**RFQ No: RFQ-035-2024**

**Request for Quotations (RFQ)**

**Videography**

**Project Title: Empower Together (FCDO)**

**Issue on: 19th November 2024**

**Closing on: 25th November 2024**

**Request for Quotation (RFQ) for Documentary Production**

**Introduction**

**The Liaison Office (TLO)**

The Liaison Office (TLO) is an independent Afghan non-governmental organization established in 2003 and seeking to improve local governance, stability, and security through systematic and institutionalized engagement with customary structures, local communities, and civil society groups. TLO’s main areas of activity are Research/Analysis using the do-no-harm approach; Dialogue Facilitation/Peacebuilding; Access to Justice; and livelihood improvement. In addition to the TLO headquarters in Kabul, the organization has a regional office in Paktia-Southeast, a provincial office in Khost, and multiple project offices across Afghanistan, with over 117 staff. Current and recent TLO funders include the United States Institute of Peace, USAID, the Open Society Institute, DAI (including projects contracted from USAID), and GIZ, along with the governments of Australia (AusAid), Germany, the Netherlands, Norway, Switzerland (SDC), Canada, UNHCR, Cordaid, UNICEF, SIDA and ECW.

**Objective:**  
The purpose of this RFQ is to solicit proposals from qualified videography teams to produce multiple documentaries focusing on the activities and impact of the Empower Together project across sixth provinces in Afghanistan.

**Scope of Work:**

1. **Produce full-Fledged Video Documentary:**
   * A total of **7** documentaries will be produced as part of the Empower Together project. One comprehensive documentary will focus on the project's impact in 6 provinces: Paktia, Nangarhar, Herat, Balkh, Bamyan, and Nemroz (9-10 minutes). Additionally, there will be 6 short documentaries that will showcase the stories of youth who have returned from illegal immigration or individuals who have chosen to start small businesses instead of going to foreign countries illegally (5-6 minutes each). Filming for these documentaries will begin as soon as possible and is scheduled to be finished by February 28, 2025.
   * The objective of the project is to produce documentaries that shed light on the experiences of young individuals who have re-entered society after engaging in illegal immigration, showcasing their challenges during the process and their subsequent journey to establishing a thriving life in Afghanistan. Furthermore, the project aims to feature the diverse efforts of the Empower Together program, which includes offering small grants in six distinct provinces.
   * Each documentary will be shot in a different province, showcasing the unique stories and experiences of these youths.
   * Highlight the impact of Empower Together initiatives on local communities, emphasizing stories of beneficiaries and their experiences.
   * Demonstrate the sustainability of project activities and how they contribute to long-term community development.
2. **Produce a documentary that explores the stories of young individuals who have returned to Afghanistan after an experience of illegal immigration.**
   * Produce a documentary that showcases the various aspects of the Empower Together project. This includes documenting the dialogue sessions and the distribution of small grants in specific provinces.
   * Create a documentary that follows the journey of a young individual who has recently repatriated back to Afghanistan after living abroad.
   * Embarked on a fresh journey in Afghanistan
   * Sharing tales of young individuals endeavoring to unlawfully migrate to foreign countries.
   * Capturing the struggles endured during unauthorized immigration, revealing the obstacles confronted by these youths.
   * Celebrating success stories of six resilient youths across six provinces in Afghanistan.
   * Featuring the success stories of six youths from six different provinces, demonstrating resilience and determination in the face of adversity.
3. **Impact Assessment:**
   * Every documentary should include an evaluation of the effects of Empower Together programs, providing a thoughtful perspective for young people on the importance of avoiding illegal migration.
   * Explore how these activities can serve as a reflection of young people's perspectives and the obstacles they may encounter in the process of illegal migration, ultimately deterring them from taking that path.
4. **Sustainability and Future Directions:**
   * Highlight the sustainability strategies employed by the Empower Together program to ensure continued benefits for the communities beyond the project’s lifecycle.
   * Explore potential future directions and partnerships that can enhance the program’s impact and reach.
5. **Visual and Narrative Quality:**
   * Ensure all videos and documentaries are of high visual and narrative quality, adhering to professional standards to effectively convey the program's messages.
   * Use engaging storytelling techniques to captivate the audience while delivering informative content.
6. **Community Engagement:**
   * Involve community members in the documentary-making process to ensure authentic representation of their stories and insights.
   * Highlight community-driven initiatives and the participatory approach of the Empower Together program.
7. **Professional Photography:**
   * Capture high-quality photographs of these documentaries conducted across the sixth provinces. Images must be professional and suitable for publication.
8. **Kabul-Based Videography:**
   * Videography must be centered in Kabul, with coordination from branches or members in each of the target provinces.
9. **English Translation Capacity:**
   * The videography team must have the ability to translate videos into English to ensure accessibility for international stakeholders.
10. **Travel Capacity:**
    * The videography team must be capable of traveling to all six target provinces and accessing remote areas where subjects are located.
11. **Budget for Travel and Expenses:**
    * Travel costs and related expenses will be covered by supplier.
12. **Expertise Requirement:**
    * Bidders must demonstrate extensive experience in producing similar documentaries, including a portfolio of past projects that reflect high production quality.
13. **Technical Proficiency and Past experience:**
    * The videography team must possess advanced technical skills in video editing, sound design, and graphics, ensuring high-quality production standards.
    * Experience of having similar assignments in the past
14. **Timeliness:**
    * RFQs must include a detailed timeline for the completion of all documentary films, ensuring adherence to deadlines and milestones.
15. **Stakeholder Engagement:**
    * Bidders should outline a strategy for engaging with stakeholders during the filming process to ensure accurate representation of the program's impact.
16. **Post-Production Review Process:**
    * The proposal must describe the post-production review process, including how feedback will be incorporated into the final products to ensure they meet organizational standards.
17. **Sustainability Focus:**
    * The team should highlight how they will address sustainability within the documentaries, showcasing the long-term impact of the Just Future program.
18. **Preferences:**

