

REQUEST FOR INFORMATION (RFI)

RFI Reference: 004-08/2024		Date: 23 August 2024
Title of the RFI	RFI FOR IOM ROSTER OF JOURNALISTS/ VIDEOGRAPHERS/PHOTOGRAPHERS/GRAPHIC DESIGNERS FIRMS	
Closing date for receipt of the RFI	10 September 2024, by 17:00 hours If any doubt exists as to the time zone, refer to http://www.timeanddate.com/worldclock/ .	
E-mail address:	Please submit your information to the following email address: sijproc@iom.int Max. File Size per transmission: 36MB Subject: RFI – REF No. 004-08/2024	
OBJECTIVES OF RFI		
<p>The RFI is published with the aim of obtaining information that can be used to identify available or potential solutions for fulfilling identified needs, including specifications of latest products, price indications information and delivery times.</p> <p>The International Organization for Migration (IOM) is looking to establish a roster of companies (not individual consultants) who employ Journalists/ Videographers/Photographers/Graphic Designers to create a pool of experienced vendors who will be employed on an as per need basis to produce content / photos and videos featuring IOM organized events, field trips, visits, campaigns, human interest stories, interviews, photo-essays, etc.</p> <p>Digital engagement plays an important role in IOM’s response to global shifts in the fields of communication, fundraising, advocacy and development. Use of digital media platforms helps position IOM in Bosnia and Herzegovina as a knowledge leader, expands outreach and broadens engagement around children's rights.</p> <p>The objective of the RFI is to obtain information from the market to identify available or potential solutions for Roster of Journalists/ Videographers/Photographers/Graphic Designer firms who will be tasked to produce content for IOM, ensuring consistent application of IOM’s visual branding elements as well as those of the relevant donor(s), video standards for social media and high-quality of all communication products, quality stories etc.</p> <p>The RFI process is not a bidding process, however participants in the RFI will be allowed to participate in any resulting tender exercise upon developing of the Terms of Reference document.</p>		
DESCRIPTION OF REQUIREMENTS		
<p>The objective of the resulting tender exercise upon developing of the ToR document will be to create a Roster of Journalists/ Videographers/Photographers/Graphic Designer firms (companies) who will be tasked to produce content for IOM, ensuring consistent application of IOM’s visual branding elements as well as those of the relevant donor(s), video standards for social media and high-quality of all communication products, quality stories etc.</p> <p>IOM shall require the following services on an as per need basis with respective responsibilities of potential service providers:</p> <ul style="list-style-type: none"> – the Journalist is expected to write engaging and compelling social media content (posts, stories and articles) in line with IOM’s messaging and mandate, in collaboration with The Photographer and/ or Videographer if applicable; – the Photographer is expected to take and deliver high quality photos; – the Videographer is expected to record videos (AV recording) and edit videos; 		

- The Graphic Designer is expected co-create graphic solutions for IOM’s use on social media, publications, posters, conferences etc.

SPECIFIC INFORMATION IOM IS EXPECTING TO RECEIVE

In their presentations, the service providers shall share at least the following information with IOM in their presentation:

1. Brief presentation of company including number of staff, turnover, years in business
2. Contact information: full name and address, country, telephone number, e-mail address, website and contact person
3. Presentation and description of services provided by the firm
4. Presentation of team members (CV’s, skills, years of experience etc.)
5. Presentation of technical capacity ensuring high-quality production (including availability of professional video production equipment and software)
6. Information on regulation and quality standards implemented by the service provider
7. Information on price indications (Assignments can take place at various locations countrywide)

NOTE

Vendors shall not have any advantage in the procurement process should they have responded to the RFI. RFIs thus cannot be used as a method for pre-qualifying or shortlisting vendors.