



Empowered lives.  
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### REQUEST FOR PROPOSAL (RFP-BD-2019-031)

NAME & ADDRESS OF FIRM	DATE: July 31, 2019
	REFERENCE: RFP-BD-2019-031

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring a Media firm to develop video documentary and photographic documentation on 'Participatory Poverty Mapping to City Poverty Reduction Strategy'**.

**Proposals shall be submitted on or before 04.30 pm (local BD Time) on Tuesday, 20 August 2019**

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

Proposals may be submitted on or before the deadline indicated by UNDP e-Tendering system. Bid must be submitted using online e-Tendering system at the link furnished below:

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

**Username:** event.guest

**Password:** why2change

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

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days. You kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

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

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

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

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 or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3. Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP. UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Operations Manager  
7/31/2019



## Description of Requirements

Context of the Requirement	Hiring a firm to develop video documentary on 'From Participatory Poverty Mapping to City Poverty Reduction Strategy' and photographic documentation.
Implementing Partner of UNDP	Local Government Division (LGD) of the Government of Bangladesh
Brief Description of the Required Services	<p>The Livelihoods Improvement of Urban Poor Communities Project (LIUPCP) is a six-year programme that targets sustainable improvements in the livelihoods and living conditions of the urban poor across towns and cities of Bangladesh. Funded by the Department for International Development (DFID) and the Government of the United Kingdom, it is being implemented by the Local Government Division (LGD) of the Government of Bangladesh together with the United Nations Development Programme (UNDP). At its heart LIUPCP is a governance programme. LIUPCP seeks to address urban poverty issues not through the direct implementation of infrastructure improvements, or charitable giving to selected urban poor beneficiaries; rather to influence the environment in which poverty reduction policies and thinking take place, and thereby having a potentially much more widespread and lasting effect.</p> <p>Under the LIUPC Project a large number of assessments and context analysis for every project city are usually done at the beginning of the project to effectively plan and implement the project activities in the city. Participatory poverty mapping is one of the most important assessments of the Project which is carried out in each city. Already in nine cities poverty mapping is complete and in two more cities this is in progress. This year in nine more cities, the participatory poverty mapping will be completed.</p> <p>This mapping exercise is a rigorous process where community people map all the poor settlements of the city through some standard methodology and collects information for each of the poor settlements on sixteen different poverty indicators.</p> <p>The participatory poverty mapping process follows some step-by-step methods as outlined below:</p> <p>Step 1: Prepare Materials through Desk Work  Step 2: Conduct Initial Consultation meeting with City / municipal authority  Step 3: Conduct Workshop on Urban Poor Settlements Mapping  Step 4: Demarcate Poor Settlements on Mahalla map and collect multidimensional poverty data (16 poverty indicators) using Score Card for each of the poor settlements by the local community surveyor  Step 5: Cross check map and Score Card data during mapping and survey  Step 6: Prepare database and digitize urban poor settlements map  Step 7: Conduct validation and result sharing workshops (at Ward- and City-level)  Step 8: Finalize urban poor settlements mapping</p> <p>The exercise hugely involves community-, Ward-, and city-level stakeholders to collect the information and validate them at different levels. For example, after completing the field activities the map and score card data are shared with the Ward Counselors. If they</p>

