

# Request for Quotations

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**Request for Quotation Number:** RFQ-202401-01  
**Name of Subcontract:** Success Stories Videographer  
**Subcontract Type:** Firm Fixed Price (FFP) Subcontract  
**Application Closing Date:** January 26, 2024  
**Submit Quotations to:** [InfoJamaica@democracyinternational.com](mailto:InfoJamaica@democracyinternational.com)  
**Est. Period of Performance:** February 2024 – February 2025

## Subcontract Overview

Democracy International (DI) is seeking to engage a videography subcontractor to help promote and document the programs under the USAID-funded Positive Pathways Activity in Jamaica. Positive Pathways intends to develop a series of videos that will tell the story of the impact that USAID has had on its beneficiaries. These success stories will demonstrate the key strategies used throughout the life of the Activity, and explain its relevance, effectiveness, and of course, its impact on youth, their parents and the communities that benefitted from the interventions. These videos will contribute to future program planning for USAID and other internationally funded programs in the country, and on a local level, increase buy-in from stakeholders on the ground.

Under the guidance and instruction of the Positive Pathways team, the subcontractor will capture footage from various activities over a period of 12 months and develop four five-minute videos, with two thirty-second social media highlight reels for each. Some or all of the videos will be played at Positive Pathways' close-out ceremony. All full-length videos will be shared with beneficiaries, partners, and other stakeholders via YouTube and other web platforms. Short highlight reels would be placed on social media for additional promotion.

## Application Instructions

The place of performance for this subcontract is Jamaica, primarily in Positive Pathways' target communities in the parishes of Kingston and St. Andrew, St. Catherine, Clarendon, and St. James. This subcontract is only open to firms registered to operate in Jamaica.

Interested firms must apply by submitting the application documents listed below to [InfoJamaica@democracyinternational.com](mailto:InfoJamaica@democracyinternational.com) by **Friday, January 26, 2024**. Applications will be evaluated based on price, past performance/quality of work, and to what extent the applicants meet the qualifications listed below. Applications must include:

- CV/Overview of relevant experience and qualifications of the team.
- Cover letter that explains how the firm meets the qualifications listed and provides 2-3 business references from past clients.
- Sample videos or a link to a website with samples.
- Detailed/Itemized Quotation in USD that includes a full breakdown of all estimated costs.
  - All subcontractors for this project must procure and maintain Defense Base Act (DBA) insurance for the duration of the subcontract. Positive Pathways will cover the cost of DBA insurance if it is included in the applicant's quotation. DBA can be calculated as 0.75% of all paid wages (employee and consultant) for time worked in Jamaica. Please include DBA as a line item in the quotation.
- Budget Outline in USD using the template linked: [Videography Budget Outline TEMPLATE.xlsx](#). This outline should match the overall total amount in the Detailed/Itemized Quotation.

## Background

Positive Pathways is a five-year USAID-funded Activity that aims to build community and family resilience to reduce youth involvement in crime and violence. Through a community-driven approach, the Activity strengthens the capacity of parents, caregivers, and communities to leverage economic and social resources to prevent youth violence, while establishing pathway programs to support youth at risk of involvement in crime and violence. Program activities include workshops/training sessions in life skills, cognitive behavioural therapy, financial literacy, entrepreneurship, and workforce development delivered to youth and their parents in 12 communities in the parishes of Kingston and St. Andrew, St. Catherine, Clarendon and St. James.

## Objective

The subcontractor will provide videography and post-production services to help promote and document the strategies and impact of USAID Positive Pathways programs and be utilized as a knowledge-sharing tool for future programming.

## Tasks/Responsibilities

- Pre-Production Services:
  - Collaborate with the Positive Pathways team to develop each story
  - Create a plan for each video, to be approved by Positive Pathways
- Production Services:
  - Record high-definition interviews and other videos as directed by Positive Pathways team according to an agreed schedule between February – December 2024.
  - Capture b-roll footage.
- Post-Production Services:
  - Edit videos according to approved plan within given video timeframe.
  - Enhance video/audio quality, as needed.
  - Add titles, graphics, background music, and Standard English subtitles for each video.
  - Incorporate Positive Pathways' and USAID comments into final videos.

