

## CALL FOR EXPRESSION OF INTEREST (EOI)

Description	Photography and video production services
Requesting Unit	UNAIDS Communications and Global Advocacy Department
Reference Number	EOI-2014-02
Posting Date	10-January-2014
Deadline for submission of EOI	31-January-2014

Interested suppliers are invited to send in their Expression of Interest.

### Context:

The responsibilities of the Communications and Global Advocacy department within UNAIDS includes effectively positioning UNAIDS and our issues with key audiences, and to create, manage and share knowledge with partners and potential partners in the AIDS response.

We work with a multimedia approach including communications, web and social media.

### Objectives:

- This Expression of Interest (EOI) is published to identify individuals or organizations interested in submitting their offers to a Request for proposals exercise.
- UNAIDS is planning to launch a Request for Proposals (RFP) to identify individuals or organizations to support the Secretariat in delivering the final product in the “Areas of Support” section described below during a period of two years under a Long Term Agreement.
- The contract would cover multiple assignments during the contractual period, where each assignment is expected to be delivered between two to five days from the date it is requested with frequent prioritized interactions and usually a fixed deadline, defined by the nature of the task, agreed to at the beginning of each assignment.
- UNAIDS has estimated a potential volume of work of about 42 two-working days assignments per annum for photography services and 29 two-day assignments each per annum for video production services during the contractual period. UNAIDS however does not guarantee the volume of work as it may increase or decrease subject to actual programme needs. It is the intention of UNAIDS to award two to three contracts to ensure availability of resources at short notice.
- Following the results of the EOI, a Request for Proposals will be published with refined terms of reference (TOR) based on feedback received in the EOI. Participation in the EOI does not guarantee been eligible for participating in the RFP nor it eliminates other potential bidders from participating in the RFP, however it allows UNAIDS to establish a contact for communicating the launch of the RFP and assess the geographic coverage of interested suppliers.

### Areas of Support:

All deliverables and correspondence will be in English, therefore excellent knowledge of English is required. Advanced level of French is highly desirable especially for assignments in Francophone countries and knowledge of other UNAIDS official languages (Russian and Spanish) will be an advantage.

Each assignment will be producing a combination or a single deliverable from the main tasks specified below:

[Zero discrimination. Zero new HIV infections. Zero AIDS-related deaths.](#)

<p><b>Description and specific requirements of tasks – Video production</b></p> <p>In countries or regions around the world, to produce professionally lit filmed interviews and images, edit short news packages and video news releases as well as other video products, sometimes with animated graphics which will be distributed by UNAIDS as a video news release, b-roll footage, shown at events and on the web. Detailed tasks include but not limited to the following:</p>	<p><b>Location of assignments and service delivery</b></p>
<p>A) Videotape images, interviews in HD PAL (1080i50) for UNAIDS in regions around the world with a one-person video journalist crew capable of filming and producing at the same time.</p>	<p><input checked="" type="checkbox"/> <b>Africa</b></p> <p><input checked="" type="checkbox"/> <b>Geneva, Switzerland</b></p> <p><input checked="" type="checkbox"/> <b>Worldwide locations other than in Africa and Geneva, Switzerland</b></p>
<p>B) Produce and edit short news packages and video news releases as well as other video products, sometimes with animated graphics for UNAIDS.</p> <p>Proficient at using Final Cut Pro a <b>MUST</b>, preferably experience also with other editing software like Avid and Adobe Premiere Pro.</p>	
<p>C) Videotape interviews with eminent personalities with a full lighting kit, sound person and top production values.</p>	
<p>D) Deliver video material via an IP address on a UNAIDS FTP and/or via courier service on an external hard-drive or tape in Apple Pro Rez 422 format.</p>	
<p>E) Create animated graphics with Adobe After Effects or other animation software for short video products. (Optional)</p>	

<p><b>Description of tasks and requirements of skills – Photography services for UNAIDS missions and events</b></p> <p>To take highly professional digital photographs of missions, events and subjects relating to the AIDS response world-wide for UNAIDS' publications, website and events. Detailed tasks include but not limited to the following:</p>	<p><b>Location of assignments and service delivery</b></p>
<p>A) Photograph meetings and events in locations around the world for UNAIDS website, UNAIDS publications and dissemination to partners and media.</p>	<p><input checked="" type="checkbox"/> <b>Africa</b></p> <p><input checked="" type="checkbox"/> <b>Geneva, Switzerland</b></p> <p><input checked="" type="checkbox"/> <b>Worldwide locations other than in Africa and Geneva, Switzerland</b></p>
<p>B) Photograph people, programmes and sites for photographic essays in different regions and countries of the world affected by the AIDS epidemic.</p>	
<p>C) Deliver photographs in JPEG format in high resolution (240 dpi) via an IP address on a UNAIDS FTP and/or via courier service on a DVD.</p>	
<p>D) Forward a selection of the photos of events by email in low resolution (minimum 1080 pix width) within one-two hours after the event.</p>	
<p>E) The photographs must be captioned within EXIF-IPTC</p>	

**Expected qualifications of supplier of services:**

UNAIDS is looking to engage companies or individuals with proven expertise in the provision of professional photography or video news production services in English for international organizations with at least 5 years of experience and provide samples of previous projects delivered those services.

Companies interested in participating and providing more than one individual would be required to explicitly assign individuals so that UNAIDS can track and verify their qualifications and experience.

**Expression of Interest:**

IMPORTANT: No formal offers or prices are requested in this phase.

Email for submission of EOI: [TechnicalBids@unaids.org](mailto:TechnicalBids@unaids.org)

(Please indicate Ref. No. EOI-2014-02 in all submissions)

Deadline for submission of Expression of Interest: 31<sup>st</sup> January 2014

Submissions for expression of interest shall include the following elements:

- List of similar projects carried out for similar organizations, preferably international ones and companies, with a brief description of the services provided for each.
- In the case of companies expressing interest please provide us with a short summary of the Organization's structure and basic summarized information of individuals working for the company that would be proposed to deliver services at the time of bidding.

This EOI does not constitute a solicitation. We do not require bids or proposals at this stage; we merely seek your expression of interest in participating in the tender.

A response to this Request for Expression of Interest does not automatically ensure that you will be selected to participate in the tender.

UNAIDS reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process.

UNAIDS also reserves the rights to require compliance with additional conditions as and when issuing the final tender document.

UNAIDS will respond in writing (via email only) to any requests for clarification of the EOI that it receives prior to 17:00 (Geneva time), 22<sup>nd</sup> January 2014. All answers to queries will be posted on [www.unaids.org](http://www.unaids.org) on 24<sup>th</sup> January 2014.

Contact	UNAIDS   <a href="mailto:Bids@unaids.org">Bids@unaids.org</a>
Last updated	10 <sup>th</sup> January 2014