**Advertisement and terms of reference for Video Production Company**

**Date:** 24/11/2020

**Place:** Mitrovica North

**Duration:** Until end of December 2020

**Context:**

Immunization saves 2 to 3 million lives each year. By protecting children against serious diseases, vaccines play a central role in ending preventable child deaths. UNICEF’s immunization programme helps identify children who have been left behind by health systems, and brings them life-saving care. Vaccines now protect more children than ever before, but in 2019, approximately 14 million infants did not receive any vaccines. Low immunization levels among poor and marginalized children compromise gains made in all other areas of maternal and child health. Over 1.5 million people die annually from diseases that can be prevented by vaccination.

UNICEF’s work in water and sanitation focuses on the ability for children to access safe water, the quality of the water they can access and the journey they must take to collect it. UNICEF is at the forefront of exploring innovative ways to access water, and building climate resistant infrastructure

In this regard Caritas Kosova and UNICEF Mitrovica Zone office are implementing Immunization and WAS campaign in 6 focus municipalities: Mitrovica, Zvecan, Leposavic, Zubin Potok, Gracanica and Strpce. For this purpose we are seeking vide production company to implement following:

1. Tasks
* Development and design of synopsis for video about immunization (animation)
* Development and delivery of final draft of the video
* Development and design of synopsis for video about water, sanitation and hygiene (animation)
* Development and delivery of final draft of the video
* Development and design of synopsis for immunization promotional video
* Development and delivery of final draft of the video (including filming in the field)
* Photographing events and visits in the field.
1. Delivery:
* Final draft of first video
* Final draft of second video
* Final draft of third video
* Up to 300 photos from the field.
1. **Qualifications:**
* Video company with clear design style and good tracking record
* Proven experience in video and graphic production (CV of the employees)
* Experience working in the field with different communities
* Experience in creating materials that can be used in social media/youtube channel
* High level of creativity in making videos, graphic or animation materials
* Experience in working with NGOs and UN will be considered as an advantage
* Ability to work and access communities living in Mitrovica region, Gracanica and Strpce
1. Note:
* Company will be cooperating closely with Caritas Kosova and UNICEF office in Mitrovica in order to get final products
* Company will be using brand toolkit of Caritas Kosova, UNICEF and Luxemburg embassy
* Company will coordinate with Caritas Kosova in regards to schedule the filming/recoding in the field
* Company will deliver all materials in in mp4 or similar formats to be used for TV broadcasting, youtube and social media.

Copyright: All materials are owned by Caritas Kosova and UNICEF and without their written consent they may not be broadcasted, reproduced or sold to third party.

***Interested companies should submit their technical and financial proposals, presentation of their company (printed materials and on USB/disk) and CV’s of the employees that will be working in the field and on production of videos, on following e mail address;***

***info@caritaskosova.org***

***boban.mirkovic@caritaskosova.org***

***No later than 27th November 2020 at 16:00 h***

**Selection Process**

Only companies that meet the criteria will be considered and shortlisted. After the selection, the company will be notified of the outcome and will be offered a contract. Caritas Kosova reserves the right not to inform others about the outcome of the competition, unless there is a written request.

Payment:

Payment will be made exclusively by bank transfer, after each video is approved by the Caritas Kosova and UNICEF.

**Note about Prevention of sexual exploitation and abuse:**

Harassment and sexual abuse is prohibited in all its forms. The organizations implement policies to prevent sexual harassment, exploitation and abuse in the workplace. The procedures are regulated according to the rules and regulations.