



REQUEST FOR PROPOSAL (RFP)

DATE: **October 20, 2017**

REFERENCE: **LEB/CO RFP/192/17**

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the provision of professional services of a public awareness campaign to enhance the role of Lebanese women for effective and meaningful participation in the upcoming 2018 Parliamentary Elections.**

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

Your offer comprising of technical proposal and financial proposal, in two separate sealed envelopes, labeled "Confidential Technical Proposal" and "Confidential Financial Proposal" **submitted only in the name of "UNDP Lebanon Procurement Unit" for "LEB/CO RFP/192/17: Provision of professional services of a public awareness campaign to enhance the role of Lebanese women for effective and meaningful participation in the upcoming 2018 Parliamentary Elections", should reach the Procurement Unit, UNDP Office in Beirut, and should be registered and given a Reference Number by the Procurement Unit, at the below mentioned address no later than Friday, 03 November 2017, 3:00 p.m. Beirut Local Time.**

Address: **Procurement Unit, UNDP Lebanon**
Room # 310, 3rd Floor
Arab African International Bank Building
Riad El Solh Street
Nejmeh, Beirut 2011 5211, Lebanon
Tel: +961 1 962 500
Fax: +961 1 962 491

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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 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, 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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Andreas Lehnert
UNDP Head of Procurement Unit
10/20/2017

Description of Requirements

Context of the Requirement	Project Title: Lebanese Elections Assistance Project (LEAP)				
Implementing Partner of UNDP	UNDP Lebanese Electoral Assistance Project (LEAP)				
Brief Description of the Required Services	<p>The overall objective of this public awareness campaign is to enhance the role of Lebanese women for effective and meaningful participation in the upcoming 2018 Parliamentary Elections. The targeted audience for the campaign is all Lebanese citizens. Thus, the campaign will focus on delivering the following messages in a positive, respectful and politically neutral manner:</p> <ul style="list-style-type: none"> • Raise the public awareness on the role of women in leadership, politics and electoral process • Promote an inclusive electoral process and a fair portrayal of women political leaders. • Encourage political parties to nominate women in leadership positions • Encourage women activists to run for elections • Encourage voters to vote for women candidates 				
List and Description of Expected Outputs to be Delivered	<p>The assignment will undertake a multi-media public awareness campaign, which will include as deliverables:</p> <table border="0"> <tr> <td>Creative concept</td><td> <ul style="list-style-type: none"> • Design of agreed creative basis for campaign and common messages, including slogans/tagline and graphic design for campaign. </td></tr> <tr> <td>Television spots</td><td> <ul style="list-style-type: none"> • Three (30-45 seconds) TV spots (subtitles in English): Deliverable to include design (storyboarding, music, voiceover and English subtitles) and Production (please consider an animated clip as an option) for the three phases of the campaign • TV spots may vary in production to include infographics and celebrity endorsement of certain messages. • TV spots to bear three different messages to cover each of the campaign three phases. </td></tr> </table>	Creative concept	<ul style="list-style-type: none"> • Design of agreed creative basis for campaign and common messages, including slogans/tagline and graphic design for campaign. 	Television spots	<ul style="list-style-type: none"> • Three (30-45 seconds) TV spots (subtitles in English): Deliverable to include design (storyboarding, music, voiceover and English subtitles) and Production (please consider an animated clip as an option) for the three phases of the campaign • TV spots may vary in production to include infographics and celebrity endorsement of certain messages. • TV spots to bear three different messages to cover each of the campaign three phases.
Creative concept	<ul style="list-style-type: none"> • Design of agreed creative basis for campaign and common messages, including slogans/tagline and graphic design for campaign. 				
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	Radio spots	<ul style="list-style-type: none"> • Scheduling of broadcast (at no cost)¹ on all national TV channels and placing online. • Scheduling of interviews with at least two major TV Channels/Programmes. • Three (30-45 second) radio spot: Deliverable to include design (Inc. scriptwriting, music and voiceover), and production. • Scheduling of broadcast (at no cost) on at least four national and local radio channels.
	Cinema Spots	<ul style="list-style-type: none"> • Scheduling of interviews with at least two major Radio Channels. • Three edited 30-45 seconds TV spot (transfer to Digital Cinema Projection). <ul style="list-style-type: none"> ➤ Cinema spots may vary in production to include infographics and celebrity endorsement of certain messages. ➤ Cinema spots to bear three different messages to cover each of the campaign three phases.
	Press Advert	<ul style="list-style-type: none"> • Scheduling of broadcast on all national cinema theaters. • Deliverable of Three press ad in Arabic for Arabic newspapers and magazines. • Deliverable of same press ad in English/French for local foreign-language press • Deliverables in color and black & white; full, half and quarter-page.
	Billboard	<ul style="list-style-type: none"> • Scheduling of inclusion (at no cost) of ad in all newspapers and magazines • Deliverable of Three billboard advertisement in Arabic (4m x 3m), with a total of 450 copies in total with

