

# REQUEST FOR PROPOSAL

“Hiring a Firm to produce a video documentaries for  
UNREDD Projects of UNDP Bangladesh”



*Empowered lives.  
Resilient nations.*

United Nations Development Programme

August 2017

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of initials and a surname.



Empowered lives  
Resilient nations.

15 August 2017

## REQUEST FOR PROPOSAL (RFP-BD-2017-023)

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring a Firm to produce a video documentaries for UNREDD Projects of UNDP Bangladesh.**

**Proposals shall be submitted on or before 4.30 p.m. (local time) on Tuesday, August 29, 2017**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link:

<https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

**Username:** event.guest

**Password:** why2change

and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

During preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (with file name less than 60 characters) in pdf format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.**

The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Sonia Menzabeen  
Operations Manager  
August 15, 2017



## Annex 1

### Description of Requirements

Context of the Requirement	UNDP Bangladesh (IDB Bhaban, E/8-A Begum Rokeya Sharani, Sher-e-Bangla Nagar, Tel: 55667788) is seeking for local firm <b><i>"Hiring a Firm to produce video documentaries for UNREDD Projects of UNDP Bangladesh"</i></b>
Implementing Partner of UNDP	UN-REDD Bangladesh National Programme
Brief Description of the Required Services	<p>Bangladesh is a signatory to the UN Framework Convention on Climate Change (UNFCCC). The Conference of the Parties (COP) to the UNFCCC has taken a number of decisions in recent years to encourage developing country Parties to take climate change mitigation actions in forestry sector. The role of forests and reducing emissions from deforestation and forest degradation, and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+) have been fully recognised and enshrined in the Paris Agreements.</p> <p>As part of the country's long-term strategy to reduce GHG emissions, largely described in its Intended Nationally Determined Contributions (INDC), the Government of Bangladesh has taken initial steps to contribute to this global effort to address climate change, and one of such steps is to develop its capacity to implement REDD+. The Government of Bangladesh prepared and endorsed its REDD+ Readiness Roadmap in 2012.</p> <p>To support this effort, the UN-REDD Bangladesh National Programme was approved in 2016 to provide technical capacity development assistance to the Government of Bangladesh in designing and implementing its National REDD+ Strategy and in meeting the international requirements under the UNFCCC Warsaw Framework to receive REDD+ results-based finance.</p> <p><b>OBJECTIVES OF THE ASSIGNMENT</b></p> <p>One of the important components of the National Programme is to improve the awareness of stakeholders and engage them effectively in the REDD+ process. To raise public awareness and engage different stakeholders effectively, three video documentaries will be produced on the drivers of deforestation i.e., fuel wood collection, illegal felling, encroachment and how such activities are negatively impacting the life – loss of watershed characteristics, landslides, loss of livelihood etc. Thus, UN-REDD Bangladesh National Programme is seeking to hire a Firm for developing three video documentaries in Bangla language with sub-title in English.</p> <p><b>SCOPE OF WORK</b></p> <p>This assignment output will be used to raise awareness and build capacity of stakeholders to engage effectively in the REDD+ process.</p> <ul style="list-style-type: none"> <li>• Work with Communication Officer to develop three story lines for the video documentary production.</li> <li>• Ensure delivery of all the end products that meet the deadlines as specified below.</li> <li>• Ability to travel to various locations in Dhaka and outside of Dhaka especially forest areas, including CHT, Cox's bazar, Khulna, Mymensing and Tangail. UNDP can provide a conformational letter about the purpose of the video but the offeror will be responsible to obtain any necessary permits for using drone.</li> </ul>



- Manage all travel arrangements, accommodation and meals for the production crew while in the field.
- Liaise with PMU on production schedules, filming, filming formats, and location access.
- Ensure pre-production filming and post productions at the highest quality.
- Research and locate human interest stories as according to proposed topics. All interviewees will need to be requested for permission and/or agreement/willingness before filming.
- Coordinate all necessary appointment interviews with key interviewees for interviewing/filming.
- Undertake all necessary editing and post production work, keeping in the management team informed for feedback.
- Ensure highest broadcast quality productions and filming.
- Ensure delivery of all footage obtained for productions. All rights reserved under the UNDP/UN-REDD Programme.
- Submit a comprehensive shortlist of the footage filmed including time code translations.
- Ensure that all requests and instructions received from the PMU/Project Manager pertaining to the type of production that is required and fulfilled.

