

**Islamic Relief Worldwide**  
**Request for Quotation (RFQ) and (RFP)**  
Address: HOUSE # 17, Street # 5, Old  
Taimani, Kabul, Afghanistan



RFQ No: IRW/8108/2023

Please complete, sign and return to

Publish Date: 09 Oct 2023

Closing Date: 17 Oct 2023

**Subject: Request for Price Quotation for Production of Creative Media for ABADIE-II project as per the TOR.**

To

Attention: Please quote for your best price for the following services:

Name of item	Unit	Total Cost
Production of Creative Media Materials for UNDP's Area-Based Approach to Development Emergency Initiatives (ABADEI 2.0) Project as per attached ToR	LS	
Grand Total including tax and all other charges during consignment =		

Business Name:

Owner Name:

Phone Number:

Email Add:

Sign: \_\_\_\_\_ -

Stamp:

# Terms & Conditions

## General

### TERMS AND CONDITIONS

- Quoted prices for the above services shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Afghanistan, Transportation and any other task or activity included in the course of completion.
- All prices must be quoted in AFN.
- Withholding tax as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made through bank account transfer at the end of assignment.
- The quoted price shall be inclusive of all operation cost, (like, Air Travel, road travel, and accommodation)
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.

### **Bid Submission Requirement**

Interested firms are hereby advised to submit a detailed proposal including basic information of individual or firm i.e. qualification and expertise, relevant experience, availability and sample of similar project executed

Filled signed and stamped IR tender document

An updated copy of the license

Bank account details in AFN currency.

Sealed Proposals addressed to “**Procurement Committee**” should be drop in quotation box place at Islamic Relief main office located at HOUSE # 17, Street # 5, Old Taimani, Kabul, Afghanistan latest by **11:00 Am.** On Tuesday Oct 17 **2023.**

### **Validity of Bid**

Bids shall remain valid for at least one year from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

For any inquiry please contact procurement department at below address

[Procurement.afg@islamic-relief.org.af](mailto:Procurement.afg@islamic-relief.org.af)

## Terms of Reference (ToR)

### Production of Creative Media Materials for UNDP's Area-Based Approach to Development Emergency Initiatives (ABADEI 2.0) Project

**Date:** September 20, 2023

**Section:** Programs - ABADEI 2.0

**Supervision:** Communication & External Relations Unit

General	
Type of service required:	Media Production Company
Project areas:	Bamyan, Daikundi, Ghor, Badghis, Herat and Farah
Contracting period	October 2023 – April 2024

Background
<p>Islamic Relief Worldwide (IRW) is implementing a UNDP-funded project aimed at building community resilience in Afghanistan targeting the Western and Central Highlands Regions of Afghanistan. The intervention is under UNDP's Area-Based Approach to Development Emergency Initiatives (ABADEI 2.0), which is a flagship programme that brings UN agencies and many national and international NGOs and civil society organizations (CSO) together through a coherent approach and funding platform over a wide geographic coverage. The project's focus is to help communities meet their basic human needs and services by revitalizing local markets and assisting them to rebuild their lives and livelihoods.</p> <p>Enhancing human security and reducing the humanitarian caseload is fundamental to its approach. ABADEI interventions provide an integrated response to the socio-economic crisis in the country through 1) the provision of essential services, 2) investments in community livelihoods and local economic activities, 3) protecting farming and farmlands from natural disasters, and 4) building community resilience and social cohesion.</p> <p>Islamic Relief Afghanistan is implementing UNDP <b>ABDEI 2.0</b> in Bamyan, Daikundi, Ghor, Herat, Badghis and Farah. The 'ABDEI' initiative is expected to strengthen community resilience and support community-level solutions to complement ongoing humanitarian interventions and economic development. The women entrepreneurship component of ABADEI 2.0 focuses on offering women in the formal and informal sectors access to grants and skills training to help stabilize their businesses and improve production while simultaneously contributing to local market growth.</p>

Objective
<p>Islamic Relief Afghanistan is seeking the services of an experienced media company to produce creative and engaging content, including audio-visual content, written materials and high-quality photography materials that inform, inspire, and transmit messages that clearly showcase the impact of our work on everyday lives of the people we serve in the respective project intervention areas.</p> <p>The content from this task will be used for various organisations' various media platforms, website, internal communications, advocacy and fundraising.</p>
Consultant Responsibilities
<ul style="list-style-type: none"><li>Meet all administrative requirements related to the assignment, including transport costs to and from project sites, accommodation, food and other government requirements such as licensing, security clearance and work permits, etc</li><li>Produce audio-visual materials (photos/videos) of the project from beginning to end using the latest</li></ul>

technology, including DSLR cameras and professional editing software. The media company will start documenting the project from inception to closure.

