

Terms of Reference (ToR) for Photography, Videography and Video Editing Services

1. Information about the Danish Refugee Council

The Danish Refugee Council (DRC) is a leading international humanitarian organisation working on forced displacement, supporting refugees and internally displaced persons during displacement, in exile, upon return, and throughout settlement and integration. DRC supports humanitarian assistance initiatives across Ukraine and currently employs more than 600 staff, the majority of whom are national staff.

DRC's main office is located in Kyiv; however, the organisation is actively operating in 10 oblasts across the country, providing targeted, timely and essential assistance to internally displaced persons and war-affected communities. DRC began its programme activities in Ukraine in 1998, initially implementing reintegration projects in Crimea, and later expanded its presence to eastern Ukraine in 2014. Following the escalation of the war, DRC significantly scaled up its operations. Today, DRC is one of the largest international non-governmental organisations in Ukraine, supporting communities affected by war and displacement nationwide.

Currently, DRC implements a wide range of integrated and holistic programmes, both directly and through national partners, delivering emergency and long-term assistance, supporting recovery, and improving access to durable solutions for displaced populations. DRC operates in the sectors of Protection, Economic Recovery, Humanitarian Disarmament and Peacebuilding, Shelter, and supports access to Water, Sanitation and Hygiene (WASH). DRC continues to support individuals and communities across Ukraine whose vulnerabilities are deepening and whose access to basic services and rights remains limited.

2. Purpose of the Service

DRC Ukraine announces a tender for the provision of services by qualified professional photographers, videographers and video editors. The services include photo and video production as well as post-production editing for the presentation of programme results and engagement of target audiences.

As a result of the tender, a Framework Agreement will be concluded for a period of 12 months.

3. General Information

DRC implements a wide range of integrated and comprehensive programmes both directly and through national partners, providing emergency and long-term support to assist people in rebuilding their lives and accessing sustainable solutions.

With donor support, DRC implements projects that include humanitarian assistance, legal aid, social integration, and economic recovery. To ensure high-quality documentation of activities and appropriate visibility, DRC requires the engagement of external photography and videography specialists.

Selected service providers will be responsible for documenting DRC activities across different regions of Ukraine, preparing visual materials for external communications, and processing and submitting final products in line with DRC corporate standards and project technical requirements.

4. Scope of Procurement

The scope of procurement includes the provision of photography services, videography services, and video editing for DRC activities, events, and works in accordance with Section 5 and in various cities listed in Section 11.

5. Scope of Work

Under the direct supervision of the Communications Manager and with the support of DRC field staff, **the photographer / videographer/ editor shall perform the following tasks:**

A-Photography:

- Take high-resolution photographs of project sites and DRC programme activities in Ukraine for use in thematic materials, social media posts, publications, website materials, etc.
- Provide detailed captions for each photograph. Captions must include the names of people depicted in the photo, their age, location, photo description and date.
- Demonstrate due respect towards people being photographed.
- Comply with DRC guidelines on personal data protection and photography during shoots for Communications Department needs. DRC guidelines and policies will be provided to selected specialists upon contract signature.
- Ensure that appropriate written consent for photography is obtained from people appearing in photographs.

B-Video:

- DRC Communications Team will prepare interview questions for recipients of assistance and provide an approximate script for each video. Videos must include b-roll (cutaways) and interview footage.
- Produce videos in accordance with DRC standards.
- Demonstrate appropriate sensitivity towards people being filmed.
- Comply with DRC safety and communications guidelines. DRC guidelines and policies will be provided after contract signature.
- Provide filmed materials in accordance with previously agreed timelines.
- Ensure that relevant consent forms are signed by all participants appearing in a video.

- Ensure clear and effective communication with the Communications Department, programme teams and other stakeholders.

C-Video Editing:

- Conduct the full cycle of editing of filmed material in accordance with the ToR and DRC standards.
- Perform basic and creative video processing: selecting footage, colour correction, sound correction, aligning tone, rhythm and pacing.
- Add subtitles in Ukrainian and English (as required) in line with the agreed script and accessibility standards.
- Add titles, donor logos and intros/outros in accordance with DRC brand guidelines and donor visibility rules.
- Prepare different video formats (full version, short versions for social media, vertical formats, etc.) in line with the ToR.
- Coordinate draft versions with the Communications Department and incorporate edits based on feedback received.
- Ensure the handover of the final version in required formats and resolutions, together with all source files upon DRC request.