#### **TECHNICAL SPECIFICATION FOR THREE DOCUMENTARIES**

- Broadcast quality full HD video, 1920x1080p, 50FPS
- Professional sound recording at minimum of 96 kHs/24-bit
- HD web files (H264 MOV.) as final products
- HD DVD as final products
- Professional cameras e.g. Canon 5D or equivalent camera an advantage
- Narration / voice over in Bangla must be done by a professional actor or announcer
- Video should contain graphics in english subtitle
- Use diagram, Map, Graphics and location cutaways wherever possible for easy understanding
- No picture/ footage/ sound/ script or anything that are going to use in documentaries should be used in any other previous materials or that kind of materials.
- Stereo Sound specially score for the documentaries and the audio should be free of any impairment.
- The offer must envisage the use of royalty free music for the videos.

SL	Topic	Technical specification	Quantity	Deadline
1	Drivers of deforestation and forest degradation (fuel wood collection and illegal felling )	Each of the videos will be 3-5-minute long with narration and graphics in Bangla with english subtitle. The videos will need to comprise of various shots taken in HD quality at several locations in e.g. CHT,	1	November 15, 2017



	2	Drivers of deforestation and forest degradation (forest land encroachment)	cox's bazar, Khulna, Mymensing and Tangail. Short should include, but not limit to: <ul style="list-style-type: none"> <li>• Panorama</li> <li>• Aerial shots/ drone shots</li> <li>• People engaged in everyday life</li> <li>• Portraits of beneficiaries</li> <li>Interview of relevant stakeholders including GoB</li> </ul>	1	November 15, 2017
	3	Impact of deforestation - negatively impacting on the life (landslide, loss of livelihood, loss of watershed characteristic)		1	November 15, 2017
List and Description of Expected Outputs to be Delivered	<p><b>Expected Outputs</b></p> <p>The hired firm will be responsible for delivering bellow materials:</p> <ul style="list-style-type: none"> <li>• Phase-1: Pre-production documentation (idea/script development, finalizing the storyline, selecting narrators, feedback and, revision and finalizing/approving, etc.)</li> <li>• Phase-2: Field visit and capturing video and interviews</li> <li>• Phase-3: In-Office Interviews (filming interviews with Senior Management, filming narration of project managers and other key stakeholders)</li> <li>• Phase-4: Creating animation to complement the narrative accounts and interview videos</li> <li>• Phase-5: Post-Production (editing, sound mixing, color correcting and mastering, subtitle and voice over)</li> <li>• Phase-6: Presenting videos to Management team for reviewing and incorporating feedback</li> <li>• Phase-7: Final submission of the Video Documentary (Submitting the final version of the video documentaries in master copy. Duplicate the master video tapes onto different formats as specified for final deliverables.)</li> </ul> <p><b>FINAL PRODUCTS AND SERVICES</b></p> <p>Complete 3 Documentary Videos with all incorporated feedback by UNDP and provide all final products following format:</p> <ul style="list-style-type: none"> <li>• High-resolution ready for broadcast without subtitle in English (AVI format)</li> <li>• High-resolution ready for broadcast with subtitle in English (AVI format)</li> <li>• Low-resolution for on line promotion without subtitle in English (AVI format)</li> <li>• Low-resolution for on line promotion with subtitle in English (AVI format)</li> <li>• Final product of video documentary on DVD (Pal Format and multi-region)</li> </ul>				



with proper cover and print on DVD.

- A Master copy of each of the Videos in HD Format.
- Provide 15 DVD copies of each documentaries with printed color cover.
- In addition to edited finalized versions, the offeror must provide to UN-REDD Project Management Unit all raw and un edited video footage on an external HD or DVD.

#### **GENERAL CONDITIONS**

- The content and other elements of the all video documentary will be prepared as required by and to the satisfaction of UNDP.
- UNDP will not use the name of film maker as 'Film Maker' during dissemination.
- The film maker shall undertake, even after the engagement with UNDP is completed, not to publish such data without the specific approval of UNDP. The film maker recognizes that such rights include, but are not limited to, copyright and other rights in written material, sound and video recordings, including films, maps, photography, and any other materials in any other medium.
- The film maker shall exercise the utmost discretion internally and externally in regard to all matters related to this assignment. Confidential information that is known to the author because of the contract shall not be disclosed to any third party without the prior authorization of UNDP.
- UNDP will reserve all rights including copyright of the videos.

