



UNHCR

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

DATE: 01/06/2018

REQUEST FOR QUOTATION: No. RFQ/2018/003

FOR THE SUPPLY OF VIDEO JOURNALISM SERVICES

QUOTATION TO BE RECEIVED BY: 10/06/2018 – 23:59 hrs

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the following **video journalism services** specified in this Request for Quotation (RFQ).

UNHCR may award one or more Frame Agreements with an initial duration of 15 June 2018 – 31 December 2019, potentially extendable for a further period of one (1) year. The successful bidder(s) will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

1. REQUIREMENTS

- Description: UNHCR Representation in Romania requires the services of experienced video journalists throughout the year including in the lead up to World Refugee Day (20 June). Fluency in English is essential, as is broadcast or TV news experience.
Video journalists should be based in Romania; travel from outside the country cannot be covered.
- Type of services: production of complete video stories in news and short documentary genre, for both broadcast and the internet, according to professional international journalistic standards, including research and set up (UNHCR will often help with pre-production aspects), shooting sequences and interviews, drafting a script (in English) and editing a completed story. In addition, some post production skills such as adding text, sound or visual elements, knowledge of formats, compression standards and programmes is a must. Video journalists will have their own professional cameras, computers and editing software. At times it may be preferable to work in the UNHCR office where close discussion may be required on particular stories.
- Deliverables:
 - Where required, research stories, in advance of the shoot to complement information and pre-production assistance provided by UNHCR;
 - Shoot video stories (including several sequences) in different locations in Romania;

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

- Conduct and shoot interviews with broadcast quality audio and video;
- Edit the story, draft the script (in English and Romanian), complete other post production tasks like sound, adding other visual or text elements standard to news formats, subtitling (if required and where provided by UNHCR), conversion to file formats and size, as per required by UNHCR for each assignment;
- Video stories should follow formats and requirements of the news and documentary genre and international video journalistic standards. For particular campaigns, videos may have a specific kind of format different to a standard news story. Typically, finished video stories will be between 30 seconds and 3 minute long;
- Liaise closely with the Public Information team of the UNHCR in the country on story preparation, shooting and editing. In some circumstances, UNCHR will want close discussion on edit of stories and video journalists who can work from a laptop in the UNHCR office will be appreciated;
- In some cases, video journalists or editors may be engaged to repackage existing material, edit footage shot by others, including UNHCR staff.

Quotations should stipulate rates for work using own equipment. Where equipment needs to be rented, quotations should note current rental rates.

A sample of UNHCR stories for style and format can be viewed at <http://www.unhcr.org>. Typically, video stories will be between 30 seconds and 3 minutes long.

Exact requirements and background to each assignment or story are provided by UNHCR in advance. As noted above, in most cases UNHCR will carry out research and pre-production work in advance, and video journalists will be assigned a specific story.

Some of the assignments may require availability at a short notice and deadline as well as the ability to travel within the country.

Depending on the location of the service provider, communications between UNHCR and the service provider shall normally happen via email or telephone, with face-to-face meetings occasionally as feasible and required.

Files, including draft and final text and media files shall be exchanged electronically via e-mail, file transfer sites, external drive or CD/DVD as the file size and format best require and as mutually agreed. Files shall be submitted in various formats as mutually agreed suitable for broadcasting, uploading on and playing directly from UNHCR's websites, social media and video-sharing websites, such as YouTube, Vimeo etc.

The exact technical parameters will be mutually agreed for each assignment.

If required, final files have to be filed on [Refugees Media](#) following [UNHCR Videographer Guidelines](#).

The service provider shall have the required equipment for video shooting, audio recording and post-production as well as the required software, or have them at disposal via rental in order to complete the different task under the assignment. In specific cases and assignments, the services may be carried out by using UNHCR's video equipment and editing software.

- Copyright: Copyright of copyright of the final product and raw footage shall be the property of UNHCR. UNHCR shall provide the service partner with logos, texts,
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photos and any other material in an adequate format, as required by the assignment. The service provider shall not use UNHCR's logo or any other material supplied by UNHCR, for any purposes outside the scope of the assignment and contract.

- UNHCR Guidelines: The service provider shall accept UNHCR's rules on visual and video design, logotype usage (specifying colours, fonts, sizes, etc.) as well as editorial policies relating to protecting the rights and identity of the people recorded for protection reasons.

UNHCR Videographer and Graphics Guidelines can be found here:
<https://goo.gl/b228NM>.

Samples and guide for style and format can be viewed on UNHCR's global website at <http://www.unhcr.org/>.

The service provider shall observe the **UNHCR's Social Media Policy for UNHCR Consultant Photojournalists** (see Annex 3).

- Location: Romania. Bidders from various cities are encouraged to submit quotations (e.g. Bucharest, Timisoara, Cluj, Galati, etc.).
- Duration of Frame Agreement: 15 June 2018-31 December 2019

Please include the following price information in your quote (without VAT):

- Currency (RON/USD)
- Hourly, half day and daily rates
- Additional fees, if any (please specify)

Please note that UNHCR has tax and duty exemption status.

2. RFQ Submission

The tender documents to be submitted by bidders (in English) are the following:

- **Tender form** (see Annex 2);
- **General presentation of the bidder;**
- **Samples of similar work** – please include direct links to video stories, if possible, and professional referees or references;
- **Price quotation** (hourly, half day and daily service fee in RON or USD) – with a breakdown of fees of the different tasks (shooting, editing, subtitling, etc.), for using the video journalist/editor's own equipment and software or rental of equipment.

All cost calculations should specify **net price + VAT amount** (if applicable).

Cost calculations shall not include required travel costs to shoot stories, as these costs would be indicated separately outside of the service fee for each assignment as required. (Normally UNHCR pays direct travel costs only, such as transport fares, mileage and accommodation and not per diem).

We would appreciate receiving your quotation on or before **10/06/2018 – 23:59 hrs** (Romanian time) by e-mail, in PDF format, to rombupst@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 **10 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:

- UNHCR RFQ/2018/003
 - Your name or name of your firm
 - Number of e-mails that are sent (example: 1/2, 2/2)
- (for example: *UNHCR RFQ/2018/003 – Company X, email 1/2*)

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX 1 the UNHCR General Conditions of Contracts for the Provision of Services-2010. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Diana Tifor, Senior Admin/Finance Assistant
Admin/Programme Unit
UNHCR Representation in Romania