

TERMS OF REFERENCE (TOR) FOR
THE SUPPLY AND DELIVERY OF VIDEOGRAPHY SERVICES
RFP/BEL/2021/001

1. Background

The UN Refugee Agency's (UNHCR) Representation for EU Affairs, Belgium, Ireland, Luxembourg and the Netherlands (UNHCR Brussels) invites qualified companies to make a firm offer for the establishment of a Frame Agreement with an initial period of two (2) years with a possible extension of one (1) year based on satisfactory performance for the provision of Videography Services.

The videography work will mainly be required in Belgium but also occasionally in Luxembourg and potentially other countries in the European region. In the event of any projects requiring travel outside Belgium (and Luxembourg), travel expenses will be mutually agreed on a project basis, while the videography project expenses will be in accordance with the financial offer made in this bid.

The aim of the videos is to raise awareness about refugees and asylum seekers, and/or stateless people, and/or to reflect national government responses to the current refugee situation. The subjects of the videos can range from the contribution of refugees to society, to a call to support the integration of refugees, and other policy areas etc. To ensure public attention to the videos, the videos should be concise, lively and unique.

These videos will feature on the websites, YouTube channels and social media accounts of UNHCR.

2 Objectives:

The resulting contract would cover the Supply and Delivery of Videography and related services.

The Services will include, but not be limited to:

- The supply and delivery of up to ten video clips per year ranging from 4-minute videos to 15-second video extracts.
- Each of the videos may need to be produced in horizontal (16:9), vertical and/or square formats, for use on all media and social media channels.
- Each video must be produced in one of Belgium's languages if related to Belgium, with one or two versions in another of Belgium's languages and/or English. For Luxembourg, the primary language would be French. For the Netherlands, Dutch and for Ireland, English.
- UNHCR may also wish to create versions of videos in languages not listed above. In this case, UNHCR would take care of the translation into the respective language and the supplier would implement the changes and produce a corresponding language version.
- A selection and production of stills to be used as visual/thumbnailed image to introduce the videos
- More details of the required video services can be found in Annex B (Technical offer) and Annex C (Financial offer) which the Bidder must complete and return.

3. Requirements:

The Supplier's main office and studio will ideally be located in Belgium (or possibly Ireland, Luxembourg or the Netherlands) to be able to record videos at film locations in Belgium and occasionally Luxembourg in a timely and cost-efficient manner.

The Supplier must be able to understand, speak and write in Dutch, French and English, in order to be able to interact with the persons appearing in the videos produced in Belgium or Luxembourg, and write and apply subtitles. The ability to also work in German would be an advantage.

The Supplier's ability to supervise any production of videos in other languages is an asset.

Prior to each project, UNHCR and the Videographer shall agree on the number of rounds of revision at the request of UNHCR to be included in the price.

The Supplier should have an understanding of and sensitivity with regard to the plight of refugees and asylum seekers and difficulties they have faced in their journey and their integration in their country of asylum, and/or stateless people.