

REQUEST FOR PROPOSALS (RFP)

Engagement of a contractor for photo/video production and the design and printing of materials

under the SheSafe Online project

Client	ICT Hub
Subject of engagement	Photo/video production (filming and post-production) and the design, prepress, printing and delivery of materials
Location	Belgrade and Skopje (offline hackathons) and an online platform (online hackathon)
Duration of engagement	Until completion of the contracted activities, approximately up to 12 months from the date of contract signing

1. Background and context

ICT Hub is engaging an external contractor for two related tasks under the same procurement: professional photo and video documentation of project activities and the design, printing and delivery of accompanying materials. The activities include three hackathons under the SheSafe Online project — two offline (Belgrade and Skopje) and one online — with a minimum of 30 participants per hackathon, with the possibility of an increase of up to 50% depending on the number of applicants. This RFP both describes the subject of the procurement and serves as the basis for evaluating proposals.

The document is aligned with the rules of the SheSafe Online project and UN Women guidelines: photo/video and printed materials must be accurate, dignified and safe to use, must respect the privacy and consent of participants, and must follow the visibility requirements of the project and the donor.

2. Subject of engagement

The subject of the engagement covers two interrelated segments to be performed by the same contractor:

A) planning of filming, photo and video coverage of the contracted activities, post-production of the materials, and delivery of final files ready for use;

B) design, prepress, printing, finishing, packaging and delivery of materials for the implementation of project activities, together with the handover of editable files and final PDF files.

3. Objective of the engagement

The aim is for ICT Hub to obtain, throughout the project, high-quality and usable photo and video materials that clearly portray the work on preventing and responding to technology-facilitated violence against women and girls, as well as a clear and consistent set of printed materials needed to deliver the project activities.

Specifically, the contractor is expected to:

- provide a clear and consistent photo and video record of the project's key activities;
- deliver photographs and video materials that can be used immediately for posts and reports, as well as approved printed materials for the implementation of project activities, in time for each event;
- respect privacy, consent and the sensitivity of the topic;
- work in accordance with ICT Hub's instructions and the visibility rules of the project and the donor.

4. Scope of work and contractor responsibilities

4.1. Preparation and coordination

- kick-off with ICT Hub: priorities, formats, deadlines and the materials approval process;
- a single point of contact for day-to-day communication and timely reporting of any risks or delays.

4.2. Photo and video coverage of activities

- filming of the contracted events as part of the three hackathons (offline in Belgrade and Skopje and online), as well as accompanying meetings, trainings, presentations and communication activities, in the scope determined by ICT Hub, with short statements as needed.

4.3. Post-production, editing and delivery

- selection and editing of photographs (color correction, cropping, optimization) for digital use, archive or print;
- editing of short video formats and recap videos, with basic picture and sound processing, subtitles and logos; at least two rounds of revisions per delivery;
- tidily named folders by activity and date, delivery through the agreed channel, and retention of a backup until the delivery is accepted.

4.4. Design, printing and delivery of materials

- design and templates for the core materials (badges/accreditations, programme, info sheet, worksheets, certificates), using licensed fonts and illustrations;
- a proof for approval before each print run, followed by printing, packaging and delivery to the location confirmed by ICT Hub;
- adapting materials at short notice for changes to dates, locations, the programme or the participant list;
- handover of editable files and final PDF files upon completion.

5. Expected results

- an agreed work plan and clear coordination with ICT Hub throughout the engagement;

- high-quality photo/video and printed materials that can be used immediately for project communication, reporting and the archive;
- consistent application of visibility rules and respect for participants' privacy and consent;
- a tidy final archive package ready for handover at the end of the engagement.

6. Deliverables and indicative deadlines

Deadlines are confirmed in agreement with ICT Hub for each activity separately.

#	Deliverable	Minimum content	Deadline
D1	Initial work plan	Brief plan: way of working, contact person, types of deliveries, indicative deadlines and delivery format.	within 5 working days of signing
D2	Coverage of activities	Photo and video filming of the three hackathons (Belgrade, Skopje, online) and accompanying project activities.	according to the activity calendar
D3	Photo packages	Edited photographs ready for digital use, plus a smaller package for fast publication where applicable.	no later than 3 working days after the activity
D4	Short video formats	Short edited video materials for social media and online communication, when requested by the brief.	no later than 5 working days after material approval
D5	Recap video	One longer overview video for selected key activities, where envisaged by the brief.	as agreed for each activity
D6	Final archive	Tidy folders with the final materials and a closing review of deliveries.	at the end of the engagement or contract phase
D7	Design of printed materials	Proposed look and core templates for badges, programme, info sheet, worksheets and certificates.	within 10 working days of signing
D8	Printed-materials package per event	Approved proofs, printing, packaging and delivery of materials for participants (min. 30 per hackathon, with the option to scale up to 50%) to the location confirmed by ICT Hub; for the online hackathon — digital versions of the materials.	before each project activity, as agreed
D9	Final print archive	Editable files and final PDFs of all printed materials, with a delivery review.	within 10 working days after the last delivery

