



About Islamic Relief

Islamic Relief Worldwide (IRW) is an international relief and development charity which envisages a caring world where people unite to respond to the suffering of others, empowering them to fulfill their potential. We are an independent Non-Governmental Organization (NGO) founded in the UK in 1984. Islamic Relief Pakistan commenced its operations in Pakistan in 1992, and secured a registration with the Security and Exchange Commission of Pakistan in 1994 as a company limited by guarantee. Islamic Relief Pakistan is also registered with the Ministry of Finance. Islamic Relief in Pakistan is focusing on the Food Security & Livelihoods, Health, Water & Sanitation, Islamic Microfinance, Orphan Sponsorship, Emergency Response, Disaster Risk Reduction & Climate Change, Renewable Energy, Seasonal Programmes, Advocacy and Campaigning in 4 provinces of Pakistan and AJK. Islamic Relief is committed to and guided by Islamic values in every aspect of its work. These include our core values of **Sincerity** (Ikhlas), **Excellence** (Ihsan), **Compassion** (Rahma), **Social Justice** (Adl) and **Custodianship** (Amana). We will adhere to our Islamic values when creating, obtaining and using photos and videos to help achieve Islamic Relief's vision. This means we will capture and convey the truth of what we witness with sincerity and excellence. We will show compassion towards those we seek to help and treat them with respect and dignity. We will aim to achieve social justice by empowering people and giving them a voice. We will always act responsibly and honour the trust placed in us. Islamic Relief commenced its operations in Pakistan in 1992 and since then we are focusing on the following sectors:

- Food Security & Livelihoods
- Health
- Water & Sanitation
- Islamic Microfinance
- Orphan Sponsorship
- Emergency Response
- Disaster Risk Reduction & Climate Change
- Renewable Energy
- Seasonal Programmes (Ramadan and Qurbani Programme)
- Advocacy and Campaigning

Qurbani Programme

Through its Qurbani Programme, Islamic Relief distributes meat packs among the needy across Pakistan on Eid ul Adha. Instead of a traditional video package showing Qurbani process and distributions, we want to make a creative video of maximum one minute on the spirit of "Sacrifice" and how it has helped us as a nation to fight against COVID-19.

Process

- The media agency will be meeting with the Islamic Relief Pakistan to discuss the theme, process, progress, and outcomes during the consultancy contract tenure.



Terms of Reference for Production of Qurbani Creative Video

- Following are specific deliverables which the contractor has to carry out/submit during and at the end of the project:
 - Media agency will develop and finalize the mood board of the video close consultation with Islamic Relief Pakistan Communications department.

Deliverables

Qurbani creative video

Language: English (Another version with Urdu subs might be required as well)

Duration: Maximum one minute

On the point of caution: The agency can also be asked to incorporate any changes suggested by IRP at any stage of production process (pre & post).

Responsibilities of IRP

- IRP will provide feedback on all draft versions of the video
- IRP will provide as much information as required on background of project and beneficiary data
- IRP will be responsible of all logistic arrangement

Required Qualifications and Experience of the Production House/Media Agency

The firm will be required to have

- Extensive experience of producing mix media and creative videos
- Proven experience of working with international and national entities
- Excellent technical capacities and state of the art equipment
- Understanding of the development sector
- Story writing skills

Duration of the Assignment

The assignment is expected to complete by 26th July, 2020.

Contents Property/Copy Rights

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client (IRP), which the Consultancy firm/Production House may come into contact with in the performance of its, duties under this contract shall remain the property of IRP who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable.



Proposal and presentation:

Interested agencies will share their proposals (including the big idea around the theme of video), budgets and categorically state any FOC with IRP. The proposal should contain experience of agency, assignment of similar nature, profiles of their technical team including their experience. Shortlisted agencies will be called to provide presentations to IRP selection committee. Based on the proposal, budget and big idea, an agency will be selected for the assignment.

Payment Plan:

- Payments process will be finalized in consultation with agency
- The process time for the payment will be 20 Days
- Final clearance will be made subject to receiving final deliverables and report

1. Terms & Conditions

1.1. General

- Quoted prices for the above services shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
- All prices must be quoted in Pak rupees.
- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of cross cheque within 21 days after execution of order and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.

1.2. Bid Submission Requirement

- Interested firms are hereby advised to submit a detailed proposal include basic information of individual or firm i.e. qualification and expertise, relevant experience and availability.
- Proposals addressed to “**Supply Chain & Services Department**” should be sent electronically on irp.procurement@irp.org.pk latest by **1200 hours** on or before **July 13, 2020**.

1.3. Validity of Bid

- Bids shall remain valid for at least 60 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

1.4 Queries:

If you have any query regarding the ToR, please write us on irp.procurement@irp.org.pk

2. Complaints..... please to write us

If you see any violation of rights or any incident of corruption, please contact us at:

complaints@irworldwide.org

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors, our beneficiary and communities.