Short Description of the Listed Responsibilities:

A-Photography:

- Послуги з фотографування надаватимуться протягом року, за запитом.
- Photography services will be provided throughout the year, upon request.
- The photographer must provide digital photographs for the preparation of human-interest stories, social media materials, publications within information campaigns, website materials, as requested.
- The photographer must be proficient in photographic equipment and photo editing software.
- The photographer will need to visit DRC programme sites across the country and communities where DRC-supported projects are implemented.
- In addition to photos, the photographer must provide captions including the names of people shown, their age, organisation and location, and a description of the photos.
- The photographer is expected to maintain professionalism and integrity while performing tasks for DRC.
- The photographer is responsible for obtaining all required written consents for the use of photographs from individuals/authorities involved.
- The photographer is expected to be available to carry out assignments at short notice.
- One or two DRC staff members will be present during shooting.
- Willingness to work in the regions and cities listed in Section 11.

B-Video:

- Video production will be required throughout the year, upon request.
- Video production in accordance with DRC standards. All video materials must be of the highest quality in order to appropriately represent the organisation. All material must be filmed in 16:9, Full HD 1080.
- Contractors must use their own HD-quality video camera and professional editing software.
- Clearly identify the filming location, names and ages of interview participants, quotes and other important details.
- Willingness to work in the regions and cities listed in Section 11.

C-Video Editing:

- Video editing services will be provided throughout the year, upon request.
- The videographer/editor shall perform the full post-production cycle — from selecting footage to final rendering — in accordance with DRC technical requirements.
- Duties include basic and creative editing, colour grading, sound correction, adding titles, logos, intro/outro screens, as well as Ukrainian and/or English subtitles in line with DRC visibility standards and donor requirements.
- If needed, the videographer/editor prepares shortened or adapted versions for social media (vertical format or adjusted aspect ratios).
- All final materials must be handed over in high quality (Full HD or 4K) together with necessary source files upon DRC request.
- The editor is expected to comply with agreed deadlines, technical requirements and DRC communications standards.

Expected Deliverables:**A-Photography**

During assignments, the photographer is expected to provide the following:

- Ability to deliver tasks within established deadlines. DRC will notify about the need for a shoot no later than 2 days in advance.
- For each event filmed during the year, provide the same day at least 15 high-resolution digital images in JPEG format and send the same selection in lower resolution by email to DRC.
- Within five days after shooting, for the purpose of publications, promotional materials, website materials or campaigns, the full set of images (minimum 30) from each site/location of works, in JPEG format, must be provided to DRC together with captions.
- All digital photos must contain full caption information in the “file information/metadata” and an additional separate list of captions in text format. Captions must include: date, location, names and ages of people depicted, and a brief description of the situation photographed.
- Within one working day after the shoot, at least 15 photographs must be edited in specialised photo editing software (e.g. Photoshop) in accordance with DRC photo and image standards.
- Final selections of edited digital images (including captions) will be sent by email to DRC.
- Please note that most images should be taken in landscape orientation.
- Completed consent forms, signed by all participants, will be collected in cooperation with the DRC team.
- All edited photos and all originals must be submitted as follows: final images must be uploaded to the shared drive (internet drive / SharePoint site) designated for the photographer; if required, the photographer must also provide images with watermarks.

B-Video:

During assignments, the videographer is expected to provide the following:

- Ability to comply with agreed deadlines. DRC will notify about the need for field travel no later than 2 days in advance.
- Coordination and approval of scripts with DRC.
- Video production (content types: mini-documentaries, short journalistic reports, short human-interest video stories, etc.).
- Raw video footage filmed in field conditions.

- For each video filmed during the year, on the same day RAW files must be sent by email to DRC.
- No later than five days after filming, for the purpose of publications, promotional materials, website materials or campaigns, a finalised video of 30–60 seconds must be submitted to DRC.
- No later than 10 days after filming, a finalised video must be submitted to DRC (60–120 sec or 120–180 sec).
- No later than 14 days after filming, a finalised video must be submitted to DRC (5–10 min or 15–20 min).
- All other details must be coordinated with the Communications Department and in accordance with the DRC Branding and Communications Manual.

C-Video Editing:

During editing assignments, the following is expected:

- Full editing cycle in accordance with the approved script, ToR and recommendations from the DRC Communications Department.
- Basic and creative editing: selecting footage, sound correction, colour grading, working with pacing and rhythm.
- Adding titles, intro/outro screens, donor and partner logos, and Ukrainian and/or English subtitles in accordance with the DRC brand guidelines and donor visibility policies.
- Preparing short versions for social media (vertical format or adapted aspect ratios) in accordance with publication needs.
- Coordination of draft versions with the Communications Department and incorporation of required edits into the final version.
- Delivery of final video files in Full HD or 4K, together with source files upon request.
- Ensuring high quality, compliance with DRC standards, and adherence to deadlines.
- Ability to comply with brand guidelines, donor visibility requirements and DRC technical instructions.

6. Outputs / Technical Requirements

A-Photography:

- High resolution: **at least 300 dpi**; minimum size **4000 × 3000 pixels**.
- File format: **JPEG** (edited and compressed publication-ready versions).
- Photos must be retouched (light, colour, cropping) and suitable for printed and digital DRC materials.
- Excessive processing, filters or elements altering realism are prohibited.
- All images must be clearly structured and captioned in line with the ToR (location, date, event description, names of individuals where applicable).

