



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 29 OCTOBER 2020

EXPRESSION OF INTEREST: EOI/RBAP/2020/002

FOR PHOTOGRAPHERS & VIDEOGRAPHERS

SUBMISSION DEADLINE: 27 NOVEMBER 2020

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your expression of interest for the following services specified in this Request for Expression of Interest (EOI).

1. SCOPE OF WORK

UNHCR's RBAP requires the services of a videographer/photographer to work with the team in producing various content. The contractors/consultants or institutional/corporate vendors will be required to deliver:

- High quality footage for broadcast or non-broadcast production and/or;
- High-quality photos that can be re-produced in print, multi-media and online formats. These could include publications, flyers, posters, banners, films, presentations, websites, CDs, etc. The videographer/photographer will work with the team to develop the various products within stipulated budgets and within set deadlines. A high level of participation will be key to the delivery of expectations.

2. GEOGRAPHIC AREAS OF RESPONSIBILITY (AOR)

UNHCR's RBAP requires the services of a videographer/photographer to produce the content in the countries under its areas of responsibility. These include the following countries:

1. Afghanistan
2. Pakistan
3. Iran
4. Japan
5. China + Hong Kong SAR
6. Korea
7. Bangladesh
8. Australia
9. India
10. Indonesia
11. Thailand
12. Kazakhstan
13. The Kyrgyz Republic
14. Tajikistan
15. Turkmenistan
16. Uzbekistan
17. Myanmar

¹ For further information on UNHCR, please see <http://www.unhcr.org>

18. Nepal
19. Philippines
20. Sri Lanka
21. Malaysia
22. Vietnam
23. Cambodia
24. Laos

3. QUALIFICATIONS

Contractors/consultants or institutional/corporate vendors should be able to demonstrate the following qualifications:

- Minimum three years' experience providing photography and video services to major media outlets, government institutions and/or United Nations agencies
- Familiarity with UN programmes and humanitarian issues, including protection sensitivities.
- High level of creativity and initiative.
- Experience in recording and producing videos and documentaries (for videographers only).
- Ability to work with different teams and deliver to deadlines.
- The photographer should provide the technical equipment needed for the shooting and editing including cameras as well as any additional light equipment deemed necessary.
- Fluency in spoken and written English.
- Ability to provide coherent and accurate subtitles.
- Ability to manage multiple revisions at short notice (for videographers only).
- Ability to travel within Asia and the Pacific region on assignment when required.
- Experience in working with vulnerable people in humanitarian settings and shooting/filming in a de-identified manner is also desirable.

4. EOI SUBMISSION

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to UNHCR's Regional Bureau for Asia and the Pacific by the closing date set forth in this EOI. The submission package shall contain the following documents:

- UNHCR Vendor Registration Form (Annex A)
- Resume/CV (for individuals)
- Company's profile (for institutional/corporate vendors)
- Portfolio of past works/projects

We would appreciate receiving your submission on or before **27th November 2020 – 23:59 hrs GMT+7** by e-mail in PDF format to rbapsupply@unhcr.org.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **18 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

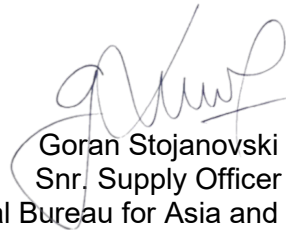
- EOI/RBAP/2020/002
- Number of e-mails that are sent (example: 1/2, 2/2)

Please note the following:

- This is a request for expression of interest to identify potential service providers.
- This is NOT an invitation to submit a bid or prices.
- Expressing your interest by submitting the EOI form does not guarantee your participation in the tender. A thorough review of all responses will be conducted based on which a decision will be made on the final list of invitees for the tender.
- UNHCR reserves the right to change or cancel the requirement any time.
- UNHCR reserves the right to require compliance of additional terms and conditions.

For further clarifications/questions, please send an email to rbapsupply@unhcr.org mentioning EOI/RBAP/2020/002 in the subject line. E-mails without the correct reference may not be responded to.

Thank you for your kind attention.



Goran Stojanovski
Snr. Supply Officer
Regional Bureau for Asia and the Pacific