



REQUEST FOR PROPOSAL - Photography and Video Services

ANNEX I

REQUEST FOR PROPOSAL

1. Scope and requirements

Scope of Work:

Geneva Call seeks to set up a framework contract with one or several suppliers (individual contractor or company) able to produce a wide array of high-quality photography and audiovisual (AV) outputs upon demand. The contracted provider shall produce high-quality materials for Geneva Call's online and offline communications to increase its visibility among the public, the humanitarian community, and private and public donors.

The key deliverables include:

- High-quality photos and videos of field activities applying a strong storytelling, impact focussed and context-sensitive approach in line with the latest requirements regarding communications on conflict contexts.
- High-quality photos and videos of public events, conferences, and private meetings organized by Geneva Call.
- Ensuring discretion, political sensitivity, and confidentiality, especially during closed-door events and meetings.
- Creative and innovative approaches to photo and AV production to effectively communicate Geneva Call's mission and achievements.

Given the sensitivity of some topics and situations, a high level of discretion, political sensitivity and confidentiality are required, especially when covering programmatic activities closed-door events and meetings.

3. Proposal Guidelines:

The proposal should also be split in a financial proposal, and a technical proposal (see point 3 in main RFP). Applicants are requested to submit an offer including the following documents:

- 1) A short description (max 2 pages) of the applicant's overall history, qualifications, and experience in photo & AV production.
- 2) A sample booklet of the applicant's recent photos (not older than 3 years) and AV production including:
 - a. A selection of pictures (portraits, meetings, social events or any other "corporate" pictures)
 - b. At least 3 excerpts of (or links to) video products (at least 1 min) produced and edited for various purposes (social media clips, website embedded products, live webcasts, etc)
- 3) A financial offer including an all-included (incl. VAT) rate in CHF for a half-day engagement (including preparation, production and post-production)



- 4) A copy of any relevant registration document attesting the applicant's ability to provide services as an independent contractor in Switzerland (AVS certificate).

Please note that applications not fulfilling the above formal requirements will not be considered.

4. Eligibility Criteria:

- Personal qualifications and/or quality of the pool of photographers/videographers.
- The selected individual or company must be comfortable with a wide range of equipment and systems and should have his/her/their own camera and equipment.
- Ability and proven experience in working with humanitarian organizations or other INGOs.
- Ability and proven experience in working in delicate, conflict affected contexts.
- Creative skills, political sensitivities, and innovative approaches to photo/AV production.
- Capacity to deliver high quality products under tight deadlines.
- High level of reliability, discretion, and confidentiality
- Fluency in English and/or French

5. Evaluation and Selection Process:

The evaluation process will include the following steps:

1. Review of submitted proposals to ensure they meet all formal requirements.
2. Assessment of qualifications, experience, and quality of sample work.
3. Evaluation of financial offers.
4. Consideration of the applicant's ability to work with humanitarian organizations and INGOs.
5. Selection based on overall fit with Geneva Call's needs and values.

6. Terms and Conditions:

- **Payment Terms:** Payment will be made in CHF, as per the agreed-upon rate for a half-day engagement, upon successful completion of each specific mandate.
- **Warranties:** The contractor warrants that all services provided will be of professional quality and in accordance with the requirements set forth by Geneva Call.
- **Legal Considerations:** The contract will be governed by Swiss law. Any disputes arising out of or in connection with the contract will be resolved through arbitration in Geneva, Switzerland.

7. Confidentiality:

Given the sensitivity of some topics and situations, the contractor must adhere to a high level of discretion, political sensitivity, and confidentiality. This applies especially during closed-door events and meetings. All materials produced must not be shared with third parties without Geneva Call's explicit consent.

8. The Contract



8.1 **Term of Agreement.** The Framework Agreement resulting of this solicitation shall be for an initial period of two (2) years with the option to extend, at the sole discretion of Geneva Call, for an additional two (2) two-year period.

8.2 **Termination** Geneva Call may terminate the Framework Agreement resulting from this solicitation, or any services under such Agreement, without prejudice to any other rights or remedies, by giving ninety (90) days written notice to the Contractor.

9. **Disclaimer**

9.1 Geneva Call does not guarantee a minimum quantity of purchases under the resulting contract. The selection of a pre-agreed supplier does not ensure a minimum number of assignments or financial compensation.