- Develop a communication work plan that accommodates all deliverables and ensures it is strictly adhered to. The plan should include a social media calendar.
- Highlight the impact of the project from the perspective of rightsholders, IR staff, community grassroots leaders and representatives from relevant ministries.
- For right holders who have been selected for stories, capture their daily life situation connecting to the daily shortages they experience, i.e. what their daily life looks like, food, water, sanitation, health, work etc.
- Highlight the human aspect of providing the different project areas such as livelihoods improvement, market rehabilitation and critical infrastructure development in times of drought, post-conflict, worsening economy, displacement, health, and malnutrition crisis.
- Ensure Informed written or audio consent of rightsholders, staff, officials, etc., is obtained, duly signed, and filed. IR will provide consent forms in advance.
- The media company follows the security rules and measures set by IRAF during visits to the respective project areas.
- The consultant employs necessary measures to ensure the comfort of rightsholders, staff members and officials when taking pictures and videos, respecting their privacy and dignity. For instance, in some conservative communities, the consultant is expected to assign a female staff member to interview and gather pictures from fellow women and girls.
- The consultant is expected to conform to the local cultures and be sensitive to all existing community dynamics, etc.
- The consultant takes personal responsibility for any misconduct during the assignment.

#### **Islamic Relief Responsibility**

- Islamic Relief will facilitate field visits to project areas, such as mobilisation of rightsholders, grassroots leaders and representatives from relevant ministries.
- IR accompanying staff will ensure consent forms are available to the consultant before taking pictures, videos and written materials from rightsholders, community leaders, staff and officials.
- IR will provide the media crew with personal protective equipment (masks, gowns, etc.) needed to protect them and others from injuries, infections, etc.
- Islamic Relief's communications team will provide beforehand briefing prior to field visits and agree on deliverables per field visit.

#### **Deliverables**

- Provide 100 high-resolution well captioned pictures from each field visit. We anticipate the successful media company to make at least 10 field visits during project life. Preferred photo Specs are IMG and JPEG format.
- Provide 10 subtitled short video clips clearly showing activities progress, community voices, and the project's overall impact. This includes all supporting clips (B-rolls) from each field visit. Subtitling shall be required for all videos for our international audiences.
- Produce 5 articles describing the project's success using the rightsholders' voices and project results.
- Produce 5 digital posters to communicate our work creatively to communities.
- Develop 10 social media blurbs for each field visit and ensure relevant materials are provided for each social media post.
- Produce a max 10-minute documentary upon closure of the project clearly showing the success of the project
- All videos should be high definition (HD 1920 x 1080 MP4 Progressive format).

#### **Required Qualification & Experience**

The successful media firm should portray:

- Proven experience in visual storytelling skills
- Proven experience producing high-quality audio-visual materials for digital platforms and fundraising
- Proven experience working with humanitarian partners on a similar assignment in Afghanistan
- Proven experience in producing and managing content for social media
- Excellent technical capacities and state-of-the-art equipment, i.e. DSLR cameras, editing software, etc

#### Copyright

All information pertaining to this project, whether documentary, audio, digital, notes, images, clips etc belongs to the client (IRAF). Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the client in line with the national and International Copyright Laws applicable

#### Application process

Interested media firms are requested to share their proposals, including their technical and financial plans. The proposal shall contain their experiences, links to assignments of similar nature, and profiles of their technical team. Shortlisted firms will be invited to present their suitability to IRAF selection committee. Based on the technical proposal, financial and overall concept idea, the most suitable firm will be selected for the assignment.

### 1. Complaints..... please write us

If you see any violation of rights or any incident of corruption, please contact us at:

[complaints@irworldwide.org](mailto:complaints@irworldwide.org)

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors and our beneficiary communities.

### 2. Queries..... please write us

If you have any query on tender document than please write to [procurement.afg@islamic-relief.org.af](mailto:procurement.afg@islamic-relief.org.af)

### 7. Supplier Code of Conduct

#### 1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

#### 2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
  - 2.4.1 Employment is freely chosen
  - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
  - 2.4.3 Living wages are paid
  - 2.4.4 There is no exploitation of children
  - 2.4.5 Working conditions are safe and hygienic
  - 2.4.6 Working hours are not excessive

- 2.4.7 No discrimination is practiced
- 2.4.8 Regular employment is provided
- 2.4.9 No harsh or inhumane treatment of staff is allowed.

**2.5 Environmental Standards:**

Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

**3 Business Behaviour:**

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable time-frame. Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

**Qualifications to the statement:**

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.