

ECPAT International

REQUEST FOR PROPOSALS

Consultancy

Audio-Visual Services for Regional Workshop in Kathmandu, Nepal

Part-time – 26 to 29 August 2024

ORGANISATIONAL CONTEXT

ECPAT International is a global network of organisations working together for the elimination of the sexual exploitation of children (SEC) in all its manifestations i.e., exploitation of children in prostitution, online child sexual exploitation, sale and trafficking of children for sexual purposes, sexual exploitation of children in travel and tourism and some forms of child, early and forced marriage. The ECPAT Network currently consists of 125 members working at national and local levels in 104 countries.

The ECPAT International Secretariat coordinates the global work of the organisation and is based in Bangkok, Thailand. The Secretariat designs and implements global and regional level programmes, and undertakes programming, advocacy and research and facilitates a range of network initiatives.

CONTEXT OF THE CONSULTANCY

The ECPAT International Secretariat is organising a four-day regional workshop in Kathmandu, Nepal, from 26 – 29 August 2024.

ECPAT International seeks the services of a professional audio-visual (AV) contractor to support event coverage and multimedia services during our upcoming workshop.

This Request for Proposals (RFP) outlines the terms of reference for the contractor's engagement.

OBJECTIVE

The objective of this engagement is to ensure comprehensive coverage of the workshop, including photography, videography, and audio recordings. The contractor will capture the essence of the event, the involvement of participants, and key moments, which are essential for post-event communications and advocacy.

SCOPE OF WORK

The contractor will be responsible for the following services during the workshop on 26 – 29 August 2024:

- 1. Photography, Video, and Audio Coverage:**
 - Full coverage of the four-day event.
 - Recording interviews with selected participants.
- 2. Social Media Recap Videos:**
 - Production of four daily recap videos, each 1-1.5 minutes in duration, with same-day delivery.
- 3. Workshop Recap Video:**
 - Creation of a 1.5-2-minute-long video summarising key moments from the workshop, to be delivered within 2-3 weeks after the event.
- 4. Short-form Social Media Videos:**
 - Production of up to five short-form videos featuring interviews with participants.

DELIVERABLES

- Daily social media recap videos for immediate release.
- A comprehensive event recap video capturing the essence and key moments of the workshop.
- Short-form videos for social media distribution.
- Submission of all raw footage and edited content to ECPAT International upon completion.

REQUIREMENTS

Interested contractors are required to submit the following for consideration:

- A current Curriculum Vitae (CV).
- A portfolio showcasing previous work relevant to this assignment.
- Tiered costing proposals for the services outlined above, provided in USD.
 - Costing should be itemised based on the services to be rendered.

SELECTION CRITERIA

The contractor will be selected based on their:

- Proven experience.
- Portfolio quality.
- Competitive pricing.
- English proficiency.
- Ability to meet the workshop's requirements and deadlines.

ADDITIONAL INFORMATION

- This is an on location-based consultancy using the consultant's own equipment. The consultant should be available for online coordination calls, in the lead up to the event

- The consultant is expected to always act in a manner consistent with the values of ECPAT International and in compliance with the organisation's policies and procedures.

OUR COMMITMENTS

As ECPAT's International Secretariat we recognise that our strength lies in the diversity of the people who make up our global network, staff, volunteers and consultants. We are committed to being an inclusive workplace where people of all backgrounds and cultures can thrive and be themselves. This means we will challenge ourselves to do better and to continue learning, to create and maintain a working environment steeped in respect, tolerance, safety, and where all parties are valued equally.

HOW TO APPLY:

Please send your CV including CV, portfolio, and tiered costing in English with your daily rate/ in USD to vacancy@ecpat.org mentioning Your name and "Audio-Visual Services for Regional Workshop in Kathmandu, Nepa"" in the subject header: Due to the high volume of applications we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks from the deadline, it means that your application has not been successful.

Dependent upon the volume of applications received, ECPAT reserves the right to close the advertisement sooner than the suggested closing date.

Deadline: Friday July 12th