#### **IDENTIFICATION OF RISK AND RISK MITIGATION PLAN**

Some risks have been identified by the project which may affect the delivery of the outputs as stipulated in this ToR. The project has identified a few mitigation options to address those risks described below:

- **Quality of the Outputs:** In order to ensure quality of outputs/deliverables up to the expected level, the project and UNDP can seek volunteer support from advisors/media personnel who have experience in producing video documentaries to check quality of the outputs/deliverables produced by the firm/company.
- **Clear Understanding:** Clear understanding among professionals (Team Leader, Director, Artists, Script Writer, Researcher, Cameraman, Video Editor) of the firm/company about this assignment could be one of potential risks. To mitigate this risk, project will organize a briefing session with the selected professionals of the firm/company to clarify the objectives and outputs of this assignment

#### **KEY PERFORMANCE INDICATOR**

The quality of works and deliverables to be produced by the firm/company according to the ToR will also be monitored by the contract administrator. The proposed performance indicators of the contractor's deliverables are illustrated below:

- 100% accuracy in video storyline and production



	<ul style="list-style-type: none"> <li>• Milestones achieved as per the plan submitted by the contractor</li> <li>• Weekly progress report submitted by the contractor and approved by Project Manager and respective staff of the project.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	The incumbent will report directly to the Project Manager, UN-REDD Bangladesh National Programme. Technical guidance and review will be provided by the National Programme's Governance Activity Coordinator. Additional support will be provided by the National Programme's REDD+ Technical Communications Officer.
Frequency of Reporting	<i>As indicated in the ToR</i>
Progress Reporting Requirements	<i>As indicated in the ToR</i>
Location of work	<input type="checkbox"/> Exact Address/es <i>As indicated in the ToR</i>  <b>DUTY STATION</b> The duty station will be home and field based. Firm also needs to participate in number of meetings in the Project Management Unit Office at Forest Department, Agargaon.
Expected duration of work	The work will require a duration of 4 months by December 2017.
Target start date	<b>15 September 2017</b>
Latest completion date	<b>15 December 2017</b> (Renewable of the contract is subject to satisfactory performance up to 3 months).
Travels Expected	<i>As indicated in the ToR</i>
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others As per ToR
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required





completing the services	
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency, BDT</b>
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and other applicable indirect taxes</b> <i>(Tax and VAT shall be deducted from the contract amount as per the Government Rules and Regulations).</i>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> <b>120 days</b> In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
Payment Terms	<b>Progress Payment or Milestone payment as per mentioned in the TOR</b>  01. <b>1st Payment</b> – 20 % of total contract value shall be paid after submitting a detail workplan and story boards based on inputs from the Programme Manager/PMU including a list of selected narrators (Completion of output and deliverable Phase-1)  02. <b>2nd Payment</b> -40 % of total contract value shall be paid after satisfactory completion of the all field work, interviews, creating animation, editing, sound mixing, subtitle, voice over completion and showing to management. (Completion of output and deliverable Phase-2-6)  03. <b>Final Payment</b> of the production of 3 Video - 40 % of total contract value shall be paid after completion and satisfactory delivery of videos Documentary in DVD, AVI and CD formats as well as other formats as specified. (Completion of output and deliverable Phase-7)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The incumbent will report directly to the Project Manager, UN-REDD Bangladesh National Programme. Technical guidance and review will be provided by the National Programme's Governance Activity Coordinator. Additional support will be provided by the National Programme's REDD+ Technical Communications Officer.
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <b>Institutional Contract</b> <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement

	<input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Lowest Price Quote among technically responsive offers</b> <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</b>
Criteria for the Assessment of Proposal	<p><b>Minimum Eligibility criteria mentioned below:</b></p> <p>This is a high-end assignment requiring senior and qualified professional advice based on substantive experience and qualifications of the contracting entity, that call for a professional team that comprise of one or more experts and a team of required associate staff/s. The firm will be invited to submit a detailed delivery proposal alongside CVs for the team leader, specialists and any associate/assistant staff/s (see below).</p> <p><b>Eligibility criteria of the consulting firm:</b></p> <ul style="list-style-type: none"> <li>• The firm must have minimum 3 years of working experience in producing video documentary /TV Spot/ Docu-drama on different issue including climate change, forest management, environment and natural resources management. Relevant certifications (Purchase Order/ Issued Contract) are required to submit as an evidence.</li> <li>• The firm must have experience in producing at least five video documentaries/TV spot/ Docu-drama/Animation for national/international (Please provide electronic links for viewing or necessary relevant data to view).</li> <li>• Business licenses- updated trade licenses, VAT, Tax and TIN certificate.</li> <li>• Latest Audited Financial Statement or audited report for last 02 fiscal years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.) or updated bank solvency certificated from concerned authority. (From tender floating time).</li> <li>• Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List.</li> <li>• Demonstrated ability to produce documentary using technical terminology of Forestry, Environmental Science, Natural Resource Management and Climate Change.</li> <li>• Relevant Experience in working United Nations or other International Organizations or donor funded project or any reputed organizations.</li> </ul>



**Note:** *Entities/firms/organizations that do not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria. UNDP reserves all rights to accept or reject any proposal/bid from any firm/organization without assigning any reason whatsoever.*

**Following three categories of human resources may be required for accomplishing the proposed assignment:**

- *The Team Leader* must have minimum 3 years of experience in leading the team;
- *The Director* must have minimum 3 years of experience in directing video documentaries/TV spot/ Docu-drama/Animation;
- *The script writer* must have minimum 3 years of experience in writing script for video documentation/TV spot/ Docu-drama/Animation;
- *The camera man* must have minimum 3 years of experience in producing at least five video documentaries/TV spot/ Docu-drama/Animation;
- *The video editor* must have minimum 3 years of experience in editing at least five video documentaries/TV spot/ Docu-drama/Animation;

**CV of the Team Leader, Director, Script Writer Cameraman and Video Editor must be attached with the commitment letter.**

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria.

**Technical Proposal (70%)**

- ☒ Expertise of the Firm **25 %**
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan **20 %**
- ☒ Management Structure and Qualification of Key Personnel **25 %**

**Financial Proposal (30%)**

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

**EVALUATION PROCESS:**

In response to the invitation of tender, the contractor must submit a Technical proposal as per the Terms of Reference of the scheme and a financial Proposal separately.

The financial proposal of only those offerors obtaining the minimum 70% score during technical evaluation should be opened. The remaining financial proposals of offerors whose technical proposals are deemed unqualified and non-responsive



	shall be remain unopened. The contract will be award to the company meeting the minimum 70% score in the technical evaluation and offering the lowest price.
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b> <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3)<sup>1</sup></b> <input checked="" type="checkbox"/> <b>Detailed TOR (Annex 4)</b> <input checked="" type="checkbox"/> <b>Others<sup>2</sup> Written Self-Declaration (Annex 5)</b>
Contact Person for Inquiries (Written inquiries only)	<b>bd.procurement@undp.org</b> <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 24<sup>th</sup> August 2017.</i> <u><b>"Queries on RFP-BD-2017-023"</b></u> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Last date of Proposals Submission	<b>Tuesday, August 29, 2017</b>
Other Information	<b>A pre-bid meeting will be held at IDB Bhaban, (19<sup>th</sup> floor), meeting room, for the clarification on the bidding document and ToR <u>on 21<sup>th</sup> August 2017 at 11.00 AM.</u></b>  <b>Note: Bidder needs to carry a valid Passport/NID/Credit or Debit card with photo/Original driving license to enter IDB Bhaban for the pre-bid meeting.</b>



## ANNEX 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)*

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[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the [specify date] , , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**Minimum eligibility criteria of the consultancy firm:**

- The firm must have minimum 3 years of working experience in producing video documentary /TV Spot/ Docu-drama on different issue including climate change, forest management, environment and natural resources management. Relevant certifications (Purchase Order/ Issued Contract) are required to submit as an evidence.
- The firm must have experience in producing at least five video documentaries/TV spot/ Docu-drama/Animation for national/international (Please provide electronic links for viewing or necessary relevant data to view).
- Business licenses- updated trade licenses, VAT, Tax and TIN certificate.
- Latest Audited Financial Statement or audited report for last 02 fiscal years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.) or updated bank solvency certificated from concerned authority. (From tender floating time).
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List.
- Demonstrated ability to produce documentary using technical terminology of Forestry, Environmental Science, Natural Resource Management and Climate Change.
- Relevant Experience in working United Nations or other International Organizations or donor funded project or any reputed organizations.

Note: Entities/firms/organizations that do not meet the above eligibility criteria shall not be considered for further evaluation. Necessary documentation must be submitted to substantiate the above eligibility criteria. UNDP reserves all rights to accept or reject any proposal/bid from any firm/organization without assigning any reason whatsoever.

**Following three categories of human resources may be required for accomplishing the proposed assignment:**

- The Team Leader must have minimum 3 years of experience in leading the team;
- The Director must have minimum 3 years of experience in directing video documentaries/TV spot/ Docu-drama/Animation;
- The script writer must have minimum 3 years of experience in writing script for video documentation/TV spot/ Docu-drama/Animation;
- The camera man must have minimum 3 years of experience in producing at least five video documentaries/TV spot/ Docu-drama/Animation;
- The video editor must have minimum 3 years of experience in editing at least five video documentaries/TV spot/ Docu-drama/Animation;
- CV of the Team Leader, Director, Script Writer Cameraman and Video Editor must be attached with the commitment

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letter.

- The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information

*Note: Necessary documentation must be submitted to substantiate the above eligibility criteria.*

*Consultancy firms that do not meet the above eligibility criteria shall not be considered for further evaluation.*

*The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information.*

#### A. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

#### B. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide:*

- Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- CVs demonstrating qualifications must be submitted if required by the RFP; and*
- Written confirmation from each personnel that they are available for the entire duration of the contract.*

#### C. Cost Breakdown per Deliverable\* (This portion to be provided in separate sealed envelope)

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2		
3	...		
	Total	100%	

*\*This shall be the basis of the payment tranches*

#### D. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>1. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				

a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's Authorized Person]*  
*[Designation]*  
*[Date]*





*General Terms and Conditions for Services***1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

**2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

**3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

**6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual



property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

#### **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - 8.4.1** Name UNDP as additional insured;
  - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

#### **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

#### **10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

#### **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.



- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
  - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
- 13.2.1** any other party with the Discloser's prior written consent; and,
  - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:



- 13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2 any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### 14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

#### 15.0 TERMINATION



- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

#### 16.0 SETTLEMENT OF DISPUTES

- 16.1 **Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

#### 17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.



## **18.0 TAX EXEMPTION**

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19.0 CHILD LABOUR**

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20.0 MINES:**

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22.0 SEXUAL EXPLOITATION:**

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor



to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official

A handwritten signature in black ink, consisting of stylized, overlapping loops and lines, located in the bottom right corner of the page.



**Annex 4**  
**TERMS OF REFERENCE**  
**for**

**Hiring Firm for production of Video Documentaries**

**PROJECT TITLE**

**UN-REDD Bangladesh National Programme**

**PROJECT DESCRIPTION**

Bangladesh is a signatory to the UN Framework Convention on Climate Change (UNFCCC). The Conference of the Parties (COP) to the UNFCCC has taken a number of decisions in recent years to encourage developing country Parties to take climate change mitigation actions in forestry sector. The role of forests and reducing emissions from deforestation and forest degradation, and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+) have been fully recognized and enshrined in the Paris Agreements.

As part of the country's long-term strategy to reduce GHG emissions, largely described in its Intended Nationally Determined Contributions (INDC), the Government of Bangladesh has taken initial steps to contribute to this global effort to address climate change, and one of such steps is to develop its capacity to implement REDD+. The Government of Bangladesh prepared and endorsed its REDD+ Readiness Roadmap in 2012.

To support this effort, the UN-REDD Bangladesh National Programme was approved in 2016 to provide technical capacity development assistance to the Government of Bangladesh in designing and implementing its National REDD+ Strategy and in meeting the international requirements under the UNFCCC Warsaw Framework to receive REDD+ results-based finance.

**OBJECTIVES OF THE ASSIGNMENT**

One of the important components of the National Programme is to improve the awareness of stakeholders and engage them effectively in the REDD+ process. In order to raise public awareness and engage different stakeholders effectively, three video documentaries will be produced on the drivers of deforestation i.e., fuel wood collection, illegal felling, encroachment and how such activities are negatively impacting the life - loss of watershed characteristics, landslides, loss of livelihood etc. Thus, UN-REDD Bangladesh National Programme is seeking to hire a Firm for developing three video documentaries in Bangla language with sub-title in english.

**SCOPE OF WORK**

This assignment output will be used to raise awareness and build capacity of stakeholders to engage effectively in the REDD+ process.

- Work with Communication Officer to develop three story lines for the video documentary production.
- Ensure delivery of all the end products that meet the deadlines as specified below.
- Ability to travel to various locations in Dhaka and outside of Dhaka especially forest areas, including **CHT, Cox's bazar, Khulna, Mymensing and Tangail**. UNDP can provide a conformational letter about the purpose of the video but the offeror will be responsible to obtain any necessary permits for using drone.
- Manage all travel arrangements, accommodation and meals for the production crew while in the field.
- Liaise with PMU on production schedules, filming, filming formats, and location access.
- Ensure pre-production filming and post productions at the highest quality.



- Research and locate human interest stories as according to proposed topics. All interviewees will need to be requested for permission and/or agreement/willingness before filming.
- Coordinate all necessary appointment interviews with key interviewees for interviewing/filming.
- Undertake all necessary editing and post production work, keeping in the management team informed for feedback.
- Ensure highest broadcast quality productions and filming.
- Ensure delivery of all footage obtained for productions. All rights reserved under the UNDP/UN-REDD Programme.
- Submit a comprehensive shortlist of the footage filmed including time code translations.
- Ensure that all requests and instructions received from the PMU/Project Manager pertaining to the type of production that is required and fulfilled.

#### TECHNICAL SPECIFICATION FOR THREE DOCUMENTARIES

- Broadcast quality full HD video, 1920x1080p, 50FPS
- Professional sound recording at minimum of 96 kHs/24-bit
- HD web files (H264 MOV.) as final products
- HD DVD as final products
- Professional cameras e.g. Canon 5D or equivalent camera an advantage
- Narration / voice over in Bangla must be done by a professional actor or announcer
- Video should contain graphics in english subtitle
- Use diagram, Map, Graphics and location cutaways wherever possible for easy understanding
- No picture/ footage/ sound/ script or anything that are going to use in documentaries should be used in any other previous materials or that kind of materials.
- Stereo Sound specially score for the documentaries and the audio should be free of any impairment.
- The offer must envisage the use of royalty free music for the videos.

SL	Topic	Technical specification	Quantity	Deadline
1	Drivers of deforestation and forest degradation (fuel wood collection and illegal felling)	Each of the videos will be 3-5-minute long with narration and graphics in Bangla with english subtitle. The videos will need to comprise of various shots taken in HD quality at several locations in e.g. CHT, Cox's bazar, Khulna, Mymensing and Tangail.	1	November 15, 2017
2	Drivers of deforestation and forest degradation	Short should include, but not limit to: <ul style="list-style-type: none"> <li>• Panorama</li> </ul>	1	November 15, 2017



	(forest land encroachment)	<ul style="list-style-type: none"> <li>• Aerial shots/ drone shots</li> <li>• People engaged in everyday life</li> <li>• Portraits of beneficiaries</li> </ul>		
3	Impact of deforestation - negatively impacting on the life (landslide, loss of livelihood, loss of watershed characteristic)	Interview of relevant stakeholders including GoB	1	November 15, 2017

#### EXPECTED OUTPUTS AND DELIVERABLES

The hired firm will be responsible for delivering below materials:

- Phase-1: Pre-production documentation (idea/script development, finalizing the storyline, selecting narrators, feedback and, revision and finalizing/approving, etc.)
- Phase-2: Field visit and capturing video and interviews
- Phase-3: In-Office Interviews (filming interviews with Senior Management, filming narration of project managers and other key stakeholders)
- Phase-4: Creating animation to complement the narrative accounts and interview videos
- Phase-5: Post-Production (editing, sound mixing, color correcting and mastering, subtitle and voice over)
- Phase-6: Presenting videos to Management team for reviewing and incorporating feedback
- Phase-7: Final submission of the Video Documentary (Submitting the final version of the video documentaries in master copy. Duplicate the master video tapes onto different formats as specified for final deliverables.)