¹ Note: “(at no cost)” means that the budget for the deliverable should include creative and production costs, but not the cost for broadcast/inclusion/posting/delivery, which will be provided for free under arrangements between OMSWA and the relevant media outlets. These arrangements will be confirmed by UNDP. The successful contractor will be required to liaise (as suggested above- will need also to prove/provide a wide media network that can be utilized to disseminate the campaign and its different components) with the media outlets in order to facilitate the scheduling of broadcasting/etc.

	<p>tailored messages across the three phases of the campaign</p> <ul style="list-style-type: none"> • Scheduling of coverage (at no cost) on billboards across country with strategic locations secured • Deliverable of three posters in Arabic and English with a total of 900. • Delivery to agreed distribution channels (e.g. via OMSWA, civil society organizations) • Developing roll up banners and branding items for the launching and/or closing event <p>Poster</p> <p>Launching/closing Event branding</p> <p>Online Banners</p> <p>Monitoring</p> <p>Report</p> <ul style="list-style-type: none"> • Deliverable of online banner ads based on the creative concept of the campaign. Including three animated banner for OMSWA website as part of a social media campaign • Scheduling of posting on different websites. • Develop a monitoring and evaluation framework to assess the outreach of the campaign and its components to include: <ul style="list-style-type: none"> • Number of the TV/radio/cinema spots broadcasted • Number of print ads by newspapers • Data from monitoring companies (e.g. STAT IPSOS) • Frequency of appearance in well-known bloggers pages, TV shows, etc. • Three Final impact Reports, first report to be delivered on Jan.22, 2018, second report on April 2, 2018 and third report to be delivered on May 25, 2018.
Person to Supervise the Work/Performance of the Service Provider	All outputs will require the approval of UNDP, UN Women and OMSWA.
Frequency of Reporting	<p>The Contractor will provide a weekly status update report on the delivery of the outputs, on every Friday of the period of the contract. At the end of each phase, the report will include data on the number of broadcasts, etc. of the campaign and other relevant data.</p> <p>The Contractor will submit three Final Reports to UNDP LEAP detailing the delivered outputs and results. The three Final impact Reports will be submitted to the UNDP LEAP, Chief Technical Adviser.</p>

	Final Report 1	Feb.5, 2018		
	Final Report 2	March 26, 2018		
	Final Report 3	June 4, 2018		
	In addition to the 3 final reports, the contractor will provide a monthly report and an events report to follow up on the work process.			
	Monthly report	Every month from the day of contract signing		
	Events reports	One report submitted within one week of execution of each event		
Progress Reporting Requirements	Please refer to the attached Terms of Reference			
Location of work	Please refer to the attached Terms of Reference			
Expected duration of work	Please refer to the attached Terms of Reference			
Target start date	Upon contract signature date			
Latest completion date	Seven (7) months from contract signature date			
Travels Expected	Not Applicable			
Special Security Requirements	Not Applicable			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required A preliminary proposed project work plan is required in the proposal, covering all the activities described in Section 4 (a chart showing detailed list of tasks, duration and schedule per task and allotted resources per task shall be included in the bid). It shall also include the resources as well as other dependencies, which affect the project duration.			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required The proposal shall include the proposed team composition and structure with recent CVs			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT (<u>if applicable</u>) and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days 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"/> Not permitted			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release

