
CONTENTS

1.	PURPOSE.....	2
2.	BACKGROUND TO THE CONTRACTING AUTHORITY.....	2
3.	BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT	2
4.	DEFINITIONS.....	3
5.	SCOPE OF REQUIREMENT	3
6.	THE REQUIREMENT	3
7.	KEY MILESTONES	4
8.	AUTHORITY'S RESPONSIBILITIES	5
9.	REPORTING	5
10.	VOLUMES.....	5
11.	SUSTAINABILITY	6
12.	QUALITY	6
13.	PRICE	6
14.	STAFF AND CUSTOMER SERVICE.....	6
15.	SERVICE LEVELS AND PERFORMANCE	7
16.	SECURITY REQUIREMENTS.....	7
17.	INTELLECTUAL PROPERTY RIGHTS (IPR)	8
18.	PAYMENT	8
19.	LOCATION.....	8

OFFICIAL

1. PURPOSE

- 1.1 The Home Office (hereafter referred to as the “Authority”) requires the production of a video(s) which highlight the extreme difficulties experienced by irregular migrants entering Libya from East and West Africa. The outputs will be used to inform potential migrants of the realities of the journey and the hardships of life in a Libyan detention centre or militia run camp.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The first duty of the government is to keep citizens safe and the country secure. The Authority has been at the front line of this endeavour since 1782. As such, the Authority plays a fundamental role in the security and economic prosperity of the United Kingdom.
- 2.2 The Authority is the lead government department for immigration and passports, drugs policy, crime, fire, counter-terrorism and police.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 Libya is currently the point of departure for thousands of migrants leaving North Africa to cross into Europe via the Central Mediterranean migration route. In 2016, 181,436 people attempted the crossing, representing 50% of all migrants in the Mediterranean Sea. As well as being the most popular route, it is also the deadliest, accounting for 90% of all migration-related deaths in the region in 2016.
- 3.2 In addition to the humanitarian concerns of this migration route, tackling the problem of migration is a UK policy priority. Migrants leave their countries of origin for a variety of reasons, including fleeing regions with few economic prospects. The journey to and through Libya is one of extreme risk and terror for migrants. The International Organization for Migration (IOM) recently found that 71% of migrants taking the Central Mediterranean route experienced exploitation and practices that may amount to human trafficking. There are numerous reports of migrants being beaten and mugged, as well as kidnappings, arbitrary detentions, rapes, and murders.
- 3.3 Once in Libya, migrants are forced to live in basic conditions with little or no chance of successfully making the crossing to Europe, and face the constant threat of further detention or harm. Currently, there is a lack of footage showing the realities of the journey to Libya’s coast and the hardships in detention centres and militia-run camps, particularly regarding migrants from the Horn of Africa and East Africa.
- 3.4 The Authority’s research suggests that migrants are not prepared for the reality of the risks they face on the journey from their country of origin. Exposing this reality would encourage potential migrants to reconsider their decision to migrate.

4. DEFINITIONS

Expression or Acronym	Definition
NSC	National Security Council
HoA	Horn of Africa
NGO	Non Government Organisations
IOM	International Organisation for Migration
Vox pop	Popular opinion as represented by informal comments from members of the public, especially when broadcast or published
HMG	Her Majesty's Government

5. SCOPE OF REQUIREMENT

- 5.1 To film interviews with irregular migrants in Libya, to generate case studies and vox pop content showing the realities of the journey and life in Libya. This content will be shown at specially organised events upstream and on digital channels.
- 5.2 The scope includes;
- 5.2.1 Duty of care for personnel
 - 5.2.2 Filming the migrants
 - 5.2.3 Production and editing the film content
 - 5.2.4 All transport and logistics required for travel
- 5.3 The scope does not include:
- 5.3.1 Dissemination of content, the products developed as part of this project will be disseminated by the Authority and its agents/partners via existing channels that have been established and are managed by HMG.
 - 5.3.2 Scripting is not required as the stories will come from real case studies
 - 5.3.3 Hard copies of materials produced.