## Deliverables

The subcontractor will be expected to produce the following deliverables, with guidance and collaboration of the Positive Pathways team:

- Video Plans that include:
  - a brief description of what each video will be about;
  - a script outline;
  - an interview/shot list; and
  - a production calendar.
- Professional unedited video footage of all activities (submitted on a hard drive).
- Draft(s) of the full-length edited and subtitled videos (shared via Google Drive, OneDrive, Dropbox or similar) and the highlight reels. These will be submitted to the Positive Pathways team and USAID for review/approval and may require further edits/revisions. The number of drafts will be dependent on the needs and satisfaction of the review team.
- Final versions of each of the full-length edited and subtitled videos (shared via Google Drive, OneDrive, Dropbox or similar) and the highlight reels.

## Schedule

The firm must be available to capture footage according to an agreed schedule between February/March 2024 – February 2025. The timeline for submission of each deliverable is tentatively scheduled as follows:

- Approved Video Plans for each five-minute video – March 2024

- Draft version of video 1 – Positive Youth Development & the HOPE Campaigns – May 2024
- Final version of video 1 – Positive Youth Development & the HOPE Campaigns – June 2024
- 2 Highlight reels for video 1 – June 2024
- Draft version of video 2 – Family-Based Therapy – July 2024
- Final version of video 2 – Family-Based Therapy – August 2024
- 2 Highlight reels for video 2 – Family-Based Therapy – August 2024
- Draft version of video 3 – Set Up for Success – September 2024
- Draft version of video 3 – Set Up for Success – October 2024
- 2 Highlight reels for video 3 – October 2024
- Draft version of video 4 – The Positive Pathways Approach – December 2024
- Final version of video 4 – The Positive Pathways Approach – January 2025
- 2 Highlight reels for video 4 – January 2025
- Professional unedited video footage of all activities – February 2025

## Qualifications, Skills, & Experience

- At least five years experience in professional videography.
- Must own or have access to HD video recording equipment, high-quality audio equipment and video editing software/equipment.
- Experience providing professional videography and editing services for interviews and/or documentary-type productions.
- Experience working with government and/or donor funded events (experience with USAID preferred).
- Strong interpersonal and communication skills to effectively coordinate with a wide range of stakeholders.
- Must be based in and eligible to work in Jamaica.

## Other Terms and Conditions

All materials produced under this agreement will become the property of Democracy International, Inc. (DI) (subject to the U.S. Government's rights) and the United States Agency for International Development (USAID). Please be advised that entering into an agreement with DI, the Prime Contractor for the USAID Positive Pathways activity, will mean that the firm will not possess the copyright or legal title to the products generated in the performance or as a result of this consultancy.

Please see the standard certifications and provisions here: [Standard Certifications.docx](#)

Please see the subcontractor terms and conditions here: [Subcontract TEMPLATE.docx](#)

## Reporting

This position reports to Renee Gauntlett-Richards, Communications and Behavioural Change Officer

Direct reports may include: N/A

## About the Organization

*DI provides technical assistance, analytical services and project implementation for democracy, human rights, governance and conflict mitigation programs worldwide for the U.S. Agency for International Development (USAID), the U.S. State Department and other development partners. Since its founding in 2003, Democracy International has worked with civil society organizations, political parties, election-management bodies, government agencies, legislatures, justice-sector institutions, and others in 70+ countries.*

*DI welcomes and supports a diverse and inclusive work environment. We are committed to equal employment opportunities (EEO) for all applicants seeking employment and for DI employees. DI makes employment decisions based on organizational needs, job requirements and individual qualifications without regard to race, colour, religion, sex, national origin, age, disability, marital status, sexual orientation, personal appearance, military status, gender identity or expression, genetic information, political affiliation, educational status, unemployment status, place of residence or business, source of income, or reproductive health decision making. Additionally, harassment or discrimination based on these characteristics will not be tolerated at DI. To perform the essential functions of this position, reasonable accommodations are available to qualified individuals with disabilities.*