	Phase I deliverables	50%	One month from the contract date signature	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Phase II deliverables	25%	two months from the contract date signature	
	Phase III deliverables	25%	seven months from the contract date signature	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Programme Manager			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> Please refer to below detailed Technical Evaluation Tables <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ² <input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 4)			

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Contact Person for Inquiries (Written inquiries only) ³	UNDP Lebanon Procurement Unit Email: lb.bidding@undp.org 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.
No. of copies of Proposal that must be submitted.	Original: 1 Copy: 1

Detailed Technical Evaluation Tables:

The technical proposal is evaluated on the basis of its responsiveness to the RFP in accordance with the following technical evaluation criteria:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1	Eligibility and qualifications	20%	200					
2	Proposed concept idea and Methodology, Implementation Plan	60%	600					
3	Management Structure and Key Personnel	20%	200					
Total		100%	1000					

Evaluation forms for technical proposals are indicated here below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Eligibility and qualifications

Form 2: Proposed concept idea and Methodology, Implementation Plan

Form 3: Management Structure and Key Personnel

Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	Eligibility and qualifications	20%	200
	Minimum of 4 years of relevant experience in thematic advertising campaigns Minimum 4 years =70 points; for 6 years =80 points; 8 year =90 points; above 10 years = 100 points	10%	100

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

	Proven experience in targeted thematic campaigns aimed at women, people with disabilities, youth or rural communities Minimum 1 project = 5 points; for 2 projects = 10 points; for 3 projects = 15 points; 4 projects = 20 points; 5 projects or more = 30 points	3%	30
	Proven strong experience and wide dissemination network and outreach to key media outlets Minimum 4 media outlets = 5 points; for 6 media outlets = 10 points; for 8 media outlets = 15 points; 10 media outlets = 20 points; 12 media outlets or more = 30 points	3%	30
	Proven distribution capacities for printed materials, billboards and TV/radio spots	2%	20
	Knowledge and understanding of integrating public awareness campaigns into use of social media	2%	20
2.	Proposed concept idea and Methodology, Implementation Plan	60%	600
	Proposed concept idea	40%	400
	Proposed work plan, timeline	20%	200
3.	Management Structure and Key Personnel	20%	200
	Experience of Senior Communications Expert 30 point for each of the profile elements (Refer to the ToR)	10%	100
	Art Director/Graphic Designer/ Copywriter 30 point for each of the profile elements (Refer to the ToR)	10%	100
	Total	100%	1,000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[insert: Location].

[insert: Date]

To: **UNDP Lebanon, Procurement Unit**

Dear Sir/Madam:

We, the undersigned, hereby offer to render the services for **the provision of professional services of a public awareness campaign to enhance the role of Lebanese women for effective and meaningful participation in the upcoming 2018 Parliamentary Elections**, to UNDP in conformity with the requirements defined in the RFP dated 10/20/2017 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. 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.

C. Qualifications of Key Personnel

The Service Provider must provide:

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

D. Cost Breakdown per Deliverable*

Deliverables	Description	Percentage of Total Price (Weight for payment)	Price USD (Lump Sum, All Inclusive)
Deliverable 1:	The first phase will promote women's participation in elections.	50%	
Deliverable 2:	The second phase will endorse women as candidates	25%	
Deliverable 3:	The third phase will promote women as voters	25%	
Proposal Sub-Grand Total Value (USD), excluding VAT			
VAT (10%) USD (if applicable)			
Proposed Grand Total Value (USD), including VAT			

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

E. 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
I. Personnel Services				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[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.

Terms of Reference

Public Awareness Campaign to enhance the role of Lebanese women for effective and meaningful participation in the upcoming 2018 parliamentary elections

1. Project Title: Lebanese Elections Assistance Project (LEAP)

2. Background

Lebanon is among the last 10 countries in the world classification of Women's participation in parliaments, occupying the 184th place out of 190 according to the Inter-Parliamentary Union's global rankings of women's representation in Parliament and is behind most countries in the Arab region as well. The current Lebanese parliament consists of 4 women out of the 128 deputies which is a 3.12%.

