



UNHCR Request for Quotation

to create multimedia/video content in countries covered by the Regional Representation in Central Europe (RRCE)

HUNBU/RFQ/2020/003

Budapest, February 5, 2020

General Background of Project or Assignment

UNHCR RRCE wishes to amplify individual refugee voice through multi-media stories on refugees' suffering, courage, talent, resilience and accomplishments as well as their needs in nine countries covered by RRCE (Bulgaria, Croatia, Czech Republic, Hungary, Moldova, Poland, Romania, Slovakia and Slovenia). Furthermore, UNHCR wishes to highlight refugee issues and educate the public about the plight of refugees – refugees are ordinary people who happen to be in extraordinary circumstances and thus have been forced to leave their homes, countries, relatives etc. By retelling these stories, UNHCR's message of refugees as humans would be strengthened.

In light of the above, UNHCR is seeking a contractor to create multimedia/video content on an assignment basis.

Purpose of project

To produce video stories to raise regional and global attention, advocate, and trigger awareness and political discussion about the situation of refugees.

Duration of the assignment

15 February 2020 to 31 December 2020

The Contractor is expected to provide services to UNHCR on an ad-hoc case-by-case basis during the above indicated period.

Suggested fee and currency

Each video production will be quoted separately based on production days, and story needs. Quotations should include the proposed payment currency and all-inclusive lumpsum costs related to the assignment (fees, travel expenses, etc.).

Payment schedule

Payments will be processed upon delivery of the product(s)/video(s) and submission of invoice to UNHCR.

Overall purpose and Scope of Assignment

To develop credible, innovative and compelling video stories aimed at target audiences, emphasize the individual human story, topical, and linked to key messages and strategic objectives.

The entire video production i.e. filming, editing, voicing, titling 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 final product should be a feature video story, preferably with a total running time of 2'00" to 2'30" at highest.

The vide story should be character-driven, speak truthfully to the refugee condition but also present resilience and hope. The refugee/s in the feature should be treated as cognizant actors in their own story and have an actual voice in the story. UNHCR welcomes humor, emotion, positivity (but also the challenging realities endured by most refugees).

The video should have on-screen text with strong characters making it as "self-narrating" as possible (just having the words of the characters driving the story forward without too much signposting with text).

Monitoring and Progress Controls

- After a rough-cut edit, the final edit and on-screen script will be crafted in coordination with UNHCR RRCE Budapest office acting as producer
- The feature story needs to be delivered in two versions:
 - A final cut CLEAN version of the video (without titles/fonts or any on-screen text)
 - A final cut FINAL “ready-to-air” version of the video WITH titles/fonts on the screen.
- Two social media edits approximately 20 sec each as FINAL “ready-to-air” version WITH titles fonts on the screen.
- Natural sound editing, no music to be edited
- UNHCR RRCE needs to receive the project files (Adobe Premiere or FCP), as well as the rushes/B-roll from the shoot.

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 Contractor will be under the direct supervision of the UNHCR RRCE Communications Officer(s), who will provide guidance and advice.

Coordination of the project will be managed through meetings, frequent telephone conferences and e-mail correspondence.

The Contractor undertakes to provide, at its own expense, all personnel, equipment, supplies, materials, tools, and other facilities required for the performance and completion of the Services.

The Contractor acknowledges and agrees that UNHCR may withhold all or a portion of payment in the event that, as determined by UNHCR in its sole discretion, the Contractor has not performed its obligations in accordance with the terms of the assignment, including, without limitation, unsatisfactory performance, incomplete deliverables, or failure to meet deadlines.