The [CADE Youth Voices for Digital Rights](#) programme, co-led by Civil Society Alliances for Digital Empowerment (CADE) consortium member [Forus](#) and Karisma, supports young advocates to develop multimedia content that raises awareness and advocates for rights-based digital governance. Through workshops, collaboration, and peer learning, 10–15 selected Youth Advocates will co-create **10 short-form videos or podcasts** that reflect their experiences and key digital rights issues across regions. These outputs will be multilingual and rooted in youth storytelling, activism, and collaboration.

The programme combines storytelling, advocacy, and pedagogy to amplify youth voices in global internet governance discussions.

Objective of the Assignment

The selected Videographer/Multimedia Producer will:

- **Support the Youth Advocates** in conceptualising, recording, and developing high-quality videos or podcasts.
- **Edit and finalise 10 multimedia products**, ensuring they are engaging, inclusive, and technically sound.

- Collaborate closely with the Forus team, the facilitator and CADE team to maintain consistency and alignment with advocacy and comms goals.

Scope of Work

The selected consultant will:

Production Support

- Attend 2 key online workshops (especially those on storytelling and advocacy).
- Offer **virtual group coaching** or short one-on-one check-ins to guide participants on:
 - Basic production planning
 - Recording techniques (e.g. lighting, framing, sound)
 - Scripting and structuring ideas for advocacy impact

Post-Production & Editing

- Receive and organise raw content from youth and Forus team (videos, voice recordings, scripts, visuals).
- Provide editing services to produce **10 short-form advocacy videos or podcast episodes** (3–5 minutes each) to ensure they are:
 - Engaging and well-paced
 - Inclusive and respectful of youth contributors' voices
 - Aligned with CADE's messaging and brand identity
- Integrate CADE and Forus branding, subtitles, basic animations, music provided by Forus), Subtitles (in 2 additional languages per video, with translation support provided by Forus), and intros/outros.
- Deliver final products in web- and social-media-friendly formats (.mp4, .mp3, YouTube-ready), Square or vertical cuts for platforms like Instagram and TikTok.

Multilingual Content

- With the help of Forus Team, the consultant will ensure that each final product includes subtitles in **2 additional languages** (FR, ES, or PT) for video content –

Coordination

- Liaise with Forus to ensure alignment with the CADE project's messaging, branding and communications strategy.

- Participate in 2–3 coordination check-ins to review progress, troubleshoot issues, and ensure coherence with the overall campaign.
- Share first drafts of each multimedia piece for feedback and make up to two rounds of edits as needed.

Qualifications

- Proven experience producing and editing advocacy videos or podcasts.
- Ability to work remotely with non-professional content creators (youth).
- Strong storytelling and visual communication skills.
- Capacity to work across cultures and languages; basic knowledge of Spanish, French, or Portuguese is a plus.
- Experience working on human rights, youth, or social justice topics is a strong asset.
- Access to editing software and tools.

Budget

- **Maximum budget: €5,000 (EUR) VAT included**
Inclusive of editing, coaching, feedback integration, and final delivery of 10 videos/podcasts.

Application Process

Please submit the following by **August 20, 2025** to Bibbi Abruzzini at bibbi@forus-international.org:

- CV or portfolio highlighting relevant video/audio work
- 1–2 samples of similar multimedia projects (links preferred)
- Short letter (max 1 page) outlining:
 - Your experience with youth-led or advocacy storytelling
 - Your proposed approach for working remotely with youth contributors and Forus team and ensure success of the campaign based [on your understanding of the project](#).
 - Financial offer