B-Video:

- Videos in 16:9 and 9:16 formats, with Full HD (1920×1080p) resolution or higher.
- Professional sound recording quality: frequency at least 48 kHz / 24-bit, interview noise level within –12 dB to –6 dB.
- Video must be stable, well lit, with clear composition.
- Video materials must be filmed with consideration of DRC safety and visibility rules.

C-Video Editing:

- Full post-production cycle in line with DRC ToR.
- Footage selection, colour grading, sound correction, pacing and rhythm adjustments.
- Adding titles, DRC and donor logos, intro/outro screens, transitions and graphic elements in accordance with brand guidelines.
- Adding Ukrainian and English subtitles (if required) in accordance with accessibility and visibility standards.
- Preparing final and short versions (for social media, vertical platforms, etc.).
- Delivery of final version in **MP4** (Full HD or 4K) together with short versions — upon DRC request.
- All source files (project files, subtitles, titles) must be stored and provided where necessary.

7. Duration, Schedule and Payment

This RFP is announced for the purpose of concluding a Framework Agreement for 12 months (with the possibility of extension for the next 12 months). The Framework Agreement does not oblige DRC to place any orders for services. DRC will place orders with the selected provider based on the agreement and in accordance with its needs. Payment will be made after completion of services for each request.

8. Proposed team composition

The photographer, videographer and editor will work under the direct supervision of the Public Relations and Media Manager and with support from DRC field representatives.

9. Requirements for Candidates, Qualifications and Work Experience

For Photographer:

- At least three years of professional photography experience.
- Provide a CV and portfolio with work samples (list in Annex I).
- Previous experience working with international organisations is an advantage.
- Provide recommendation letters (minimum 2–3) or copies of similar contracts.
- Knowledge of Ukrainian and basic English.

For Videographer:

- At least three years of professional videography experience.
- Provide a CV and portfolio with work samples (list in Annex I).
- Previous experience working with international organisations is an advantage.
- Provide recommendation letters (minimum 2–3) or copies of similar contracts.
- Knowledge of Ukrainian and basic English.

For Editor:

- At least **three years** of proven experience in video editing.
- Provide a **CV and portfolio** with work samples (list in Annex I).
- Proficiency in professional software: **Adobe Premiere Pro, DaVinci Resolve, Final Cut** or equivalent.
- Ability to work with colour grading, sound, titles, subtitles, graphic elements.

- Knowledge of composition basics, editing dramaturgy, adaptation for social media.
- Experience producing different formats (Full HD, 4K, vertical formats).
- Certificates from relevant editing courses (Premiere Pro, DaVinci, Final Cut) will be a significant advantage.
- Provide recommendation letters (**minimum 2–3**) or copies of similar contracts.
- Knowledge of Ukrainian and **basic English**.

10. Technical Supervision

Selected service providers will work under the supervision of the Communications Manager — Olha Sydorova.

11. Location of Service Delivery

DRC requires photography and videography services in several locations:

- Location 1 (Central region): Kyiv, Kyiv Oblast, Chernihiv, Chernihiv Oblast, Sumy, Sumy Oblast and other cities in this region;
- Location 2 (South-Eastern region): Dnipro, Dnipropetrovsk Oblast, Zaporizhzhia, Zaporizhzhia Oblast and other cities in this region;
- Location 3 (Eastern region): Kharkiv, Kharkiv Oblast, Sloviansk, Donetsk Oblast and other cities in this region;
- Location 4 (Southern region): Mykolaiv, Mykolaiv Oblast, Kherson, Kherson Oblast and other cities in this region;
- Location 5 (Western region): Lviv, Lviv Oblast and other cities in this region.

12. Travel

DRC is not responsible for covering or reimbursing any costs related to meals, accommodation, transportation, insurance, etc.

For Photographer:

- Availability of a professional camera and all necessary equipment (lenses, lighting, laptop, etc.).
- Availability of own resources (transport, additional technical support), as DRC does not cover accommodation, meals, transportation or insurance costs.

For Videographer:

- Availability of professional video equipment (camera at least Full HD, stabiliser, microphones, lighting, laptop).
- Availability of own resources (transport, etc.), as DRC does not cover related costs.

13. Proposal Submission Process

In accordance with the Invitation Letter RFP-UKR-2025-026.

14. Evaluation of Proposals

In accordance with the Invitation Letter RFP-UKR-2025-026.

I, hereby confirm that the working tasks will be carried out in accordance with the requirements specified in in Annex G – Terms of Reference (ToR) and Annex I – Technical specification for portfolio

Signature

Date (Day/Month/Year)