7. Minimum requirements for the contractor

- at least 3 years of relevant experience in photo/video production and in the design and printing of materials, or at least 3 completed projects of comparable scope;
- at least 3 work samples covering both parts of the assignment;
- a team or associates able to cover filming, editing, design and printing;
- the ability to work to short deadlines and with successive deliveries.

8. Privacy protection, consent and project visibility

- the contractor must comply with all rules on consent for filming and use of materials;
- sharing or publishing materials outside the project is not permitted without the written consent of ICT Hub;
- materials must comply with the visibility rules of the project and the donor;
- given the sensitivity of the topic, the privacy, safety and dignity of people appearing in the materials must be respected;
- if AI tools are used in design work, entering sensitive or personal data into publicly available tools is not permitted.

9. ICT Hub's obligations

- timely provision of briefs, priorities and basic information about each activity;
- provision of logos, visibility guidelines and any consent forms;
- approval of draft versions and provision of consolidated feedback;
- facilitating access to locations and points of contact when needed for delivery.

10. Copyright and confidentiality

- all final materials produced during the engagement are handed over to ICT Hub to the extent defined by the contract;
- the contractor is responsible for ensuring that all music, graphics, fonts, illustrations or stock elements used in the photo/video and printed materials are appropriately licensed;
- editable files and final PDFs of the printed materials are handed over to ICT Hub together with the final delivery;
- all of the contractor's associates are required to maintain the confidentiality of unpublished information and materials.

11. Content of the proposal

- a short description of the contractor and relevant experience;
- an overview of the team or associates with indicated roles (filming, editing, design, printing);
- a statement of availability and capacity to work to short deadlines and with successive deliveries;
- a portfolio with at least 3 work samples (photo/video and print);
- a financial proposal, separated for photo/video and for design and printing;
- a statement accepting the rules on copyright, confidentiality and visibility;
- a completed and signed Legal Entity Form (LEF) — attached to this RFP;
- a completed and signed Financial Identification Form (FIF) — attached to this RFP.

12. Evaluation criteria

The contractor will be selected based on the quality of the technical and financial proposal, relevant experience, and operational capacity to deliver the engagement. Only timely and complete proposals that meet the requirements of this RFP will be considered. Selection follows the most economically advantageous proposal principle, not solely the lowest price.

Scoring criteria (total of 100 points):

- quality of the portfolio and relevance of the works presented (photo/video and print) – 35 points;
- coverage of both parts of the engagement – production and design/print – through the team and prior references – 35 points;
- financial proposal and value for money – 30 points.

Note: ICT Hub reserves the right to request additional clarifications of the proposal from the contractor, and in the selection to take into account the overall quality and feasibility of the proposed approach.

13. Submission of applications

- deadline for submission of proposals: 14 May 2026 by 17:00 local time (14 calendar days from the date of publication of the RFP, 30 April 2026);
- method of submission: by email to marko.ljubenovic@icthub.rs, with the subject line "Proposal — SheSafe Online: photo/video and print"; alternatively, by physical delivery to ICT Hub, Kralja Milana 10, 11000 Belgrade, in a sealed envelope bearing the same designation;
- contact for questions: marko.ljubenovic@icthub.rs (see Section 14. Questions and clarifications);
- expected start of the engagement: upon signing of the contract;
- validity of the proposal: at least 60 calendar days from the deadline for submission of proposals;
- mandatory annexes: completed and signed Legal Entity Form (LEF) and Financial Identification Form (FIF), available for download as an attachment to this RFP.

14. Questions and clarifications

Interested bidders may submit questions regarding this RFP exclusively in writing by email to marko.ljubenovic@icthub.rs, no later than 5 working days before the submission deadline. ICT Hub will publish answers to all received questions, together with the content of the questions (without identifying the submitter), on the official ICT Hub website (www.icthub.rs) and/or send them to all bidders who have submitted a question or expressed interest, no later than 3 working days before the deadline. Questions received after the stated deadline will not be considered.

15. Closing note

Prior to the conclusion of the contract, ICT Hub reserves the right to further align the schedule of activities, the number and scope of deliveries, publication priorities, visibility rules, and the management of rights to the results. The contractor is expected to take a proactive, accountable and well-structured approach that combines quality production, consistent design of materials, and reliable delivery.