On June 17, 2017, the Lebanese Parliament has approved a new electoral law which endorsed the introduction of the proportional representation system, a first since 1943. A technical extension of the parliament's mandate was also approved until May 20, 2018. A woman quota was proposed by the lawmakers failed to pass the respective article, which would have guaranteed women's voice in the parliament. Without an official quota law, an increase in female representation cannot be ensured.

Media campaigns are an important tool to create awareness and advocate people on gender mainstreaming, gender imbalances and gender stereotypes. Media campaigns can comprise of TV spots, billboards, posters and flyers to promote women's participation in elections and demonstrate the need to elect more women to office and motivate voters to vote for women candidates.

UNDP Lebanese Electoral Assistance Project (LEAP) has the main objective to strengthen the capacity of stakeholders for the conduct of transparent and inclusive elections in Lebanon through 1) developing sustainable capacity for the Management and Administration of Elections, 2) increasing the capacity for the Supervision of Election Campaigns, 3) building capacities for Voter Education and Public Participation Initiatives in Electoral Processes; 4) improving the capacity for the resolution of election disputes, and 5) *building the capacity for women's participation in elections*.

The fifth component focuses on building awareness on the relevant special measures that can be taken by the Lebanese authorities and stakeholders to promote increased representation of women in elections - as voters, or candidates or electoral officials, etc. - under different electoral systems and legislative frameworks.

The main activities consist of:

- Strengthening the knowledge and awareness of women in regard to electoral participation in elections and representation in eligible positions;
- Providing a comprehensive knowledge base of the appropriate affirmative measures and policies that would enhance the participation of women in electoral processes;
- Developing knowledge products and toolkits for the effective implementation, and engage in direct initiatives to promote women as candidates and as election officials.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Women's leadership and participation is one of UN Women's primary areas of work as mandated in its inception, recognizing the integral role of women in strong and stable democratic processes. UN Women works to implement Impact 1 of the Entity's Strategic Plan 2014-17 '*Women lead and participate in all areas of decision-making*'. To promote the leadership and participation of women in all levels of decision-making processes, UN Women is required to work with a range of stakeholders including women leaders and aspiring candidates, national parliaments and parliamentarians, political parties, media, civil society organizations, and electoral management bodies, in coordination with UN partner Entities.

UN Women's programmes on leadership and participation are guided by a history of international commitments to women's representation. Towards these ends, UN Women provide training for women political candidates to help build their capacities, and offer civic education and sensitization campaigns on gender equality. UN Women advocates for legislative and constitutional reforms to ensure women's fair access to political spheres—as voters, candidates, elected officials and civil service members.

UNDP LEAP and UN Women Lebanon has partnered with the newly created Office of the Minister of State for Women's Affairs (OMSWA) to implement an agreed roadmap with the overall objective to enhance the role of Lebanese women for effective and meaningful participation in the upcoming political elections scheduled for May 2018.

To this end, UNDP LEAP and UN Women are seeking the services of a media company to be responsible for the implementation of the above mentioned objective on rolling out a nationwide public media campaign.

3. Objectives

The overall objective of this public awareness campaign is to enhance the role of Lebanese women for effective and meaningful participation in the upcoming 2018 Parliamentary Elections. The targeted audience for the campaign is all Lebanese citizens. Thus, the campaign will focus on delivering the following messages in a positive, respectful and politically neutral manner:

- Raise the public awareness on the role of women in leadership, politics and electoral process
- Promote an inclusive electoral process and a fair portrayal of women political leaders.
- Encourage political parties to nominate women in leadership positions
- Encourage women activists to run for elections
- Encourage voters to vote for women candidates

The language of the campaign will be mainly Arabic with English subtitles or translation required per assignment agreed

Scope of Work

An Advertising Agency / Production Company is required for the following assignment:

“Public Awareness Campaign to enhance the role of Lebanese women for effective and meaningful participation in the upcoming 2018 parliamentary elections”.

