



РЕПУБЛИКА СРБИЈА  
АУТОНОМНА ПОКРАЈИНА ВОЈВОДИНА  
Фонд за пружање помоћи  
избеглим, прогнаним и расељеним лицима



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

THE FUND FOR AID TO REFUGEES, EXPELLED AND DISPLACED PERSONS IN COOPERATION WITH THE OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES IN BELGRADE INVITES YOUR FIRM OFFER IN ACCORDANCE WITH GENERAL PURCHASING TERMS AND CONDITIONS, FOR THE FOLLOWING:

**PRODUCTION OF THE REFUGEE INFORMATION TV PROGRAMME**

**IMPORTANT**

OFFERS MUST ONLY BE ADDRESSED TO THE FUND FOR AID TO REFUGEES, EXPELLED AND DISPLACED PERSONS AS EXPLAINED AT THE BOTTOM OF THIS INVITATION. OFFERS SHOULD BE IN ENGLISH. OFFERS THAT ARE OTHERWISE ADDRESSED AND/OR SENT OR COPIED TO OTHER INDIVIDUALS WILL BE MARKED INVALID AND NOT CONSIDERED FOR EVALUATION.

NO CONSIDERATION WILL BE GIVEN TO INCOMPLETE OFFERS.

**SERVICES:**

PRODUCTION OF THE REFUGEE INFORMATION TV PROGRAMME AIMED AT PROVIDING RELEVANT INFORMATION FROM COUNTRIES OF ORIGIN (I.E. CROATIA AND BOSNIA AND HERZEGOVINA) AS WELL AS FROM THE HOST COUNTRY (I.E. SERBIA) TO REFUGEES AND LOCAL POPULATION.

**CONTRACT PERIOD:**

MARCH 2009 – JUNE 2009

THE PLANNED NUMBER OF SHOWS 16: (FOR FOUR– MONTH PERIOD, BROADCAST WEEKLY)

DURATION: 30 MINUTES

**DETAILS OF SERVICES:**

**PRODUCTION OF THE REFUGEE INFORMATION TV PROGRAMME**

IN AN EFFORT TO INFORM REFUGEES IN SERBIA OF THE SITUATION IN COUNTRIES OF ORIGIN (I.E. REPUBLIC OF CROATIA AND BOSNIA AND HERZEGOVINA) UNHCR INTENDS TO PRODUCE A WEEKLY TV PROGRAMME IN DURATION OF 30 MIN PER INDIVIDUAL SHOW WHICH IS INTENDED TO BE BROADCAST WEEKLY ON RADIO TELEVISION OF VOJVODINA AND POSSIBLY OTHER INTERESTED TV STATIONS IN SERBIA.

THE PROGRAMME IS AIMED AT PROVIDING RELEVANT INFORMATION TO REFUGEES, BUT ALSO TO THE LOCAL POPULATION. THE PURPOSE OF THE PROGRAMME IS TO PROVIDE REFUGEES WITH UPDATED AND ACCURATE INFORMATION REGARDING RETURN CONDITIONS, AND LOCAL INTEGRATION IN SERBIA ALLOWING REFUGEES TO FREELY DECIDE ON DURABLE SOLUTION TO THEIR PLIGHT. OTHER MAJOR PURPOSE OF THE PROGRAMME IS TO RAISE PUBLIC AWARENESS IN SERBIA TO UNRESOLVED PROBLEMS OF REFUGEES AND TO SENSITISE AUTHORITIES IN SERBIA AND COUNTRIES OF ORIGIN TO SOLUTIONS OF REFUGEE PROBLEMS. THE INFORMATION SHOULD INCLUDE VARIOUS TOPICS AIMED AT INFORMING OF RETURN CONDITIONS AND OF POSSIBILITIES TO LOCALLY INTEGRATE. THE TOPICS

THAT ARE TO BE ADDRESSED IN THE PROJECT INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

LATEST DEVELOPMENTS IN BILATERAL RELATIONS BETWEEN SERBIA AND CROATIA AND SERBIA AND BOSNIA AND HERZEGOVINA.

PROPERTY REPOSSESSION/RESTORATION OF TENANCY RIGHTS – PROCEDURES AND LEGAL ASPECTS IN BOTH COUNTRIES, RELEVANT AUTHORITIES IN CROATIA: ODP, OSCE, UNHCR), RESULTS ACHIEVED, PRIVATISATION OF SOCIALLY OWNED APARTMENTS, ETC.

