



**Organization for Security and Co-operation in Europe
High Commissioner on National Minorities**

RFP HAG/008/2019

The Hague, 30 July 2019

Terms of Reference

Request for Proposal: Production of Short Video on the Political Participation of National Minorities in Georgia

Background and scope of the work

The office of the High Commissioner on National Minority (HCNM) is seeking talented and innovative companies and organizations to produce a video about the political participation of national minorities in Georgia.

The HCNM is part of the Organization for Security and Co-operation in Europe (OSCE), the world's largest regional security organization, working to ensure peace, democracy and stability for more than a billion people. The HCNM provides "early warning" and, as appropriate, "early action" at the first signs of tension involving national minority issues. The HCNM is an instrument for short-term conflict prevention. It also takes a longer term perspective to address the root causes of ethnic tension.

Since 2014 HCNM has been supporting the implementation of the project "Multiparty Dialogue - Strengthening the participation of national minorities in political life". This has been the first attempt to bring political parties together to discuss national minority issues in Georgia. The project, amongst others, aimed at creating more favourable political conditions and stronger intra-party systems in support of a more active participation by national minorities in the political life of Georgia. The project also aimed at enhancing a political dialogue on the issue of national minority representation and, finally, nurturing stronger public support for the politics of integration.

The video will be shown at an event marking the 20th anniversary of the HCNM's Lund Recommendations on the Participation of National Minorities in Public Life, and disseminated through the OSCE website and social media channels. It could also be shown in thematic meetings or events; brought in to illustrate the HCNM's project work; and disseminated across OSCE outreach/social media platforms via the Secretariat, Institutions and/or field operations as a teaser.

Deliverables

The video would be no longer than 10 minutes and include up to 10 interviews with various national minority / political representatives selected by the HCNM in Kvemo Kartli and Samtskhe Javakheti.

Final edited videos should be delivered as HD 1080p in mp4 container format with H.264 codec (or equivalent if agreed with HCNM). Delivery must be digital. Subtitles in five

language versions (Armenian, Azeri, Russian, Georgian and English) in separate container (e.g. .srt). Furthermore, please provide if possible optional quotes for the following additional languages: Albanian, Macedonian, Romanian, Serbian and Ukrainian.

Copyright: Potential bidders are to be reminded of the OSCE General Conditions of Contract specifically section

10. Intellectual Property:

‘Except to any extent that the Contractor has granted a license to the OSCE, the OSCE shall be entitled to all intellectual property, including without limitation copyrights, patents and trademarks, with regard to any products, documents or other materials related to, produced or collected pursuant to the Contract. The Contractor shall take all necessary steps, prepare and process all necessary documents and assist in securing such property rights and transferring them to the OSCE.’

Requirements

The video is expected to be attractive with a runtime of no more than 10 minutes.

Portrayals in the video must exhibit an understanding of cultural sensitivities across the OSCE region, including an awareness of gender issues. The style of the video should be in line with that of existing HCNM videos.

Working method

The English language script of the film will be developed by HCNM as well as the list of interviewees. The producer should be ready to cooperate closely with HCNM during the entire pre-production, production and post-production process.

HCNM will monitor the implementation of each stage of the project. During the pre-production phase, the script will be written by HCNM before or contemporaneously with the development of concept completed in conjunction with the contracted company/organization. During the concept and design stages, the contracted company/organization is expected to offer multiple proposals offering different approaches to the project.

The entire production cycle will involve HCNM supervision and input to ensure that project goals are met. HCNM will be present during the interviews and will closely monitor the work of the contracted company/organization. The project will be assessed by the communication and project officer continuously during implementation, according to the time schedule and milestones agreed in advance with the contracted company at the start of the project, to ensure the delivery of a satisfactory final product that meets all requirements.

The interview questions will be handled by HCNM and delivered in English, Georgian or Russian. The answers of interviewees will be in Armenian, Azeri, Russian or Georgian and will remain in the original form for the video.

All interviews shall be translated into English and delivered to HCNM.

The draft film will be submitted to HCNM for review before being finalized.

Duration of the contract

Production will be carried out from September to October 2019, with the final approved video **with English subtitles** to be handed over **by 30 October 2019**. Subtitles in all other languages to be handed over by 20th December 2019.

Bidder qualifications

All work must be completed in-house without the use of sub-contractors (except for voice-actors and recording facilities). In limited circumstances, subcontracting non-creative work may be acceptable, but this would require prior agreement with HCNM.

A portfolio of previous work should be provided. We do not ask for a specific number of years of experience, but your portfolio should show multiple creative approaches to the medium.

As part of your portfolio, we would like to see the details of working methodology, including a timeline project and milestones.

It is essential that the project team has a good standard of English.

Procedures

The documents mentioned in the application instructions have to be submitted by email to procurement.hcnm@osce.org by **14 August 2019 12:00 CEST**. Proposals received after this deadline will not be accepted.

Questions regarding this request for proposals can be submitted to procurement.hcnm@osce.org until **6 August 2019 12:00 CEST**. HCNM will then share all questions and answers with all interested parties in writing.

Submission

Interested bidders should provide:

- A brief presentation of the company, in any format (documents, film, etc)
- Portfolio of previous work (video and other visual products submitted as links or on portable media)
- A proposal outlining how the bidder would approach the project outlined in the terms of reference, key parameters of proposed visual concept/ style (including creative ideas)
- Filled in Annex 1 (financial offer)

Method of payment

The fee will be paid by HCNM at the end of the contract period upon satisfactory completion of requirements as specified in the terms of reference. Advance partial payment can be arranged with HCNM.