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**REQUEST FOR PROPOSALS**

**RFP No.: 4200002946**

**Mission:** IOM Mission to Georgia

**Project Name: CBMMG**

**WBS:** TC.1060.GE10.50.01.005

**Date**: August 11, 2020

**Title of Services**:

**Video Production Services**

**IOM-Mission to Georgia invites Service suppliers for scenario and clip development to showcase the efforts of Georgia in cooperation with its international partners to support the return of its citizens stranded in Europe and other continents during COVID-19. Please consider the below Terms of Reference for this exercise and notify IOM of your interest and ability to participate latest by September10, 2020 16:00.**

**Terms of Reference**

**Topic: Georgia’s Efforts to Return Georgian Citizens Home during COVID-19**

Nearly all countries worldwide have enforced travel/movement restrictions to contain the spread of COVID-19. Measures such as border closures, curfews and internal lockdowns have had wide-ranging implications for both local populations and immigrants/tourists, leaving many unable to return to their countries/areas of origin or to reach their intended destinations. Some had to endure many challenges to return home in the time of pandemic.

Since March 2020, the Ministry of Foreign Affairs of Georgia through its network of Diplomatic Missions abroad and in close cooperation with host countries and international organizations, has been assisting thousands of citizens affected by movement restrictions. Those being unable to return home have been offered charter flights as part of a state plan of organized and phased return. The repatriation process also includes accommodating the returnees at quarantine zones across the country in full compliance with health safety standards. In some countries, offices of IOM have collaborated with the Georgian authorities in helping beneficiaries of its Assisted Voluntary Return and Reintegration Programme to book a seat on those charter flights.

Pending the availability of funding, **IOM is announcing** **a call for scenario and clip development to showcase the efforts of Georgia in cooperation with its international partners to support the return of its citizens stranded in Europe and other continents during COVID-19.**

**Duration:**

IOM expects the selected service provider to produce two versions of a video clip:

* Short version: 30 seconds
* Long version: 3 minutes

**Language: GEO/ENG**

**Time allocated for video production: 1 month after signature of the contract with IOM.**

Functional and technical specifications:

* The selected service provider is expected to propose various options for the scenario of the video (for the purpose of this request for proposals these options can be described in a few sentences each).
* The selected service provider will have to record up to 4 interviews, filmed on various locations in Tbilisi.
* Documentary material for the video in the form of already existing television footage will be provided free of charge.
* The video shall contain a voice over (in Georgian, with English subtitles) whereas interviews recorded in Georgian shall carry English subtitles.
* Interviews conducted in English shall be translated into Georgian and added to the footage as subtitles.
* The two video versions shall comply with the visibility requirements of the European Union.

**Expected style of the video clip:**

<https://www.youtube.com/watch?v=92XSBBRcYGQ>

<https://www.youtube.com/watch?v=e4DApaFsVKU>

For any questions, please contact Ana Kakusadze, IOM National Officer, email: akakushadze@iom.int; cell: 599 149 429 or Mariam Tokmazishvili email: mtokmazishvi@iom.int, cell: 577414312

Please submit your best quotation for the services listed above. All prices to be quoted without VAT and must be valid at least within thirty (30) calendar days from the date of quotation. Kindly send an advance copy of your duly signed quotation by hand delivery or via email iomtbilisi@iom.int and nbegashvili@iom.int before 10 September 2020 You may send the original copy of your quotation to the following address:

The International Organization for Migration (IOM), Mission to Georgia

 12, Tengiz Abuladze 1st Lane 0162, Tbilisi, Georgia

Thank you,

Very truly yours,

**Mamuka Omiadze**
*Procurement & Logistics Officer, IOM Mission to Georgia*