ASSISTANCE UPON RETURN IN CROATIA AND IN BOSNIA AND HERZEGOVINA – PROVIDED BY THE GOVERNMENT, INTERNATIONAL AND LOCAL AGENCIES.

A. RECONSTRUCTION ASSISTANCE

B. FOOD AND NON-FOOD ITEMS

C. CASH ASSISTANCE

D. LEGAL ASSISTANCE - MANY AGENCIES ALREADY COVERED.

HEALTH AND SOCIAL INSURANCE – PARTICULARLY PENSIONS. COMPARE WHAT IS AVAILABLE IN SERBIA AND WHAT IN COUNTRIES OF ORIGIN.

REINTEGRATION OF RETURNEES/REFUGEES IN THE COUNTRY OF THEIR ORIGIN AND ECONOMIC SITUATION AS ONE OF THE MAIN FACTORS INFLUENCING REFUGEES' DECISION ON RETURN. CONCRETE EXAMPLES FROM THE MAIN AREAS OF RETURN (ECONOMY, JOB OPPORTUNITIES, EMPLOYED/UNEMPLOYED RETURNEES) SHOULD BE GIVEN. INTERNATIONAL NGOS DEALING WITH INCOME GENERATION PROJECTS.

LEGAL PROCEDURES OF CONCERN TO POTENTIAL RETURNEES

SOME OF THE ISSUES MAY INCLUDE OBTAINING OF IDENTITY CARDS, PASSPORTS AND OTHER PERSONAL DOCUMENTATION; REGULATION OF CITIZENSHIP IN CASES OF DOUBLE OR DISPUTED CITIZENSHIP(S),

MILITARY SERVICE – OPTIONS AVAILABLE ILLUSTRATED BY CONCRETE EXAMPLES

EDUCATION - AVAILABILITY OF SCHOOLS IN PARTICULAR AREAS, AVAILABILITY OF TRANSPORT, EDUCATION AT ALL THREE LEVELS – ELEMENTARY, SECONDARY AND UNIVERSITY.

RETURN OF YOUNG PEOPLE TO CROATIA AND BOSNIA AND HERZEGOVINA-EXPLORE ALL FACTORS INFLUENCING DECISION OF YOUNG PEOPLE TO/NOT TO RETURN. NGOS TREATING THIS PROBLEM.

REFUGEE ASSOCIATIONS - A STORY ON THE WORK OF REFUGEE ASSOCIATIONS IN SERBIA AND CROSS-BORDER LINKAGES WITH RETURNEE ASSOCIATIONS IN CROATIA AND BOSNIA AND HERZEGOVINA.

TRANSPORTATION ASSISTANCE – TRANSPORT AVAILABLE TO REFUGEES WHO HAVE DECIDED TO RETURN; TRANSPORT OF HOUSEHOLD BELONGINGS AND TRACTORS AND OTHER COMMODITIES.

OVERVIEW OF THE SITUATION IN THE AREAS OF RETURNS

PRESENT DIFFERENT AREAS OF RETURN; PROVIDE GENERAL OVERVIEW OF THE SITUATION IN DIFFERENT TOWNS/CITIES/VILLAGES, ETC; INTERVIEW RETURNEES AS WELL AS THOSE REFUGEES WHO ARE YET CONSIDERING WHETHER TO RETURN OR NOT.

COMMENTS:

- ALL TOPICS SHOULD WHENEVER POSSIBLE BE ILLUSTRATED BY CONCRETE EXAMPLES. RETURNEE STORIES SHOULD DOMINATE, FOLLOWED BY STATEMENTS/INTERVIEWS OF LOCAL AUTHORITIES AND ONLY THEN BY PRESENTATIONS OF INTERNATIONAL AGENCIES WHICH SHOULD ALWAYS BE IN THE CONTEXT OF ASSISTANCE THEY PROVIDE.

- MUNICIPAL UPDATES: ON A REGULAR BASIS – COVER GENERAL SITUATION IN THE MUNICIPALITIES OF RETURN IN BOTH COUNTRIES AND PROVIDE GENERAL INFO (NOS ON POPULATION, RETURNS, ASSISTANCE AVAILABLE, PROPERTY SITUATION, JOB OPPORTUNITIES ETC.).
- LEGAL QUESTIONS AND ANSWERS: LEGAL EXPERTS WORKING WITH REFUGEES IN SERBIA SHOULD IDENTIFY PROBLEMS OF CONCERN WHICH SHOULD BE OF GENERAL NATURE (I.E. AFFECT ALL REFUGEES/RETURNEES) OR SPECIFIC CASES (BUT STILL AS REPRESENTATIVE EXAMPLES THAT MAY BE OF BENEFIT TO MORE REFUGEES/RETURNEES). ANSWERS SHOULD BE PROVIDED BY RELEVANT AUTHORITIES IN SERBIA, CROATIA AND BOSNIA AND HERZEGOVINA, LEGAL AID CENTRES/NGOS PROVIDING LEGAL ASSISTANCE, OR UNHCR AND OSCE IN CROATIA.

