

## ANNEX A \_ Terms of Reference

### Request for Quotation to Provide Videography and Photography Services during a content gathering mission in Maiduguri, Borno and Benue State.

#### Background

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide.

UNHCR's Ramadan Campaign is an annual campaign that mobilizes much-needed financial support to address the growing needs of people forcibly displaced worldwide by conflict, violence, natural disasters, human rights violations, and persecution.

UNHCR Private Sector Partnerships (PSP) unit is looking to engage a videographer and a photographer to obtain and edit content for our Ramadan campaign. The videographer and photographer will accompany the UNHCR team on a field mission to gather content as highlighted below.

The proposed date(s) for the mission is January 30 & 31 (Maiduguri) and February 1 (Benue).

#### Requirements:

Below are Terms of Reference for two (2) lots of services required:

Lot A: Videography (January 30 & 31 (Maiduguri) and February 1 (Benue)) Daily Rate required

- 1 videographer to comply with the content brief to be shared ahead of the mission
- 3-days of full-day filming (two days in Maiduguri and one day in Benue)
- Filming includes:
  - o Brolls
  - o Interviews (3 mics)
  - o Pieces to camera (2 mics)
- Editing outputs:
  - o 5 to 6 videos approximately 2 minutes long, in all dimensions (square, vertical, landscape).
    - 3 to 4 videos are human interest stories (refugee/IDPs families in Nigeria)
    - 1 to 2 videos are pieces to the camera featuring IP Champions and UNHCR Staff filming scripts about Ramadan
  - o Three rounds of editing required
  - o First rough cuts of videos provided within seven days of mission completion
  - o The full set of videos should be provided within 2.5 weeks of mission completion

All videos would be edited per UNHCR guidelines which can be found at: <https://drive.google.com/drive/folders/1kmWJg6N-D9FQOKHffZuwspUWV6C4svo2?usp=sharing>

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LOT B: Photography (January 30 & 31 (Maiduguri) and February 1 (Benue)) Daily Rate required

- 1 Photographer for three days (two days in Maiduguri and one day in Benue)
- 50 to 75 images per day - a priority for landscape, fulfilling the content brief to be shared ahead of the mission.
- Edited and in high quality.
- Uploaded on Refugees Media.
- Instructions on uploading on Refugees Media can be found here: <https://docs.google.com/document/d/1iRQIz7j8MdwiSUT8kl62VWdhXNtnz-EqKolRifwT04U/edit>.
- Upload date should not exceed three days post-mission.

Note below Mandatory requirements and Award winning criteria;

### 1. **Mandatory (Qualifying) Commercial/Eligibility Criteria:**

- A. Evidence of commercial Registration Certificate (Corporate Affairs Commission) with an active current status
- B. Evidence of Tax Registration (Federal or State Internal Revenue Service) Certificate
- C. Annex B: Technical Offer Form - please fill-up, sign and submit.
- D. Annex C: Financial Offer Form - please fill-up, sign and submit.
- E. If a new vendor to UNHCR, Annex D: Vendor Registration Form - Please check, fill up, update, sign and submit VRF through [Supplier Registration \(oraclecloud.com\)](https://supplierregistration.oraclecloud.com)

### 2. **Order (Award) winning Criteria:**

- A. Provision of Company profile (products and services offered, client list, etc) with evidence of at least two (2) similar contracts/purchase orders for videography and photography works done for UN Agencies, INGO or corporate organizations.
- B. Competitive pricing for each chosen lot (**Daily Rate required**).
- C. Acceptable delivery lead time in days

### OTHER REQUIREMENTS:

o Delivery Lead-time: In order for UNHCR to have an idea of the expected delivery of the service outputs, Bidders should indicate how many days it will take to provide rough cuts/ full set of videos and upload photos through the appropriate medium of receipt.

**Please note outputs would be inspected by UNHCR before they would be accepted. Payment term is 30 days Net (Payable within 30 Days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.**