

Terms of Reference

Documentary movie production for the UNHCR Northern Europe office

Background:

In 2015 alone, over one million refugees and migrants undertook dangerous journeys across the Mediterranean Sea in search of safety in Europe. Many of these people made their way to the Nordic countries all the way from war-torn countries, a majority from Syria and Afghanistan. Last year, the number of arrivals to Europe was lower due to the closing of the route between Turkey and Greece, but the number of deaths on the Mediterranean Sea was the highest ever recorded with more than 5000 people dead or missing. This makes the chance of death at sea 1 in 72 for those attempting the crossing.

UNHCR is strongly advocating for a more simplified asylum system and access to safe and legal ways for refugees to reach safety. One of UNHCR's main recommendations is a strengthened system for family reunification. This would enable refugees, including unaccompanied children, to join their families without having to risk their lives by using dangerous and illegal alternatives.

Objective:

To raise global attention, advocate, and trigger local awareness and political discussion about the situation of refugees with pending family reunification cases in the Nordic countries, The UNHCR Northern Europe office wants to produce a **documentary movie** from the perspective of a refugee family that travelled from Syria to Denmark and risked their lives on the way. The office is looking for a production studio or film director/producer to produce the film.

The film would be focusing on a family previously interviewed by the office, whose story can be read [here](#), with both a global and regional target audience for distribution in film festivals, with worldwide broadcasters and in movie theatres. The total budget of the film should not exceed **US\$85.000**

Scope of Work & Technical Requirements:

The office welcomes creative ideas & suggestions for an impactful and innovative delivery of the message.

The documentary is to be empathy driven, moving and motivational, told mainly from the perspective of the refugee family, with interviews and inputs from local communities, decision makers and the UNHCR.

The film should be produced in English, at highest market quality standards, high-definition, fast paced and colorful, with clean stylistic touches. The total running time of the documentary is to be 30 minutes.

The entire film production i.e. writing, filming, editing, voicing/narration etc. should be done by the contractor, delivering a final ready-to-air product in broadcast standards and in HD technology format 16:9. The entire development and production process will be closely monitored by the UNHCR office providing continuous review, comments and thematic inputs support when needed.

The UNHCR Northern Europe office is the Executive Producer of the film and has the "final cut" of the film as well as creative, editorial and technical direction of the film.

Expected timeline:

1. The contractor shall commence the work as soon as possible, immediately upon signing contract.
2. A detailed timeline, work plan and draft outline should be submitted within 14 days.
3. A detailed budget and shooting schedule should be provided prior to commencing filming.
4. The rough cut of every phase of the documentary should be provided to Executive Producer, i.e. UNHCR RRNE Office for review, comments and approval. Only UNHCR has a final cut.

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5. The final product i.e. the movie as well as all the raw material and project files, should be delivered to UNHCR RRNE on an external HDD no later than December 25th 2017

Deliverables & payment distribution:

Payments of total budget will be processed upon delivery of the following product along with invoice:

1. Detailed timeline, work plan and draft outline (10%)
2. Detailed budget and shooting schedule (20%)
3. First cut of movie (30%)
4. Project files & all raw material (10%)
5. Final cut of movie (30%)

Qualifications:

1. Minimum of three (3) years' documented work experience in the area of film/reportage/documentary writing, producing, directing and editing;
2. Access to highest quality filming, light, sound and editing equipment.
3. Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism;
4. Ability to communicate and conduct interviews in English and Danish.
5. Track record of successful materials filmed in the region and/or on similar topics would be an asset.

Application: (DEADLINE 07 MARCH 2017)

To apply for the contract, please see the following [FOLDER](#). The offeror is expected to provide the following:

Eligibility:

1. Three links to work samples demonstrating most relevant previous productions
2. Three references (with contact information) from previous clients
3. Detailed list with technical information of the equipment intended for use, including camera, light, sound, editing software etc.
4. Brief presentation of the team, with CVs and functional responsibilities of the key people to be engaged in the production of the documentary.

Creative Direction:

5. Brief letter, describing previous experience on similar projects as well as proposed creative direction for the film. Creative ideas and suggestions are encouraged.

Timeline:

6. Detailed filming plan and timeline for all phases in pre-production, production and post-production.

Budget: in separate document – not to exceed US\$85.000

7. Detailed break-down of all estimated costs, including estimated days of shooting, production team, days of editing, travel costs, music, etc.
8. A clear **total cost** for the final product. Please note that all costs, including transport, should be included in the total sum, no additional payments will be made outside of the total budget.

The short listed candidates will be invited to participate in a call to further present and clarify their ideas.

Reservations & Confidentiality:

UNHCR RRNE reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. In the event of the producer ending the contract prior to delivering all agreed upon products, a portion of the payments shall be returned to the UNHCR Northern Europe office.

The contractor undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Contractor shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.