	<p>are OK with it, Ward Counselors endorse the Ward Map. Finally, the aggregate city-level map is presented before the city-level stakeholders and if this is OK with them, Mayor endorse the city-level poverty map.</p> <p>After completing the filed mapping and data collection, it helps the audience to see the overall poverty contexts of the city as well as the Wards. The findings of the assessment help the local government and the LIUPCP Town Team to take decisions where to mobilize the community on priority basis, which Wards of the city should get higher allocation of money for optimum impact, what sorts of development initiatives are required in which part of the city, etc.</p> <p>Under the Assignment, "Development of video documentary on participatory poverty mapping to city poverty reduction strategy" the selected firm will have to record the each of the steps of participatory poverty mapping for better conveying the process to other urban actors and the other local government of Bangladesh. Then how the assessments are taken forward to formulate city poverty reduction strategies, how city authority is adopting the strategies to implement their poverty reduction projects and programmes, and how it is impacting the achievement of city's poverty reduction vision.</p> <p><b>Scope of work:</b></p> <p>Under the direct guidance of the Project Manager of LIUPCP, the work of the selected firm aims to develop the video documentary on participatory poverty mapping to city poverty reduction strategy with an estimated duration of 10 minutes (approximate).</p> <p><b>Scope of Work:</b> The assignment will entail the following scope of work:</p> <ul style="list-style-type: none"> <li>• Initial consultation meeting with UNDP and submit the Inception Report <ul style="list-style-type: none"> <li>○ Conduct an initial Consultation Meeting with LIUPCP HQ to share overall understanding on the project and specific goals, objectives and expectation of this assignment.</li> <li>○ Finalize the scope of work, list of cities to visit and develop the revised work plan to include in the Inception report in consultation with concerned Programme Specialist.</li> <li>○ Prepare and submit Inception Report incorporating the feedbacks received from LIUPCP HQ</li> <li>○ Maintain standards as suggested by concerned Programme Specialist and Communications Coordinator of the LIUPCP/UNDP throughout the assignment.</li> </ul> </li> <li>• Record various stages of poverty mapping and subsequent activities <ul style="list-style-type: none"> <li>○ As per work plan, the vendor should record the activities at different stages of the poverty mapping as mentioned earlier.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ LIUPCP/UNDP is getting the poverty mapping of the cities done through engaging some Consulting Firms. While recording different stages of the poverty the vendor should communicate those consulting firm(s) and visit their offices as well to record the in-house preparatory works of the poor settlements mapping in some particular stages (like step 1, step 6 etc.)</li> <li>○ After poverty mapping, a City Context Workshop is held in each city which mainly focuses on building the consensus understanding on urban poverty among the city-level stakeholders based on the findings from poverty mapping and identifying the priority poverty indicators for the specific city that the city authority thinks to act on priority basis. The selected vendor will attend the City Context Workshop in one or two cities and record the major workshop steps.</li> <li>○ After City Context Workshop then poverty reduction strategies for each city is developed which is used by the local government for making their decisions for investments in poverty reduction related issues. The selected firm will record how the city authority is using the poverty reduction strategy to address their city-wide poverty. LIUPCP/UNDP will advise what to record in which city for this stage. Vendor will require to visit one or two cities in this stage.</li> <li>○ Each of the steps will require capturing all the details in video and still photographs. The selected firm will ensure the best use of their capacity to capture the high-quality video and photographs in different stages.</li> <li>○ Use of drone in shooting poverty mapping works might be considered, if proposed and deemed necessary for the assignment. However, the firm will have to ensure required permission from the authorities.</li> <li>○ Submit the captured photos and videos to LIUPCP/UNDP.</li> </ul> <ul style="list-style-type: none"> <li>● Edit videos and add external audio and subtitles to the edited videos <ul style="list-style-type: none"> <li>○ After recording videos at different stages, the videos need to be edited as per the requirements of the Project. Vendor will sit with the LIUPCP/UNDP and do the selection of the clips/frames of the videos.</li> <li>○ Audio to be added with the videos will have to be transcribed as a draft format. LIUPCP will oversee the development of the script. The firm will jointly work with the concerned programme person of UNDP to improve the script of audio and will finalize.</li> <li>○ The firm will engage professional voice artist for the background voice for narration of the script. The firm will have to finalise the professional voice artist in consultation with LIUPCP.</li> <li>○ Prepare the subtitles in English from the final audio script. Subtitle should be embedded in the video as well as it should be a separate subtitle file for future editing and use.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Vendor should be ready to prepare multiple drafts as required and share with UNDP time to time.</li> <li>● Prepare the final video clips in different resolutions and submit the videos and photos to UNDP</li> <li>○ The video works will have to be produced in high resolution. However, when finally submitting the videos, the resolution of the videos should be of following three qualities: <ul style="list-style-type: none"> <li>▪ 4K output in MP4</li> <li>▪ High Definition (HD) video for playing in local computers and projectors</li> </ul> </li> <li>○ Organize the photos by stages of the processes, add caption indicating location and names wherever necessary and submit all the photos to UNDP. All photos should be of high resolution with good quality. The firm should use standard consent form for photography and LIUPCP will supply the sample consent form.</li> <li>○ Prepare and submit the final Project Completion Report stating the detail process, methodology and the deliverables.</li> <li>○ All the softcopy of the deliverables in the final stage will have to be submitted in a good quality portable hard drive. However, the interim submissions will have to be made using good quality pen drive/external hard drive/DVD /.</li> <li>○ The final products should contain the standard branding of the concerned agencies following UNDP's communications protocol.</li> </ul>
List and Description of Expected Outputs to be Delivered	<p><b>The main expected results of this work will be as following:</b></p> <ul style="list-style-type: none"> <li>○ One video clip that will demonstrate the process of participatory poverty mapping and how the processes lead to prepare effective poverty reduction strategy for the local government.</li> <li>○ Photographic documentation of the whole process including narration in captions. At least 50 edited photos should be delivered documenting the whole process with captions, dates and theme.</li> </ul> <p><b>The main deliverables will be:</b></p> <ul style="list-style-type: none"> <li>○ Inception report with detailed Work Plan (soft and hard copy)</li> <li>○ Original photos and video clips captured at different stages of the process (soft copy)</li> <li>○ Interim Report with draft edited video clips and photos with audio and subtitles (All soft copy and Report hard and soft copy)</li> </ul>