* Preference will be given to bidders with significant expertise in creating similar documentaries, along with a collection of previous projects that demonstrate top-tier production standards.

1. **Payment method:** The supplier will be paid through a bank Account/Cheque after satisfactory delivery of items to the TLO Kabul Office and technical confirmation by the related department. (No advance payment to the vendors)

**Submission Requirements:**

Interested parties must submit their proposals, including a detailed budget, timeline, and examples of prior work, by [25 November 2024]. Proposals that do not meet the above criteria will not be considered.

Proposals should be submitted to the following address:

**Address:** House # 959/38, Street # 06, Taimani Watt Kabul-Afghanistan

**Submission of Quotation:**

The deadline for submission of sealed hard copies of offers is 25th November 2024 / 02:00 PM Local Time. (Kabul, Afghanistan time) at the address provided below. **Please reference this (TLO-RFQ-024-2024)** on the sealed envelopes. **Address:** House # 959 - 38, Street # 06, Taimani Watt Kabul-Afghanistan

Proposals received after the deadline may not be considered. Proposals must be valid for a minimum of thirty (90) calendar days.

This RFQ aims to ensure that only the most qualified teams apply, with a strong focus on quality, sustainability, and adherence to the objectives of the Just Future program.

**Questions and Clarifications**

Any questions/clarifications should be submitted by email to **Khaibar Ataie** ([khaibar.ataie@tlo-afghanistan.org](mailto:khaibar.ataie@tlo-afghanistan.org) **Yama Aman** ([yama.aman@tlo-afghanistan.org](mailto:yama.aman@tlo-afghanistan.org) ) by 4:00 pm (Kabul, Afghanistan time) 24th November 2024.

**Prices & Terms of Contract:**

Vendors must quote the price in USD. The price quotes shall be free of any tax (such as VAT)

1. The Liaison Office shall deduct the applicable tax (currently 2%) on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank if the supplier cannot provide the registration certificate or the registered certificate is against their business. If still awarded for the contract in this case (7% tax) will be deducted from the total amount of the contract and will be deposited to the Da Afghanistan Bank. As the tax withholding entity, The Liaison Office is required to remit the income tax amount withheld directly to the Ministry of Finance designated account.

2. Your quotation will be accepted and payment will be proceeding as per your business title.

3. The Liaison Office is paying for any kind of supply and service; Account payee checks by the name of your company not by the name of the person (this is not an open check).

4. A penalty applies to the selected company in case of late delivery 0.5% per day.

5. You should have a Bank account according to your business title.

6. Your quotation should be signed and stamped.

7. The Liaison Office reserves the right to cancel this process without further notice to the vendors.

**Please Mark:**

a) I certify that I’ve provided the quote and agree with your payment terms and conditions.

b) Completion Period: \_\_\_\_\_\_\_ Days

Signature and or stamp:

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_