LOCAL INTEGRATION OF REFUGEES IN SERBIA AS ONE OF THE DURABLE SOLUTIONS TO THE REFUGEE PROBLEM. PROVIDE INFORMATION ON VARIOUS UNHCR PROGRAMS AVAILABLE TO HELP REFUGEES FULLY INTEGRATE IN SERBIA SUCH AS HOUSING, INCOME GENERATION, GRANTS ETC. AS WELL AS REPORTING ABOUT THE RELEVANT GOVERNMENT RUN INSTITUTIONS AND THEIR PROGRAMS AIMED AT ASSISTING REFUGEES AND THOSE WHO DECIDED TO FULLY INTEGRATE IN SERBIA.

**COMMENTS:**

- CLOSURE OF COLLECTIVE CENTERS IN SERBIA; REPORTING ABOUT THE PROCESS, RESULTS, AND ASSISTANCE AVAILABLE TO THOSE WHO DECIDED TO LEAVE; EXAMPLES/STORIES ABOUT THOSE WHO BENEFITED FROM THE ASSISTANT SCHEMES IN PLACE FOR THOSE WHO LEFT COLLECTIVE ACCOMODATIONS. POVERTY REDUCTION STRATEGY PAPERS AND RELATED GOVERNMENT AND INTERNATIONAL AGENCIES STRATEGIES TO FIGHT POVERTY AND HELP THE NEEDIEST TARGET GROUPS NCLUDING REFUGEES.SERBIAN CITIZENSHIP AS FINAL STEP IN FULL INTEGRATION.
- HOUSING PROGRAMS AVAILABLE AND YET TO BE ESTABLISHED BY THE GOVERNMENT – SOCIAL HOUSING, AFFORDABLE HOUSING SYSTEMS ETC. PROVIDING MODALITIES TO SOLUTION OF THE BIGGEST PROBLEM FOR REFUGEES WHO OPTED TO FULLY INTEGRATE.
- INCOME GENERATION AND MODALITIES OF ECONOMIC ASSISTANCE TO HELP INTEGRATED REFUGEES BECOME SELF SUPORTIVE – MICRO CREDIT SYSTEM OF LOANS ETC. REPORTING OF THE IN-KIND GRANTS AND VOCATIONAL TRAINING PROGRAMS AVAILABLE TO ASSIST REFUGEES ACQUIRE ADDITIONAL QULAIFICATION IN ORDER TO HELP THEM BECOME ECONOMICALLY INDEPENDENT.

**THE FOLLOWING INFORMATION NEEDS TO BE PROVIDED AS PART OF YOUR BID:**

- 1. PROPOSED TITLE OF THE PROJECT**
- 2. PROPOSED CONCEPT/OVERVIEW OF THE PROJECT – I.E. THE PROPOSED MODALITY TO COVER THE ABOVE MENTIONED TOPICS FOR THE DURATION OF THE PROJECT**
- 3. PROPOSED SYNOPSIS OF THE SAMPLE INDIVIDUAL SHOW IN DURATION OF 30 MINUTES**
- 4. PROPOSED DESCRIPTION OF THE POST PRODUCTION WITH OPENING CREDITS AND SIGN-OFFS DESCRIPTION OF IMAGE AND MUSIC**

**STAFFING**

- 5. PROPOSED PROJECT PERSONNEL, INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING STAFF:**
  - PROJECT DIRECTOR
  - EDITOR IN CHIEF

- ANCHORS/MODERATORS
- JOURNALISTS
- CORRESPONDENTS FROM COUNTRIES OF ORIGIN
- CAMERAMEN
- ORGANISERS
- PRODUCERS
- BETA OFF-LINE EDITING STAFF
- OTHER TECHNICAL STAFF
- OTHER PERSONNEL CONSIDERED NECESSARY (SECRETARIES, TRANSLATORS, DRIVERS, ETC...)