The campaign will be divided into three phases with 3 different messages. The **first phase** will promote women’s participation in elections. The **second phase** will endorse women as candidates and the **third phase** will promote women as voters.

The assignment is commissioned by the UNDP Lebanese Elections Assistance Project (LEAP) and UN Women Lebanon at the request of the Office of the Minister of State for Women’s Affairs (OMSWA).

4. Activities

The assignment will undertake a multi-media public awareness campaign, which will include as deliverables:

- | | |
|------------------|--|
| Creative concept | <ul style="list-style-type: none">• Design of agreed creative basis for campaign and common messages, including slogans/tagline and graphic design for campaign. |
| Television spots | <ul style="list-style-type: none">• Three (30-45 seconds) TV spots (subtitles in English): Deliverable to include design (storyboarding, music, voiceover and English subtitles) and Production (please consider an animated clip as an option) for the three phases of the campaign• TV spots may vary in production to include infographics and celebrity endorsement of certain messages.• TV spots to bear three different messages to cover each of the campaign three phases.• Scheduling of broadcast (at no cost)⁶ on all national TV channels and placing online.• Scheduling of interviews with at least two major TV Channels/Programmes. |
| Radio spots | <ul style="list-style-type: none">• Three (30-45 second) radio spot: Deliverable to include design (Inc. scriptwriting, music and voiceover), and production.• Scheduling of broadcast (at no cost) on at least four national and local radio channels.• Scheduling of interviews with at least two major Radio Channels. |
| Cinema Spots | <ul style="list-style-type: none">• Three edited 30-45 seconds TV spot (transfer to Digital Cinema Projection).➤ Cinema spots may vary in production to include infographics and celebrity endorsement of certain messages. |

⁶ Note: “(at no cost)” means that the budget for the deliverable should include creative and production costs, but not the cost for broadcast/inclusion/posting/delivery, which will be provided for free under arrangements between OMSWA and the relevant media outlets. These arrangements will be confirmed by UNDP. The successful contractor will be required to liaise (as suggested above- will need also to prove/provide a wide media network that can be utilized to disseminate the campaign and its different components) with the media outlets in order to facilitate the scheduling of broadcasting/etc.

	<ul style="list-style-type: none"> ➤ Cinema spots to bear three different messages to cover each of the campaign three phases. • Scheduling of broadcast on all national cinema theaters.
Press Advert	<ul style="list-style-type: none"> • Deliverable of Three press ad in Arabic for Arabic newspapers and magazines. • Deliverable of same press ad in English/French for local foreign-language press • Deliverables in color and black & white; full, half and quarter-page. • Scheduling of inclusion (at no cost) of ad in all newspapers and magazines
Billboard	<ul style="list-style-type: none"> • Deliverable of Three billboard advertisement in Arabic (4m x 3m), with a total of 450 copies in total with tailored messages across the three phases of the campaign • Scheduling of coverage (at no cost) on billboards across country with strategic locations secured
Poster	<ul style="list-style-type: none"> • Deliverable of three posters in Arabic and English with a total of 900. • Delivery to agreed distribution channels (e.g. via OMSWA, civil society organizations)
Launching/closing Event branding	<ul style="list-style-type: none"> • Developing roll up banners and branding items for the launching and/or closing event
Online Banners	<ul style="list-style-type: none"> • Deliverable of online banner ads based on the creative concept of the campaign. Including three animated banner for OMSWA website as part of a social media campaign • Scheduling of posting on different websites.
Monitoring	<ul style="list-style-type: none"> • Develop a monitoring and evaluation framework to assess the outreach of the campaign and its components to include: <ul style="list-style-type: none"> • Number of the TV/radio/cinema spots broadcasted • Number of print ads by newspapers • Data from monitoring companies (e.g. STAT IPSOS) • Frequency of appearance in well-known bloggers pages, TV shows, etc.
Report	<ul style="list-style-type: none"> • Three Final impact Reports, first report to be delivered on Jan.22, 2018, second report on April 2, 2018 and third report to be delivered on May 25, 2018.

All outputs will be prepared for UNDP, UN Women and OMSWA with whom all property rights will rest and appropriate visibility and branding secured. All outputs will require the approval of UNDP, UN Women and OMSWA. All produced documents and materials can be used by UNDP, UN Women and OMSWA without consultation or approval of the contracting company.

5. Work plan

A preliminary proposed project work plan is required in the proposal, covering all the activities described in Section 4 (a chart showing detailed list of tasks, duration and schedule per task and allotted resources

per task shall be included in the bid). It shall also include the resources as well as other dependencies, which affect the project duration.

Upon contract award, UNDP shall be provided with a revised project work plan, if necessary. Once agreed upon, the new plan shall be adopted and shall form the basis for project supervision and monitoring.

6. Deliverables

6.1 Deliverables

All deliverables shall be delivered in one original hard copy, two hard copies, and one electronic soft copy, preferably in Microsoft Word format, where applicable.

The following deliverables are requested for this activity;

Phase I deliverables:

Phase 1/ from Dec.10 2017 To Jan.9 ,2018 (Women in Elections)	<ul style="list-style-type: none"> • Design of agreed creative basis for campaign and common messages, including slogans/tagline and graphic design for campaign. (Women in Elections). • One(30-45 seconds) TV spot (subtitles in English): Deliverable to include design (storyboarding, music, voiceover and English subtitles) and Production (please consider an animated clip as an option) • Scheduling of broadcast (at no cost) on all national TV channels and placing online. • One (30-45 second) radio spot: Deliverable to include design (Inc. scriptwriting, music and voiceover), and production. • Scheduling of broadcast (at no cost) on at least 4 national and local radio channels. • One edited 30-45 seconds TV spot (transfer to Digital Cinema Projection). • Cinema spot may vary in production to include infographics and celebrity endorsement of certain messages. • Scheduling of broadcast on all national cinema theaters. • Deliverable of one press ad in Arabic for Arabic newspapers and magazines. • Deliverable of same press ad in English/French for local foreign-language press • Deliverables in color and black & white; full, half and quarter-page. • Scheduling of inclusion (at no cost) of ad in all newspapers and magazines
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	<ul style="list-style-type: none"> • Deliverable of one billboard advertisement in Arabic (4m x 3m), with a total of 150 copies in total with tailored messages across the three phases of the campaign • Scheduling of coverage (at no cost) on billboards across country with strategic locations secured • Deliverable of one poster in Arabic and English with a total of 300 posters. (200 Arabic, 100 English). • Delivery to agreed distribution channels (e.g. via OMSWA, civil society organizations). • Deliverable of online banner ad based on the creative concept of the campaign. Including two animated banner or more for OMSWA website and as part of a social media campaign • Scheduling of posting on different websites. • Develop a monitoring and evaluation framework to assess the outreach of the campaign and its components to include: <ul style="list-style-type: none"> • Number of the TV/radio/cinema spots broadcasted • Number of print ads by newspapers • Data from monitoring companies (e.g. STAT IPSOS) • Frequency of appearance in well-known bloggers pages, TV shows, etc. • Final impact report to be delivered after the end of the first phase. (Jan. 22, 2018)
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Phase II deliverables:

