



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 February 2019

Reference: LBN/CO/IC/20/19

Country: Lebanon

Description of the assignment: National Photographer/ Videographer to produce a video reflecting rangelands-management activities in the districts of Zahle, Rachaya and West Bekaa.

Project name: Sustainable Land Management in the Qaraoun Catchment (SLMQ) – ID 00090788.

Period of assignment/services: 7 weeks.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **14 March 2019 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

The UNDP Sustainable Land Management in the Qaraoun Catchment (SLMQ) Project aims at embedding sustainability considerations in land use planning and development activities in the Qaraoun Catchment. The project is funded by the Global Environment Facility (GEF) and is implemented in partnership with the Ministry of Environment in Lebanon. The project is intended to reshape land and natural resource management to (i) alleviate land degradation, (ii) maintain existing ecosystem services and (iii) improve livelihoods in the Qaraoun Catchment.

The implementation of the proposed project will have an immediate environmental benefit, through the increased management efficiency of arable land and rangelands and the expansion of the area under forests through land use plans, buffer zones, and riparian strips. It will also contribute to the restoration

of natural productivity and conservation of the habitats of various plant and animal species and valuable ecosystems and will secure migratory bird pathways.

In order to better capture the on-the-ground impact of project activities and outputs and their impacts on the livelihoods of the local communities, the project is seeking the services of a photographer/videographer to produce a video reflecting rangelands-management activities in the districts of Zahle, Rachaya and West Bekaa.

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

Within the scope of the Sustainable Land Management in the Qaraoun Catchment (SLMQ), the project will procure a photography/videography production consultant to deliver high-quality, lively, expressive photographs and a 2-3 minutes video along with a shorter version (not exceeding 59 seconds) in the districts of Zahle, Rachaya and West Bekaa.

For the video/photo, the consultant shall focus on rangelands rehabilitation activities including but not limited to the following:

- The design process of the land imprinter coupled with a seeder
- The machine moving on the streets to reach the land
- The imprinter working on land to rehabilitate it
- Zoom in on the land being marked and the seeder in motion
- Drone shot of the land before and after
- Cages established for rangelands ecological assessment
- Shot of the shepherd with the herd (sheep + goat)
- Greenhouse at LARI including rainwater harvesting system, shading system and movable benches
- Process of seeds propagation for rangeland species
- Interview with a UNDP officer, a local community member and the municipality

The consultant shall capture various visuals for the above-mentioned activities in the districts of Zahle, Rachaya and West Bekaa which would be used for online exposure as well as for a video production to be published by the SLMQ project.

Responsibilities:

- Create the concept and storyboard for the video, produce, and edit the video content for web and social channels.
- Capture professional pictures at the different sites and their surroundings, including drone shots
- Produce a 2-3 minutes video along with a shorter (59 seconds) version showcasing the design and implementation of the land imprinter, cages, seeds propagation and greenhouse structure and functionality in project target areas.
- Interview the owners and/or the involved persons at some of the sites for their testimonies and experiences and include some excerpts in the final video.

- Work alone with the support of the graphic designer & communication assistant, the SLMQ project and the Energy and Environment programme to shoot and edit the video for dissemination on web and social media channels.
- Ensure subtitle in English Language.
- Potential use of text on screen.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I- Academic Qualifications:

- University degree in photography/videography or any other related field.

II- Experience:

- Minimum 2 years of experience in photography and video editing and production.
- Videography portfolio of at least 5 short videos.
- Professional experience in high-level photography.
- Proven technical capacities in developing dynamic and concise scripts and high-quality production.
- Experience in development- and environment-related fields is a plus.
- Experience with International Organizations/UN is a plus.

III- Language Requirements:

Proficiency in English and Arabic languages. French is an asset.

IV- Other Additional assets:

- Proficiency in the use of computer and related software.
- Good communication skills included proficiency in English Languages.
- Ability to meet deadlines and prioritize multiple tasks.
- Strong organizational, coordination and creativity skills.

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 list of relevant reference and proofs of similar assignments with an electronic copy of generated movies/documentaries where available,

(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:

- 100% payment will be done upon full delivery, and after UNDP-SLMQ approval of the final photographs and video (upon full completion of the required tasks as set in the Terms of Reference).

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%]*

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
I- Academic qualifications - University degree in photography/videography or any other related field: 21 points - Master's degree in photography/videography or any other related field: 30 points		30
II- Years of relevant experience - Minimum 2 years of experience in photography and video editing and production: 21 points with 3 additional points for each extra year.		30
III- Technical experience - Videography portfolio of at least 5 short videos: 10 points - Professional experience in high-level photography: 10 points - Proven technical capacities in developing dynamic and concise scripts and high-quality production: 10 points - Previous experience in filming development and/or environmental films: 5 points - Experience with International Organisations/UN: 5 points		40
<u>Financial</u> (Lowest Offer/Offer*100)	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

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

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. List of relevant reference and proofs of similar assignments with an electronic copy of generated movies/documentaries where available,
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