



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (ICPN)

*Individual Consultancy to provide services to photograph/videography services UN projects under the Kigoma Joint Programme.*

*National Consultant*

Date: 28 January 2019

Procurement Notice No.: IC/TZA/2019/001

Duty Station: Kibondo, Kasulu and Kakonko - Kigoma

Eligibility: Qualified and Experienced National Consultants are invited to submit their proposals **"Women are highly encouraged to apply"**

Period of assignment/services: 4 weeks

**Description of the assignment:** To photograph/videography UN projects in Kasulu, Kibondo and Kakonko which are KJP selected districts. Under the supervision of the Communications, Outreach, Advocacy and Partnerships (COAP) unit of the UNRCO and the KJP Coordination team in Kibondo, the individual is expected to capture images and videos of results that are being achieved by UN agencies for the Thematic Results Areas under KJP.

### Description of Responsibilities (scope of the work)

The following are the expected outputs for this evaluation.

- The content should be people-centered and should be sensitive to gender, culture and other diverse sensitivities as per the UN's normative values.
- The consultant will be expected to use his own camera to conduct the documentation. The consultant will also be expected to provide COAP with consent forms for all persons (signed by their guardians where applicable) who appear in the final photobank.

**Separate technical and financial proposals** detailing understanding of the TOR, methodology and work plan should be submitted through: [icprocurement.tz@undp.org](mailto:icprocurement.tz@undp.org) **not later than Monday, 11<sup>th</sup> February 2018 at 12:00 Noon (Local Time)**

### IMPORTANT NOTE:

The reference of the IC Procurement Notice No. IC/TZA/2019/001 (*Individual Consultancy to provide services to photograph/videography services UN projects under the Kigoma Joint Programme*) should be indicated in all correspondences.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: [tenders.tz@undp.org](mailto:tenders.tz@undp.org). UNDP Tanzania will respond in writing or by standard electronic mail to the requestor and share the answer with all invited offerors without identifying the source of inquiry.

Please Quote/Ref/: IC/TZA/2019/001 (*Individual Consultancy to provide services to photograph/videography services UN projects under the Kigoma Joint Programme*) in all inquiries.

## **1. BACKGROUND**

The Kigoma Joint Programme (KJP) is an area-based UN joint programme that cuts across multiple sectors to improve development and human security in Kigoma. The programme involves 16 different UN Agencies and was developed in cooperation with the regional and district authorities based on the development needs of Kigoma and the capacities of the UN in Tanzania. The 16 participating UN agencies are cooperating across to achieve 6 outcomes which are: Improve access to sustainable energy to reduce environmental degradation; Youth and women's economic empowerment; Eliminate violence against women and children; Improve education with a focus on girls and adolescent girls; Improve access to WASH (Water, Sanitation and Hygiene) and Improve agriculture with a focus on developing local markets.

The programme is funded by the Embassies of Norway, Sweden and KOICA (Korea International Cooperation Agency).

To enhance communication of results being achieved by UN agencies under the KJP and advocate for the UN's key policy priorities and SDGs indicators and targets, the UN Resident Coordinator's Office (UNRCO) is looking for a professional photographer to photograph/videography UN projects in Kasulu, Kibondo and Kakonko which are KJP selected districts. Under the supervision of the Communications, Outreach, Advocacy and Partnerships (COAP) unit of the UNRCO and the KJP Coordination team in Kibondo, the individual is expected to capture images and videos of results that are being achieved by UN agencies for the Thematic Results Areas under KJP. The pictures and videos are to be suitable for a variety of platforms including information kits on the UN's work, social media, the One UN website and future KJP result kits.

## **1. DUTIES AND RESPONSIBILITIES**

For detailed information on the tasks to be performed and expected deliverables, please refer to the Terms of Reference (TOR) attached

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Experience:**

- At least two experiences productions in photography and videography of development activities.
- Knowledge of delivering photography and videography services to international organizations.
- Excellent technical understanding of photography and videography, i.e. resolution, brightness, contrast, etc.
- A good storyteller through photography and videography.
- Ability to retouch and edit photos and videos as required.

## II. Language requirements:

- Fluent in Swahili and working knowledge of English

### 3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:

#### I. Technical (70 points - pass mark is 49 points):

##### i. Proposal

- Explaining why they are suited to the work (maximum ½ page)
- Providing a brief description of the proposed work plan and methodology (max. 1 page)

##### ii. Personal CV or P11

- Must include past experience in similar assignments and at least 3 references with valid contact details (Please clearly indicate names, valid telephone numbers and e-mail addresses of referees).

#### II. Financial proposal (prepared in accordance with the instructions indicated in Section 4 below).

### 4. Financial Proposal (30 points)

The financial proposal shall specify a **total lump sum amount**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output (For detailed payment schedule, please refer to the TOR attached). In order to assist the Requesting Unit in the comparison of financial proposals, **the financial proposal will include a breakdown of this lump sum amount.**

#### Travel:

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expense should be agreed upon, between the respective Business Unit and individual Consultant, prior to travel and will be reimbursed.

#### Proposed format for submission of Financial Proposal:

S/N°	Item/Description	Amount (TZS)
1.	Professional Fee (number of working day x Daily Rate)	
2.	Other expenses (please specify, if any)	

### 5. EVALUATION METHOD

Individual Consultants will be evaluated based on the following methodology:

#### Cumulative Analysis:

The contract will therefore be awarded to the Individual Consultant whose offer has been evaluated and determined as both:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of the pre-determined set of weighted technical and financial criteria specific to the solicitation:

\* Technical Criteria weight: 70%

\* Financial Criteria weight (***based only on the professional fees***): 30%

Only candidates obtaining a minimum of 49 points in the technical evaluation will be considered for the Financial Evaluation.

Criteria	Weight
<b>Technical Proposal</b>	<b>70</b>
<ul style="list-style-type: none"> <li>• Extensive experience in undertaking similar assignment and prior work on Kigoma region will be an added advantage</li> </ul>	20
<ul style="list-style-type: none"> <li>• Substantive experience in documenting development work or other related work.</li> </ul>	20
<ul style="list-style-type: none"> <li>• The Technical proposal should adequately mention the approach, methodology and timelines. The proposed methodology, approach and implementation plan should demonstrate the understanding of the TORS, how the assignment shall be carried out and how the methodology meets or exceeds the specifications</li> </ul>	20
<ul style="list-style-type: none"> <li>• Experience of working in Tanzania</li> </ul>	10
<b>Financial Proposal - Must be prepared in accordance with the instructions indicated in Section 4 above</b>	<b>30</b>

**ANNEX 1 - TERMS OF REFERENCE (TOR)**

**ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS**

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**Dancilla Mukarubayiza**  
**Deputy Country Director Operations**