

**RFP**  
**Photography, Video & Editing, 2024-2025**

**BACKGROUND**

Founded in 2001 as a coalition of Israeli organizations working in disaster relief and international development, IsraAID has grown into an independent NGO and the largest humanitarian aid organization in Israel. From earthquakes and hurricanes to epidemics and forced displacement, IsraAID has been at the forefront of responding to major humanitarian crises worldwide. We have worked in more than 60 countries and at any one time have around 300 staff members worldwide.

Our mission is to support people affected by humanitarian crisis. We partner with local communities around the world to provide urgent aid, assist in recovery, and reduce the risk of future disasters.

**PURPOSE**

IsraAID aims to use quality photographers and videographers to share its programs, impact, and story. Photography and videography may be used on IsraAID's social media pages, website, videos, reports, with donors, and more. The photographer or videographer is expected to adhere to IsraAID's communication and photography guidelines and meet specified deadlines for each project. Each project can occur in a different country based on IsraAID's needs, which may be in the context of a long-term mission with advanced warning or within an emergency setting with minimal prior planning and limited notice. Each project is an individual project that may lead to further projects in the future\*.

**GENERAL TASKS & RESPONSIBILITIES**

- Document IsraAID activities and interaction with crisis-affected communities.
- Provide edited photos at the end of each project. If circumstances do not allow full editing at the end of each day, a minimum of 15 edited photos from that day should be shared with IsraAID staff until the full set can be ready.
- Edited headshots and profile photos of staff - during a deployment or in an office.
- Film interviews with staff, partners, and community members.
- B-roll of context and activities.
- Edit narrative videos and b-roll sequences.
- Photograph events.
- Drone footage if qualified and with permission.
- Be available for travel, including having your own travel insurance.

*\*Detailed specifications for any future assignments will be given to the selected photographer or videographer, if and when their service is requested*

## MINIMUM QUALIFICATION AND EXPERIENCE

The successful photographer, videographer or editor is required to meet the following criteria:

- Experience within humanitarian sphere and/or community projects.
- Ability to work in developing environments where there may not be a plan from day-to-day.
- Ability to provide own equipment and insurance.
- Show a clear understanding of IsraAID's photography guidelines.
- Strong portfolio of past work that fits IsraAID's visual style.

## CONTRACT DURATION

This is an LTA which is considered a framework engagement for 12 months from date of signing on letter of engagement. For every single project during the term, IsraAID will issue a PO. Every project is considered an individual project and the completion date will be agreed in advance with the relevant IsraAID team. In case of successful performance during the term, IsraAID keeps the option of extending the term of the engagement with successive annual terms.

## PRICE PROPOSAL

Please complete the following table for all relevant types of projects you would be available for.

- Fill in pricing in USD (VAT excluded).
- For projects that include travel, bear in mind that IsraAID will cover transport, food & ground costs.
- If there are additional skills/types of work not mentioned, add them in the empty rows at the bottom of the table.

TYPE	PRICE (Raw Material)	Price (Including Postproduction)
1 DAY OF HEADSHOTS (UP TO 50 PEOPLE)		
2 HOUR EVENT (+ ADDITIONAL COST PER/HOUR)		
STILL PHOTOGRAPHY IN THE FIELD, PER DAY		

VIDEO FILMING IN THE FIELD, PER DAY		
STILL & VIDEO, PER DAY		
HALF-DAY STILL PHOTOGRAPHY		
HALF-DAY VIDEO FILMING		
DRONE FILMING/PHOTOGRAPHY, PER DAY (IF RELEVANT)		
1 TRAVEL DAY (NO PHOTOGRAPHY)		
VIDEO EDITING PER DAY		

**CONTRACT TYPE**

Freelance

**TERMS & CONDITIONS OF PAYMENT**

Photography and videography services will be delivered on a call basis or whenever the need arises and paid in local currency upon successful completion of the assignment (per IsraAID payment schedule - NET 15 against an invoice).

**PROPOSAL CONTENTS**

In addition to the Minimum Qualifications and Experience, the Offeror, in its proposal, shall, as a minimum, include the following:

- Due Diligence documents as requested in Annex VI;
- CV;
- References list;
- Portfolio and samples of work;
- Price Proposal;
- New supplier form and related documentation as requested in Annex XI;

**Note:** Pricing is fixed for 12 months from the date of award-winning notification sent by IsraAID.

*IsraAID keeps its right to split works between multiple awarded bidders. Selection Criteria will be based on other proposals as well as quality of previous works, competences, and fit to IsraAID humanitarian settings.*

Weight of criteria:

- Financial: 30%
- Portfolio: 35%
- Experience in humanitarian setting: 25%
- Interview: 10%

## HOW TO APPLY

- Please provide your proposal by May 27<sup>th</sup>, 2024 - The Due Date.
- All proposals must be submitted [ikomorovsky@israaid.org](mailto:ikomorovsky@israaid.org) and [eschwartz@israaid.org](mailto:eschwartz@israaid.org).
- In all communications, Refer to RFP 2024-TN-HQ-1604.

For more information about IsraAID, please visit [www.israAID.org](http://www.israAID.org)

### ANNEX VI - DUE DILIGENCE REQUIRED DOCUMENTS

In line with international and national laws and regulations, IsraAID performs a due diligence on all entities it considers engaging with, and this is done through requesting and receiving certain documents that are assessed to enable IsraAID to establish the identity of the parties, the nature of their businesses and understand the level of risks in every engagement.

In order to meet this obligation, the following documents are being requested, and must be submitted to allow the preliminary evaluation to be undertaken:

	Type of Counterparties	Documents Required
1	Individuals / Sole Proprietorship	<ol style="list-style-type: none"> <li>1. Copy of valid ID (ID card/passport)</li> <li>2. Business registration certificate</li> <li>3. Copy of trading licence (if applicable)</li> <li>4. Tax Clearance Certificate</li> <li>5. Bank account holder certificate</li> <li>6. Proof of address</li> </ol>
2	Companies (Institutional & Corporate)	<ol style="list-style-type: none"> <li>1. Copy of ID/passports of all authorised signatories and Key Controllers</li> <li>2. List of all shareholders and ultimate Beneficial Owners (BOs) of shares, stating their name and address</li> <li>3. Certificate of incorporation/ commencement of business</li> <li>4. List of authorised signatories</li> <li>5. Copy of trading licence</li> <li>6. Tax Clearance Certificate</li> <li>7. Certificate of good standing from Registrar of Companies</li> <li>8. Bank account holder certificate</li> <li>9. Proof of Address</li> </ol>

## ANNEX XI – New Supplier Form

### Please fill in the form

- Company Name: \_\_\_\_\_
- Contact Name: \_\_\_\_\_
- Email: \_\_\_\_\_

### Bank Account Details

- Bank Name: \_\_\_\_\_
- Bank Address: \_\_\_\_\_
- Swift / BIC Code: \_\_\_\_\_
- IBAN/Account # \_\_\_\_\_
- Account Holder Name: \_\_\_\_\_
- Account Holder Address: \_\_\_\_\_