6. THE REQUIREMENT

- 6.1 To film interviews with irregular migrants in Libya, to generate case studies and vox pop content showing the realities of the journey and life in Libya. This content will be shown at specially organised events upstream and on digital channels. Potential Providers must account for the following requirements within their submissions.
- 6.1.1 Testimonials are required from East and West Africans, including but not limited to; Eritrean, Nigerian, Sudanese and Ethiopians within Libya.

-
- 6.1.2 Interviews may need to be anonymous and identities, voices and specific locations obscured. This will be at the discretion of the interviewee.
 - 6.1.3 All interviews must ensure the safety, security and rights of the interviewee at all times.
 - 6.1.4 Interviews must be given willingly and with full knowledge of its purpose, intent and use. Proof of consent will be required.
 - 6.1.5 Interviews will need to be completed in total with a variety of nationalities, genders, ages and unique experiences.
 - 6.1.6 Footage transcripts will need to be provided in the native language and English.
 - 6.1.7 Footage will need to be suitable for screen (TV and projectors) and iPads/mobile devices.
 - 6.1.8 Editing film content to required length to be included.
 - 6.1.9 Full length interviews and short vox pop clips will be required to suit different broadcasting purposes including digital platforms and projectors.
 - 6.1.10 At least 6 full case study interviews of 10 mins and 8 vox pops of less than 1 minute required.
 - 6.1.11 At least three rounds of editing will be required for the Authority to feedback any amends prior to final approval.
 - 6.1.12 All footage to be securely transferred to the Authority. All footage shall be supplied digitally and password protected. Encryption is not required.
 - 6.1.13 Duty of care for any one individual working on this project is the responsibility of the Supplier.
 - 6.1.14 Screenshots of the films will be required for paper case studies and promotional activity.
 - 6.1.15 Ability to deploy quickly in Libya.

7. KEY MILESTONES

- 7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Draft production plan received by Authority	Within week 1 of Contract

		Award
2	Pre production meeting with Authority and implementing agency	Within week 2 of Contract Award
3	Supplier personnel deployed to region.	Within week 4 of Contract Award
4	First cuts of video content view by Authority	Within week 8 of Contract Award
5	Final content agreed and delivered to the Authority	Within week 12 of Contract Award

8. AUTHORITY'S RESPONSIBILITIES

- 8.1 Distribution of the products developed as part of this project will be disseminated by the Authority and its agents/partners via existing channels that have been established and are managed by HMG.
- 8.2 Approval and final signoff responsibility is held by the Authority.

9. REPORTING

- 9.1 Kick off meeting to agree ways of working. This can be done virtually or face to face in London.
- 9.2 Updates to the Authority at mutually agreed intervals.
- 9.3 Timelines and budgets must be adhered to. Any amends or changes proposed must gain prior approval from the Authority.
- 9.4 The Authority must be notified when there is any change to the security situation and/or the risk register.
- 9.5 Pre-production documentation must be produced prior to filming commencing.
- 9.6 End of project report wash up meeting with the Authority. This can be done virtually or face to face in London.

10. VOLUMES

- 10.1 This is a one off requirement.
- 10.2 6 full case study interviews of 10 minutes and 8 vox pops of less than 1 minute
- 10.3 There must be a minimum of 45 minutes of content produced to develop case studies and vox pops.

11. SUSTAINABILITY

- 11.1 Potential Providers should consider the environmental impact of operations and place sustainability to the forefront of their thinking when preparing their submissions.

12. QUALITY

- 12.1 Footage will need to be suitable for screen (TV and projectors) and iPads/mobile devices.