THE LIST OF PERSONNEL SHOULD INCLUDE ALL DETAILS ON PROPOSED STAFFING, WITH INDIVIDUAL CVS ATTACHED AND ANY RECOMMENDATIONS RELATED TO PREVIOUS MEDIA WORKS. AT LEAST ONE PERSON IN CHARGE OF THE PROJECT MUST BE FLUENT IN ENGLISH. THE NUMBER OF STAFF SHOULD BE DETERMINED BY THE BIDDER AS DEEMED NECESSARY TO IMPLEMENT SUCH A PROJECT. NOTE: THE QUALITY AND THE EXPERIENCE OF THE PROPOSED STAFF IN MEDIA PRODUCTION ESPECIALLY TARGETING REFUGEE ISSUES WOULD BE CONSIDERED AN ASSET.

NOTE: THE FUND AND THE UNHCR MAY ASSIST IN SELECTION OF SUITABLE CORRESPONDENTS FROM COUNTRIES OF ORIGIN.

#### **6. PROPOSED COMPOSITION OF THE EDITORIAL BOARD –**

NOTE: THE FUND AND THE UNHCR WILL SECOND AN EXPERIENCED STAFF MEMBER TO THE EDITORIAL BOARD WHO WILL ACT IN ADVISORY AND SUPERVISORY CAPACITY. THE EDITORIAL BOARD SHOULD MEET AT LEAST ONCE PER WEEK DURING DURATION OF THE PROJECT.

### **TECHNICAL EQUIPMENT/LOGISTICS**

7. THE FILMING/EDITING STUDIO
8. PERMANENT OFFICE SPACE FOR THE EDITORIAL BOARD
9. PROPOSED NECESSARY TECHNICAL EQUIPMENT AVAILABLE TO THE BIDDER
10. PROPOSED NECESSARY LOGISTICS MEANS AVAILABLE TO THE BIDDER.

### **PREVIOUS EXPERIENCE**

11. THE LIST OF PREVIOUS EXPERIENCES WITH REFUGEES AND OTHER MEDIA RELATED ACTIVITIES; LIST ANY RECOMMENDATIONS OR AWARDS WON; ENCLOSE SAMPLES OF YOUR PREVIOUS WORKS

#### **B. OTHER BROADCASTING**

THE FUND AND THE UNHCR INVITE THE BIDDERS TO PROPOSE BROADCASTING ENTERPRISES OTHER THAN RADIO TELEVISION OF VOJVODINA WHERE THEY CAN SECURE BROADCASTING OF THE PRODUCED PROGRAMME, BOTH WITHIN AND OUTSIDE SERBIA. PLEASE SPECIFY INDIVIDUAL TV STATION AS WELL AS PROPOSED BROADCASTING TIME. PLEASE SPECIFY TERRITORIAL COVERAGE OF THE PROPOSED STATIONS. ADDITIONAL PROPOSED BROADCASTING ENTERPRISES WILL BE CONSIDERED AN ASSET.

#### **YOUR OFFER IN ENGLISH TO INCLUDE THE FOLLOWING:**

1. FIRM PRICE PER INDIVIDUAL TV PRE-RECORDED SHOW (ALL INCLUDED)
2. THE LIST OF BROADCASTING ENTERPRISES PRODUCER CAN SECURE
3. FIRM PRICE PER TOTAL OF THE PROJECT
4. DETAILED SPECIFICATIONS OF ALL BUDGETED COSTS, INCLUDING BUT NOT LIMITED TO:
  - STAFF SALARIES

- TRAVEL ALLOWANCES
  - USE OF PRODUCTION EQUIPMENT
  - USE OF LOGISTICS EQUIPMENT
  - USE OF STUDIO/OFFICE SPACE
  - ANY OTHER FORESEEABLE EXPENSES
  - PROFESSIONAL BETA AND VHS TAPES (SPECIFY PRICE PER ONE COPY) OR OTHER APPROPRIATE PROFESSIONAL STORAGE MEDIA
5. PRICES SHOULD BE INCLUSIVE OF ALL CHARGES. NO OTHER CHARGES WILL BE ACCEPTED BY THE FUND.

## **OTHER IMPORTANT INFORMATION**

### **CONTENT OF THE PROGRAMME – EDITORIAL CONTROL:**

THE FUND AND THE UNHCR REMAIN FULLY RESPONSIBLE FOR THE CONTENT OF THE PROGRAMME. ALL STORIES/ TOPICS COVERED MUST BE IN ADVANCE CLEARED BY THE FUND AND THE UNHCR. SELECTED AGENCY MAY NOT RECEIVE REQUESTS FROM ANY OTHER INSTITUTION/AUTHORITY REGARDING THE CONTENT OF THE PROGRAMME. THE FUND AND THE UNHCR WILL MAKE FULL TIME STAFF MEMBERS AVAILABLE TO THE EDITORIAL BOARD FOR THE PURPOSE OF CREATING AND EDITING OF INDIVIDUAL TV SHOWS. NO INDIVIDUAL SHOW MAY BE BROADCAST PRIOR TO BEING CLEARED BY THE FUND AND THE UNHCR.