Phase2/ from Jan.29 to Feb.25 2018 (Women as Candidates)	<ul style="list-style-type: none"> • Design of agreed creative basis for campaign and common messages, including slogans/tagline and graphic design for campaign. (Women as Candidates). • One (30-45 seconds) TV spot (subtitles in English): Deliverable to include design (storyboarding, music, voiceover and English subtitles) and Production (please consider an animated clip as an option) • One (30-45 second) radio spot: Deliverable to include design (Inc. scriptwriting, music and voiceover), and production. • Scheduling of broadcast (at no cost) on at least 4 national and local radio channels. • One edited 30-45 seconds TV spot (transfer to Digital Cinema Projection). <ul style="list-style-type: none"> ➤ Cinema spot may vary in production to include infographics and celebrity endorsement of certain messages. • Scheduling of broadcast on all national cinema theaters.
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	<ul style="list-style-type: none"> • Deliverable of one press ad in Arabic for Arabic newspapers and magazines. • Deliverable of same press ad in English/French for local foreign-language press • Deliverables in color and black & white; full, half and quarter-page. • Scheduling of inclusion (at no cost) of ad in all newspapers and magazines • Deliverable of one billboard advertisement in Arabic (4m x 3m), with a total of 150 copies in total with tailored messages across the three phases of the campaign • Scheduling of coverage (at no cost) on billboards across country with strategic locations secured • Deliverable of one poster in Arabic and English with a total of 300 posters. (200 Arabic, 100 English). • Delivery to agreed distribution channels (e.g. via OMSWA, civil society organizations). • Deliverable of online banner ad based on the creative concept of the campaign. Including two animated banner or more for OMSWA website and as part of a social media campaign • Scheduling of posting on different websites. • Develop a monitoring and evaluation framework to assess the outreach of the campaign and its components to include: <ul style="list-style-type: none"> • Number of the TV/radio/cinema spots broadcasted • Number of print ads by newspapers • Data from monitoring companies (e.g. STAT IPSOS) • Frequency of appearance in well-known bloggers pages, TV shows, etc. • Final impact report to be delivered after the end of the second phase. (Apr. 2, 2018)
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Phase III deliverables:

Phase 3/From Apr.6 to May6 2018 (Women as Voters)	<ul style="list-style-type: none"> • Design of agreed creative basis for campaign and common messages, including slogans/tagline and graphic design for campaign. (Women as voters). • One(30-45 seconds) TV spot (subtitles in English): Deliverable to include design (storyboarding, music, voiceover and English subtitles) and Production (please consider an animated clip as an option) • Scheduling of broadcast (at no cost) on all national TV channels and placing online.
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	<ul style="list-style-type: none"> • One (30-45 second) radio spot: Deliverable to include design (Inc. scriptwriting, music and voiceover), and production. • Scheduling of broadcast (at no cost) on at least 4 national and local radio channels. • One edited 30-45 seconds TV spot (transfer to Digital Cinema Projection). ➤ Cinema spot may vary in production to include infographics and celebrity endorsement of certain messages. • Scheduling of broadcast on all national cinema theaters. • Deliverable of one press ad in Arabic for Arabic newspapers and magazines. • Deliverable of same press ad in English/French for local foreign-language press • Deliverables in color and black & white; full, half and quarter-page. • Scheduling of inclusion (at no cost) of ad in all newspapers and magazines • Deliverable of one billboard advertisement in Arabic (4m x 3m), with a total of 150 copies in total with tailored messages across the three phases of the campaign • Scheduling of coverage (at no cost) on billboards across country with strategic locations secured • Deliverable of one poster in Arabic and English with a total of 300 posters. (200 Arabic, 100 English). • Delivery to agreed distribution channels (e.g. via OMSWA, civil society organizations). • Deliverable of online banner ad based on the creative concept of the campaign. Including two animated banner or more for OMSWA website and as part of a social media campaign • Scheduling of posting on different websites. • Develop a monitoring and evaluation framework to assess the outreach of the campaign and its components to include: <ul style="list-style-type: none"> • Number of the TV/radio/cinema spots broadcasted • Number of print ads by newspapers • Data from monitoring companies (e.g. STAT IPSOS) • Frequency of appearance in well-known bloggers pages, TV shows, etc. • Final impact report to be delivered after the end of the third phase. (May. 25, 2018)
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6.2 Requirements

Companies are required to:

- Submit a detailed proposal, concept idea/s and budget (separate sealed envelope); (For the 3 phases)
- Outline the company's relevant experience, qualifications and capacity to deliver the assignment;
- Propose creative ideas for the assignment for a 3 TV spots, newspaper ads and engagement with social media
- Provide a detailed work plan for media production, distribution and implementation modalities;
- Propose additional campaign tools or methods that may be appropriate.