#### FINAL PRODUCTS AND SERVICES

Complete 3 Documentary Videos with all incorporated feedback by UNDP and provide all final products following format:

- High-resolution ready for broadcast without subtitle in English (AVI format)
- High-resolution ready for broadcast with subtitle in English (AVI format)
- Low-resolution for on line promotion without subtitle in English (AVI format)
- Low-resolution for on line promotion with subtitle in English (AVI format)
- Final product of video documentary on DVD (Pal Format and multi-region) with proper cover and print on DVD.
- A Master copy of each of the Videos in HD Format.
- Provide 15 DVD copies of each documentaries with printed color cover.
- In addition to edited finalized versions, the offerer must provide to UN-REDD Project Management Unit all raw and un edited video footage on an external HD or DVD.

## **GENERAL CONDITIONS**

- The content and other elements of the all video documentary will be prepared as required by and to the satisfaction of UNDP.
- UNDP will not use the name of film maker as 'Film Maker' during dissemination.
- The film maker shall undertake, even after the engagement with UNDP is completed, not to publish such data without the specific approval of UNDP. The film maker recognizes that such rights include, but are not limited to, copyright and other rights in written material, sound and video recordings, including films, maps, photography, and any other materials in any other medium.
- The film maker shall exercise the utmost discretion internally and externally in regard to all matters related to this assignment. Confidential information that is known to the author because of the contract shall not be disclosed to any third party without the prior authorization of UNDP.
- UNDP will reserve all rights including copyright of the videos.

## **INSTITUTIONAL ARRANGEMENT**

The incumbent will report directly to the Project Manager, UN-REDD Bangladesh National Programme. Technical guidance and review will be provided by the National Programme's Governance Activity Coordinator. Additional support will be provided by the National Programme's REDD+ Technical Communications Officer.

## **DURATION OF THE WORK**

The work will require a duration of 4 months by November 2017.

## **DUTY STATION**

The duty station will be home and field based. Firm also needs to participate in number of meetings in the Project Management Unit Office at Forest Department, Agargaon.

## **REQUIRED SKILLS, EXPERIENCE AND QUALIFICATION**

### **Minimum eligibility criteria of the consultancy firm:**

- The firm must have minimum 3 years of working experience in producing video documentary /TV Spot/ Docu-drama on different issue including climate change, forest management, environment and natural resources management.
- The firm must have experience in producing at least five video documentaries/TV spot/ Docu-drama/Animation for national/international ( Please provide electronic links for viewing ).
- Demonstrated ability to produce documentary using technical terminology of Forestry, Environmental Science, Natural Resource Management and Climate Change.
- Experience in working United Nations or other International Organizations or donor funded project is a plus.



**Minimum eligibility criteria of the key personnel:**

- The Team Leader must have minimum 3 years of experience in leading the team;
- The Director must have minimum 3 years of experience in directing video documentaries/TV spot/ Docu-drama/Animation;
- The script writer must have minimum 3 years of experience in writing script for video documentation/TV spot/ Docu-drama/Animation;
- The camera man must have minimum 3 years of experience in producing at least five video documentaries/TV spot/ Docu-drama/Animation;
- The video editor must have minimum 3 years of experience in editing at least five video documentaries/TV spot/ Docu-drama/Animation;

CV of the Team Leader, Director, Script Writer Cameraman and Video Editor must be attached with the commitment letter.

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposal that not submit /meet above mentioned eligibility criteria will not be considered for further evaluation.

**SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS**

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs, professional fees, accommodation and meal costs, DSA, subsistence and ancillary expenses.

UNDP shall effect payments, by bank transfer to the firm's bank account, upon acceptance by UNDP of the deliverables specified in the ToR. Payments will be made in tranches based on the milestone deliverables upon submission of invoice and upon certification of the work completed.

SL No.	Outputs and deliverables	Payments (% of total)
1	1st Payment will be paid after submitting a detail workplan and story boards based on inputs from the Programme Manager/PMU including a list of selected narrators <b>(Completion of output and deliverable Phase-1)</b>	20%
2	2nd Payment will be paid after satisfactory completion of the all field work, interviews, creating animation, editing, sound mixing, subtitle, voice over completion and showing to management. <b>(Completion of output and deliverable Phase-2-6)</b>	40%
3	Final Payment of the production of 3 Video will be paid on completion and satisfactory delivery of videos Documentary in DVD, AVI and CD formats as well as other formats as specified. <b>(Completion of output and deliverable Phase-7)</b>	40%

**Terms:**

- The selected contractor will prepare and submit evidence of the completed deliverables to the Project Manager



- Payment for services of the contractor will be made upon satisfactory certification by the project.
- Tax and VAT shall be deducted from the contract amount according to the Government Rules and Regulations.