THE FUND AND THE UNHCR REMAIN THE OWNERS OF THE PRODUCED TV PROGRAMME AND MAY BROADCAST IT AS DEEM APPROPRIATE. THE FUND AND THE UNHCR RESERVE EXCLUSIVE COPY RIGHTS TO THE PROGRAMME.

### **FIELD COVERAGE**

UNHCR INVITES BIDDERS TO PROPOSE MODALITIES OF PERMANENT COVERAGE IN THE FIELD – SERBIA, CROATIA AND BOSNIA HERZEGOVINA. THE AGENCY NEEDS TO SET-UP THE COVERING NETWORK – WHETHER THROUGH IDENTIFYING PERMANENT CORRESPONDENTS/REPORTERS AND/OR PERMANENT TRAVEL TO CROATIA.

### **THE PROFESSIONAL AND VHS TAPES**

THE SELECTED AGENCY IS REQUIRED TO PROVIDE SUFFICIENT NUMBER OF PROFESSIONAL TAPES (BETA), DVD OR OTHER APPROPRIATE PROFESSIONAL STORAGE MEDIA UPON REQUEST OF THE FUND FOR INTERNAL AND EXTERNAL USE, AT THE COST STIPULATED IN YOUR BID.

### **REPORTING AND COMMUNICATION**

THE SELECTED AGENCY IS REQUIRED TO PROVIDE WEEKLY REPORTS ON IMPLEMENTATION OF THE PROJECT AND PROPOSED ACTIVITIES FOR THE NEXT PERIOD. SYNOPSIS OF ALL THE PROPOSED STORIES MUST BE PROVIDED IN ENGLISH TO THE FUND. DAILY COMMUNICATION BY E-MAIL WITH THE FUND AND THE UNHCR FOCAL POINTS.

### **INFORMATION FOR BIDDERS:**

1. THE FUND RESERVES THE RIGHT TO ACCEPT THE WHOLE OR PART OF YOUR OFFER. THE LOWEST OFFER NEED NOT BE ACCEPTED.
2. THE FUND UNDERTAKES TO PAY BY BANK TRANSFER IN 10/30 DAYS FROM RECEIPT OF INVOICES. IN CASE SERVICES ARE NOT PROVIDED AS PER FUND

- REQUIREMENTS STIPULATED IN THE CONTRACT, THE FUND HAS THE RIGHT TO CHARGE THE PENALTIES.
3. THE FUND DOES NOT UNDERTAKE TO PAY BY LETTERS OF CREDIT OR IN ADVANCE BUT BY BANK TRANSFER TO A NOMINAL BANK ACCOUNT.
  4. OFFER TO BE MADE IN ONE SINGLE CURRENCY, THE SAME BEING USED FOR PAYMENT.

**OFFERS:**

THE OFFERS MUST BE RECEIVED BY REGISTERED MAIL OR COURIER IN DOUBLE-SEALED ENVELOPES MARKED "NOT TO BE OPENED BY REGISTRY" LATEST BY **16 MARCH 2009- 12.00 HRS** AND SHOULD BE ADDRESSED TO:

THE FUND FOR AID TO REFUGEES, EXPELLED AND DISPLACED PERSONS BULEVAR MIHAJLA PUPINA 25 21000 NOVI SAD, SERBIA <b>TV PROGRAMME</b> <b><u>NOT TO BE OPENED BY REGISTRY</u></b>
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**OFFERS NOT ADDRESSED AND NOT RECEIVED AS SUCH WILL NOT BE CONSIDERED**

**VALIDITY:**

YOUR QUOTATION SHOULD REMAIN VALID UNTIL 31 MARCH 2009, DURING WHICH PERIOD A CONTRACT, IF PLACED, WILL BE ACCEPTED BY YOU.

**ACKNOWLEDGEMENT:**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ENQUIRY AND INDICATE YOUR INTENT TO BID.

OUR FAX NUMBER: (381 21) 475 4 296

THANK YOU AND REGARDS,

THE FUND FOR AID TO REFUGEES, EXPELLED AND DISPLACED PERSONS