13. PRICE

- 13.1 All prices must be quoted and paid for in sterling.
- 13.2 A mutually agreed payment schedule will be developed using key milestones prior to filming commencing.
- 13.3 Prices are to be submitted via the Appendix E – Pricing Schedule excluding VAT.
- 13.4 The Authority's budget for this requirement is £70,000.00

14. STAFF AND CUSTOMER SERVICE

- 14.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the filming in Libya contract in order to consistently deliver a quality service to all Parties.
- 14.2 Potential Provider's staff assigned to the filming in Libya contract shall have the relevant qualifications and experience to deliver the Contract including;
- 14.2.1 Language and translation skills in Tigrinya, Amharic and Arabic as a minimum.
 - 14.2.2 Ability to legally deploy quickly in the region.
 - 14.2.3 Manage safety protocols and risk assessments associated with the duty of care requirements of staff on the ground.
 - 14.2.4 Experience of operating in hostile environments, including Libya.

Experience working with the UK Government.
- 14.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

OFFICIAL

15. SERVICE LEVELS AND PERFORMANCE

15.1 The Authority will measure the quality of the Supplier's delivery by:

KPI	Service Area	KPI description	Target
1	Pre Production	Pre production documentation to be received and a meeting with the Authority to be held within 2 weeks of the contract being signed.	100%
2	Case Studies	Minimum of 6 x videos with a migrant case study	100%
3	Vox Pops	Minimum of 8 x vox pops of video content with migrants with a mix of nationalities	100%
4	Duty of Care	Fully maintained and managed Risk Register with mitigations and identified risk owners available for inspection. This must include risks to staff and interviewees as well as project risks.	100%

15.2 Where the Authority identifies Key Performance Indicators (KPI) are not met it reserves the right to withhold any stage payment until such times as the Supplier remedies the KPI failure to its satisfaction.

15.3 If the Supplier withdraws at its own volition outside of agreed risk limits (in the risk register) the Authority will pay a maximum of 75% of costs occurred to the date of the agreed withdrawal.

16. SECURITY REQUIREMENTS

16.1 Potential Providers must confirm the following security requirements are incorporated within their proposals.

16.1.1 Specialist knowledge of operating in hostile environments including relevant insurance, risk assessments and duty of care responsibilities for any staff in field.

16.1.2 Experience operating in Libya or other hostile environments

16.1.3 Safety protocols to managing duty of care requirements of staff on the ground.

-
- 16.1.4 In-depth understanding of the social, economic, political and security situation in Libya.
 - 16.1.5 All communications will be delivered at official-sensitive level.
 - 16.1.6 Names and locations of personnel will not be stored or shared in any unsecured locations
 - 16.1.7 All data, including footage must be password protected.
 - 16.1.8 Awareness and compliance with UK Anti-Terrorism Financing legislation, UK Anti-bribery laws, the UN Convention Against Corruption, the OECD anti-bribery convention, and related anti-bribery conventions
- 16.2 Any suspicion of financial irregularity, fraud or financial mismanagement will be reported to the Authority immediately.

17. INTELLECTUAL PROPERTY RIGHTS (IPR)

- 17.1 All IPR in any materials created or developed by the Supplier pursuant to any contract shall vest with the Authority. .
- 17.2 All content will be supplied to the Authority in the agreed formats to allow for future development if and when it is required.
- 17.3 The Supplier shall not reproduce, reformat or in any way alter any materials on expiry of any contract for the purpose of licencing such materials to third parties or general distribution without the approval of the Authority.

18. PAYMENT

- 18.1 Payments will be made following satisfactory delivery of pre- agreed deliverable milestones.
- 18.2 All outputs and requirements must be delivered in the financial year 2017/2018
- 18.3 All invoices to be email and posted to the followed addresses; hossaint@homeoffice.gsi.gov.uk, Home Office Shared Service Centre HO Box 5015, Newport, NP20 9BB

19. LOCATION

- 19.1 Authority are based at 2 Marsham Street, London, SW1P 4DF
- 19.2 The filming will take place in Libya.