|  |  |
| --- | --- |
|  | Jobs at FSWC - First Steps Womens Centre Dungannon County Tyrone |

**Funded by The National Lottery Heritage Fund – thanks to National Lottery players**

**Tender Specification – Video Stories of Migrant Women**

## Overview

First Steps Women’s Centre (FSWC) invites tenders from experienced and compassionate video production professionals to record, edit,   
and produce a series of 20–25 short video stories (5–10 minutes each) from migrant women living in Mid Ulster.   
These stories will document personal migration journeys, cultural heritage, and how life has changed since arriving in Northern Ireland.   
The videos will form part of our ‘Heritage Journeys: Voices of Migrant Women in Mid Ulster’ programme including uploaded to our website,

funded by The National Lottery Heritage Fund – thanks to National Lottery players,

and will be archived with the Linen Hall Library. The successful applicant must share our commitment to cultural sensitivity, safeguarding, and the respectful representation of participants’ experiences.

## Scope of Work

Story Capture & Interviewing  
- Conduct sensitive, trauma-informed interviews in a safe and supportive environment.  
- Explore themes such as migration journeys, homeland culture, traditions, religion, social practices, and adaptation in Mid Ulster.  
- Work alongside FSWC staff to build trust and rapport with participants, some of whom may have limited English.  
- Use interpreters where necessary (arranged by FSWC).  
  
Filming & Editing  
- Film to professional broadcast-quality standards using suitable lighting, framing, and sound equipment.  
- Ensure filming locations are comfortable, safe, and accessible. Most may take place at FSWC’s premises in Dungannon.   
- Deliver engaging edits that preserve the authenticity, dignity, and voice of each woman.  
- Add subtitles to all videos, ensuring accuracy for names, places, and cultural references.  
- Deliver master versions and social media–friendly cuts.  
  
Transcription  
- Provide verbatim, proofed transcripts for each interview.  
- Ensure transcription reflects the participant’s intended meaning, including correct spelling of cultural terms.

## Technical Standards

Video  
- Minimum Full HD (1080p), preferably 4K recording.  
- Consistent colour grading, framing, and branding in line with FSWC guidelines.  
  
Audio  
- Broadcast-quality sound recording, using external microphones.  
- Clear separation of voices from background noise.  
  
Data Management  
- Secure storage and encrypted backup of all files until project completion.  
- Transfer of all raw and edited files to FSWC on delivery.

**Digital Licensing Requirements**

All outputs need to be licensed through Creative Commons as CC by 4

## Safeguarding, Ethics & Legal Requirements

- Work in accordance with FSWC’s safeguarding policy.  
- Obtain informed consent before recording.  
- Ensure no participant is re-traumatised through questioning; adapt interviews if distress occurs.  
- Maintain confidentiality and comply with GDPR.  
- Follow legal best practice to avoid defamation, copyright issues, or other claims.

## Project Management & Collaboration

- Work closely with the FSWC Project Co-ordinator.  
- Attend project briefings and provide regular progress updates.  
- Meet agreed deadlines to allow for timely publication and exhibition.  
- Ensure the approach reflects FSWC’s aims of tackling prejudice and celebrating cultural heritage.

## Outputs

- 20–25 edited video stories (5–10 minutes each).  
- Subtitled versions of each video.  
- Verbatim transcripts.  
- All raw footage.

## Experience & Skills Required

- Proven track record in documentary-style or oral history video production.  
- Experience working with under-represented or migrant communities.  
- Demonstrable interviewing skills and the ability to create a safe space for sensitive storytelling.  
- Technical proficiency in filming, editing, subtitling, and transcription.  
- Commitment to equality, diversity, and inclusion.

## Added Value

We welcome proposals that offer creative or practical value beyond the core requirements, such as:  
- Skills transfer to FSWC staff or volunteers.  
- Innovative methods to engage audiences.  
- Additional outputs that enhance the legacy of the project.

## Scoring & Selection Criteria

1. Understanding of the Project & FSWC’s Aims – 20%  
2. Relevant Experience & Quality of Past Work – 25%  
3. Approach & Methodology – 20%  
4. Technical Skills & Standards – 15%  
5. Budget & Value for Money – 10%  
6. Reliability & Capacity – 10%  
Minimum Pass Mark: 60% overall and at least 50% in each of the first three criteria.

## Submission Requirements

Please include:  
1. Examples/links to at least two relevant projects.  
2. A short proposal outlining your approach, methodology, and sensitivity to the subject matter.  
3. Proposed timeline for filming and editing.  
4. Detailed costings, including expenses, VAT (if applicable), and payment schedule.  
5. Evidence of insurance cover for public liability and professional indemnity.  
6. Confirmation of safeguarding checks and any relevant training.

## Closing Date

Closing Date for Applications: Friday 19th September at 12.00 noon.   
Send submissions to: Michael McGoldrick – fswc.tenders@gmail.com  
Tel: 028 8772 7648 | Website: www.firststepswomenscentre.org