#### RECOMMENDED PRESENTATION PROPOSAL

Interested firms must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

##### 1. Technical Proposal

- (i) Firm information -- Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
- (ii) Relevant Experience -- Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the field of audio-visual materials/ Video Documentary/ TV Spots/ Docu-drama/ Animation, and list of current and past assignments of the Firm;
- (iii) Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a story line, detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon in consultation with management team in the early stages of the commencement.
- (iv) Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks including planning, designing, directing, script writing, shooting and editing, among others.
- (v) Tools and Methodologies - The firm will liaise closely with the management team during the development, field testing and finalization of the Video Documentary. The firm can take ideas from the existing Video Documentary/TV Spots/Docu-drama/Animation developed by UNDP. Please share original and innovative ideas on how to methodologically approach this assignment.

*2 references to be provided by the contractor where previous work has been undertaken.*

2. **Financial Proposal** (including fee, accommodation and meals in the field, and other relevant expenses)



- (i) The Financial Proposal shall specify a total delivery amount (in USD or BDT), including consultancy fees and all associated costs, composition of the film crew, number of working days, number of travel days, production cost, printing on DVD cost, consultation workshop costs, all expenses of travel, accommodation and food, and overhead recharges.
- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment

#### **EVALUATION**

In response to the invitation of tender, the contractor will have to submit a **Technical proposal as per the Terms of Reference of the scheme and a financial Proposal separately.**

The financial proposal of only those offerors obtaining the minimum 70% score during technical evaluation should be opened. The remaining financial proposals of offerors whose technical proposals are deemed unqualified and non-responsive shall be remain unopened. The contract will be award to the company meeting the minimum 70% score in the technical evaluation and offering the lowest price.

##### **Technical Proposal (70%)**

☒ Expertise of the Firm **25 %**

☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan **20 %**

☒ Management Structure and Qualification of Key Personnel **25 %**

##### **Financial Proposal (30%)**

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

#### **RESPONSIBILITIES OF THE CONTRACTOR REGARDING COST COMPONENT**

To produce deliverables stipulated in the ToR, the contractor/firm will bear all necessary cost relating to required fees of the assignment, logistics, accommodation, food, report preparation, printing and also the cost of the office premises for themselves.

#### **RESPONSIBILITIES OF THE UNDP REGARDING COST COMPONENT**

UNDP will only pay the Lump Sum cost for this assignment mentioned in the contract.

#### **IDENTIFICATION OF RISK AND RISK MITIGATION PLAN**

Some risks have been identified by the project which may affect the delivery of the outputs as stipulated in this ToR. The project has identified a few mitigation options to address those risks described below:

- **Quality of the Outputs:** In order to ensure quality of outputs/deliverables up to the expected level, the project and UNDP can seek volunteer support from advisors/media personnel who have experience in producing video documentaries to check quality of the outputs/deliverables produced by the firm/company.
- **Clear Understanding:** Clear understanding among professionals (Team Leader, Director, Artists, Script Writer, Researcher, Cameraman, Video Editor) of the firm/company about this





assignment could be one of potential risks. To mitigate this risk, project will organize a briefing session with the selected professionals of the firm/company to clarify the objectives and outputs of this assignment

#### **KEY PERFORMANCE INDICATOR**

The quality of works and deliverables to be produced by the firm/company according to the ToR will also be monitored by the contract administrator. The proposed performance indicators of the contractor's deliverables are illustrated below:

- 100% accuracy in video storyline and production
- Milestones achieved as per the plan submitted by the contractor
- Weekly progress report submitted by the contractor and approved by Project Manager and respective staff of the project.



# Declaration

Date:

United Nations Development Programme  
UNDP Registry, IDB Bhaban, Agargaon  
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: Hiring a Firm to produce a video documentaries for UNREDD Projects of UNDP Bangladesh.

Reference: RFP-BD-2017-023

Dear Sir,  
I declare that ..... is not in the UN Security Council 1267/1989 List,  
UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