6.3 Reports validation modalities

In addition to general communications, the Contractor will provide a weekly status update report on the delivery of the outputs, on every Friday of the period of the contract. At the end of each phase, the report will include data on the number of broadcasts, etc. of the campaign and other relevant data.

The Contractor will submit three Final Reports to UNDP LEAP detailing the delivered outputs and results. The three Final impact Reports will be submitted to the UNDP LEAP, Chief Technical Adviser.

Final Report 1	Feb.5, 2018
Final Report 2	March 26, 2018
Final Report 3	June 4, 2018

In addition to the 3 final reports, the contractor will provide a monthly report and an events report to follow up on the work process.

Monthly report	Every month from the day of contract signing
Events reports	One report submitted within one week of execution of each event

All project reports and documentation will be in English.

6.4 Delivery Schedule

The Consultancy entity is expected to complete and submit the deliverables specified below as per the identified time schedule.

Deliverables	Due Date	Payment terms
1. Phase I deliverables	One month from the contract date signature	50 % of the total contract amount after submission and approval of UNDP LEAP CTA

2. Phase II deliverables	two months from the contract date signature	25 % of the total contract amount after submission and approval of UNDP LEAP CTA
3. Phase III deliverables	Seven months from the contract date signature	25 % of the total contract amount after submission and approval of UNDP LEAP CTA

7. Firm Qualifications

The Contractor wishing to be considered for the services described herein should have the following qualifications:

- 4 years of work experience in advocacy or campaigning with NGOs, INGOs, government or UN agencies
- Proven experience in running multi-media and thematic advertising campaigns at a national level (including a list of performed campaigns in the last 3 years) and targeted thematic campaigns aimed at women, people with disabilities, youth or rural communities
- Proven wide dissemination network and outreach to key media outlets Strong experience and relationship with different media outlets (Local and Regional)
- Knowledge with the Lebanese context
- Proven expertise in the area of innovative and creative media production
- Demonstrable capacity to undertake multiple tasks within tight timeframes
- Proven distribution capacities for printed materials, billboards and TV/radio spots
- Knowledge and understanding of the role of public bodies in the delivery of public awareness campaigns and/or public education campaigns
- Knowledge and understanding of media structures in Lebanon, including media outlets and delivery/distribution agencies in electronic and printed media
- Knowledge and understanding of integrating public awareness campaigns into use of social media
- Practical experience in developing analysis and surveys related to media coverage.
- Commitment to human rights issues
- Awareness of the Lebanese and Arab social and political context (cultural and gender sensitivity)

The Contractor will provide the following key staff:

- Senior Communications Expert as Project Manager (minimum of seven years experience)
- Art Director/Graphic Designer/ Copywriter (minimum of five years experience)
- Communications Associate, as daily focal point
- Other Creative Staff as required
- Other Support Staff as required

The Contractor will work closely with a team of UNDP LEAP, UN Women, and OMSWA including regular meetings and communication, and shall discuss any problems that may arise and/or any necessary changes to the work plan and schedule. All outputs will be submitted to the UNDP LEAP project team and UN Women Lebanon for review, and will be proceed upon with the approval by UNDP LEAP, UN Women and the OMSWA. Submissions must be provided electronically, and approvals will be transmitted by email. The language to be used in communication will be English and Arabic.

The Contractor will liaise with UNDP LEAP on arrangements for the broadcasting of the TV/radio spots and for newspaper/ billboard advertisements. The broadcasting of the TV/radio spots and press/billboard space is to be considered as being provided free of charge under legal entitlements for public broadcasting held by OMSWA and also, to capitalize on selected media agency networks (?). Details will be discussed with UNDP LEAP, UN Women and OMSWA during the initial stages of project implementation. The Contractor should liaise with the billboard advertising company on printing specifications.

8. Language requirements

All requested reports/deliverables shall be written in English and Arabic.

9. Duration

The duration of the assignment **is 7 months from Contract signature date.**