



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10/10/2018

Reference: LBN/CO/IC/192/18

Country: Lebanon

Description of the assignment: National Videography Production Consultant.

Project name: Support to Host Communities in the WASH Sector (WASH).

Period of assignment/services: 16 working days spread over 2 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **22 October 2018 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Following the on-going influx of large number of refugees to the Lebanese territory, there is an obvious pressure on the basic sectors such as water, sanitation, waste management, health and education. The need for exponential growth and development becomes a daily necessity while existing structures are not equipped and do not have the capacity to provide those services.

UNDP helped supporting and equipping local authorities in better coping with and recovering from the demographic shock that has put significant pressure on the water sector by upgrading the irrigation infrastructure; an area where significant needs have been identified that would reduce high water losses from already overexploited groundwater resources.

It is critical to upgrade irrigation canals in order to reduce the wastage of water and ensure a larger supply of water to the farmers and therefore ultimately increase water available for irrigation resulting in improved livelihoods and increase of yields and land use in agriculture.

The agricultural sector is one of the most important sectors due to its contribution to the local economy, food security, natural resource management, and its capacity to create new jobs, especially for labour from displaced people, and alleviating social tensions. However, the agricultural sector is also facing a severe water scarcity because the demand for irrigation water resources for irrigation purposes has rapidly increased to meet the higher food demand, mainly caused by the influx of refugees.

To this end, the project aims at increasing social stability, mitigating social tensions, and improving agricultural livelihoods for men and women through the rehabilitation of irrigation canals and technical support at the farm-level in the host communities of Qabb Elias in the Bekaa region of Lebanon. 1,000 Lebanese farmers (approximately 1,500 households) and 5,000 Syrian casual agricultural workers employed by the farmers in Qabb Elias will benefit from improved access to irrigation water and agriculture practices. The project promotes the participation of woman farmers equally as men in the capacity building programme. Also, the construction of water structure creates short-term employment opportunities for both vulnerable local Lebanese and Syrian workers.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The overall objective of the assignment is to showcase the impact of the implemented Energy and Environment projects on families, farmers and stakeholders of Qab Elias.

As such, the selected individual consultant will be responsible for providing the service outlined below:

Creating, producing, shooting and editing a 2:00-2:30 minutes video documentary in Qab Elias- Bekaa region in addition to a 59 seconds short version for social media use. The video will include interviews with the beneficiaries and the stakeholders at the site for their testimonies and experience.

The consultant is expected to set up audio and video equipment for aerial, interior and exterior location shoots and operate video cameras, video/audio equipment to produce high quality footage.

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I- Academic Qualifications:

- a. Bachelor degree in videography/media or any other related field.
- b. Certificate in videography/media or other related fields.

II- Years of Experience:

- a. At least 2 years of experience in photography, video editing and production.

III. Technical experience:

- a. Demonstrated experience of conception, production and editing of short documentaries.
- b. Basic animation skills: text on screen, titles, infographics
- c. Videography portfolio of at least 5 short videos.
- d. Previous working experience with UNDP is an asset.
- e.

IIV. Competencies:

- a. Ability to work with tight deadlines.
- b. Having a flexible schedule (the videographer might get the filming agenda a couple of days before the shooting)

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

(I). Technical Proposal:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) Provide a Videography portfolio of at least 5 short videos.

(iv) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

Deliverables/ Outputs	Estimated Duration to Complete	Weight for Payment
Create the video concept	1 working day extended over a period of 1 week	100%
Site visits/Shooting	3-4 working days extended over a period of 4 weeks	
Processing/editing	10 working days	

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* *Technical Criteria weight; [70%]*

* *Financial Criteria weight; [30%]*

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: Academic qualifications (relevant) <p>Bachelor degree in photography/videography or any other related field or Certificate in photography/videography or other related fields: 25 Points</p> <p>Relevant trainings/certificates: Additional 5 Points</p>		30
<ul style="list-style-type: none"> Criteria B: Years of relevant experience <p>2 years: 21 Points</p> <p>From 2-5 years: 25 Points</p> <p>Above 5 years: 30 points</p>		30
<ul style="list-style-type: none"> Criteria C: <u>Technical experience:</u> <ul style="list-style-type: none"> - Demonstrated experience of conception, production and editing of short documentaries. 15 points - Basic animation skills: text on screen, titles, infographics 10 points - Videography portfolio of at least 5 short videos. 10 points - Previous working experience with UNDP is an asset. 5 points 		40

<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Portfolio,
3. Annex 3 (Offerors Letter) and
4. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT