

Invitation for offer: Video production

Location: Tuzla Canton

Application deadline: 01.07.2022

Type of contract: Service contract

Duration of initial contract: 15 days

BACKGROUND

During the events between autumn 2015 and spring 2016, about one million refugees and migrants attempted to enter the EU via the Balkan-Route. Most arrived on Greek islands coming from Turkey and subsequently headed on via Macedonia, Serbia, Hungary and Croatia to final destinations in Germany and northern Europe. At the time, however, BiH was not affected as no migrants attempted to make their way to central and western Europe via BiH. In early 2016, the Balkan-Route was closed by a political initiative of Austria together with Hungary and other EU member States that essentially sealed off their borders towards Western Balkans countries for migrants. At that point, relatively few migrants had remained along the Balkan route: most had already moved on to the EU, some were returned to Turkey on the basis of the EU-Turkey Statement of March 2016, whereas others remained literally stranded along the Balkan route. In January 2018, thousands of migrants/refugees entered BiH with the intention to enter the EU via Croatia. Since then, the total amount of migrants and/or refugees that have arrived in BiH has reached 30,000.

Under the motto of 'Leave no one behind!', the CACH BiH Strategy 2021–2025 reinforces its fight against poverty through the thematic priority areas of income and jobs generation; addressing the challenges of immigration and emigration; and tackling the linkages between climate change and poverty. In doing so, all CACH programs feature a strong social inclusion dimension mirroring the organization's understanding as to which inequality and exclusion are key root causes for keeping the entire population groups in poverty. Since 2018, when the first migrants got stuck in South Eastern Europe, CACH in cooperation with Caritas BiH has been providing emergency aid to alleviate the most basic needs of the migrant population and to overcome the crisis, focusing on improving the nutritional and hygiene situation.

In Tuzla Canton (FBiH), the influx of migrants has been steadily increasing. Due to lacking accommodation, most migrants and refugees are sleeping in city parks, mainly depending on privately organised support e.g. by local volunteers. Partly due to lack of political will, the local government did not provide accommodation. Further, refugee centres were not wanted in the area, partly due to lack of resources and absence of the necessary migration management skills. Migrants squat wherever they can find a place in and around the city, setting up tents near the train station and spending their days near the main bus station. Up to now, BiH authorities have struggled to respond adequately to the basic and human rights needs of migrants in the country. The situation, requiring a multi-level and multi-sectoral approach, has exposed the country's complex governance system. There is a need to scale up temporary reception centres across the country providing safe, secure, and dignified accommodation. Prior to the pandemic, BiH was a transit country for many migrants. However, due to restrictive measures taken in response to the COVID-19 pandemic, movement on the Western Balkans route almost stopped between mid-February and May 2020, leaving thousands of refugees and migrants stranded in BiH. In 2021, the Office for Foreign Affairs in BiH registered 15,468 migrants residing in the country. Host communities of migrant and refugee reception centers are increasingly falling prey to xenophobic narratives. Social cohesion and relations between locals and migrants in these communities are deteriorating.

Outputs and activities of the project "Protection and emergency care for vulnerable long-term migrants stranded in BiH" will prioritize covering the basic needs of migrants through access to goods and services. CACH will support their inclusion into society and access to new livelihood opportunities.

CACH will actively advocate for the local authorities' greater involvement in supporting the migrants, and video will be one of the tools to achieve that goal.

PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

Caritas Switzerland in Bosnia and Herzegovina is seeking a professional videographer to supply video production services. A videographer should make two videos (5 minutes and 1 minute), about Caritas' project "Protection and emergency care for vulnerable long-term migrants stranded in BiH". The videographer will have approximately 15 working days under this contract. Awareness-raising and advocacy are important elements of this project, and this video will be used for CACH's advocacy work. Target groups are decision-makers and key stakeholders in the field of migration.

REQUIRED QUALIFICATIONS, COMPETENCIES, AND EXPERIENCE

- At least 3 years of experience as a professional videographer
- Excellent technical capacities to ensure smooth and high-quality production
- Experience covering social, humanitarian, and development subjects will be an asset
- Knowledge of local and English language
- Excellent attention to detail
- Openness to change and the ability to receive and integrate feedback

DUTIES AND RESPONSIBILITIES

- Field trips to Caritas Switzerland project site: Tuzla Canton
- Conduct interviews according to the Caritas guidelines
- Production of video (scriptwriting, videography, editing, audio balancing, sub-titling, format exporting, graphics, archiving raw and edited work, etc.)
- All videos produced must be of the highest quality
- The contractor shall use their own Full HD quality video camera and professional editing software. No equipment will be purchased or provided by the Caritas Switzerland
- Edit the footage in line with the script agreed and approved by Caritas Switzerland
- Embed subtitles in the video as per need
- Audio balance the final product and convert it into formats for use on TV, and the web
- Clearly identify the location, name, and age of interviewees, quotes, and any relevant detail
- Include appropriate Caritas Switzerland branding and crediting of Caritas ownership for the produced videos

DUTIES OF CARITAS SWITZERLAND

- Provide Caritas Switzerland visual and interview guidelines
- Organization of the field trip
- Identification of the participant in the movie
- Provide all background materials
- Provide guidance throughout the process
- Perform quality control of the video

ADDITIONAL RELEVANT INFORMATION

The copyright of all materials produced (raw and edited) during the assignment will belong to Caritas Switzerland. Caritas Switzerland will have the right to use these videos in perpetuity on the web and multimedia platforms and upload them to its database. If necessary, Caritas will organize and finance overnight stays and meals in certain locations.

EVALUATION OF APPLICANTS:

The service provider is required to complete the following specific tasks:

1. Submission of both technical and financial proposals.

Interested individuals will submit a Technical Proposal, with a description of their experience, as well as a portfolio of previous works. The Technical Proposal should include, but not be limited to, the following:

- Short profile of all team
- A brief methodology that specifies the technical solutions to be used in video production;
- List of reference papers;
- A description of production capabilities: videography equipment, including related hardware and software.
- Financial proposal with calculation and analysis of the costs associated with the task

Individual offers will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' technical and financial proposals.

Evaluation Grid	Maximum score
Technical criteria	
Education	5
Work experience	15
Knowledge of software and platforms	10
Equipment, hardware, and software	10
Portfolio	10
Financial criteria	
Financial offer (30 days)	50

Publications	Price in BAM without all taxes
Script	
Audio and video recording	
Audio mix	
Licensed Stock soundtrack	
Sub-titling (Bosnian and English)	
Graphics	
Archiving raw and edited work and format exporting	
Editing and format exporting - WEB	
Editing and format exporting - TV	
Field trips to Tuzla Canton (5x)	

APPLICATION PROCEDURES

The application should contain:

- Technical proposal
- Financial proposal in BAM without all taxes and charges
- Incomplete applications will not be considered.
- Please make sure you have provided all requested materials
- Please submit your offer at bih@caritas.ch indicating "Invitation for offer: Video production" in the subject line.

INTELLECTUAL PROPERTY

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