- Final edited video documentary and photos with audio and subtitles and captions with 4K output in MP4, and High Definition (HD) video for playing in local computers and projectors (soft copy)
- Separate audio files (Bangla) (soft copy)
- Separate subtitle (English) (soft copy and hard copy should contain the subtitles and the transcription)
- Project Completion Report (should include an external hard drive & DVD that will contain the video and photos submitted as the final deliverables)

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates (Tentative)	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
Inception Report including detailed work plan	5 days	15 Sep 2019	<ul style="list-style-type: none"> <li>• Payment will be made upon confirmed acceptance by the Project Manager;</li> </ul>
Interim Report with draft edited video clips and photos with audio and subtitles	25 days	30 Nov 2019	
Final Report with edited video clips and photos with audio and subtitles	15 days	15 Jan 2020	<ul style="list-style-type: none"> <li>• Need approval of work plan to be prepared and submitted with inception report;</li> </ul>
Project Completion Report	5 days	31 Jan 2020	

#### Objectives:

##### Overall objective:

Sensitize and educate stakeholders on the process and importance of engagement of the poor and the local government in poverty mapping and show how the poverty mapping can lead to preparing an effective poverty reduction strategy of the city.

##### Specific objectives

- Record & capture various stages of poverty mapping
- Educate the concerned stakeholders about the participatory mapping process
- Promote citizen participation in poverty mapping and strategy development
- Encourage other local governments of Bangladesh to lead participatory poverty mapping process by themselves and creating their own poverty reduction strategy

	<ul style="list-style-type: none"> <li>• Promote a participatory and inclusive approach to the poverty assessment</li> <li>• Strengthen LIUPCP intervention in the program cities and towns through promoting participatory concepts</li> </ul> <p><b>Geographic Location of the work areas:</b> This work will require multiple visits to programme cities and towns in different times to record various stages of the processes. However, the vendor will have to work from their own offices and attend various meetings at UNDP/LIUPCP office. 5/6 cities from the following list will have to be visited. Some cities may need to be visited multiple times.</p> <p>The cities are: Kushtia Paurashava, Patuakhali Paurashava, Faridpur Paurashava, Rangpur City Corporation, Dhaka South City Corporation, Gazipur City Corporation, Cumilla City Corporation, Rajshahi City Corporation, Cox's Bazar Paurashava, Noakhali Paurashava, Gopalganj Paurashava, and Sayedpur Paurashava</p> <p><b>Methodology</b> The assignment will undertake the following methodology to achieve the objective of this assignment:</p> <ul style="list-style-type: none"> <li>• <b>Strong team mobilization:</b> This work requires deployment of high efficient man-power in the concerned areas with sufficient practical knowledge to produce good quality outputs. The firm will deploy the proposed man-power on board and will ensure engaging qualified team members to shoot videos with good quality in various stages of the activities in a timely manner. It will require visiting the towns and cities of the LIUPCP.</li> <li>• <b>Desk work:</b> The photos taken may require editing and retouching and the videos recorded will require proper editing as described in the earlier sections. The team will ensure sufficient time is allocated at professional hand to edit the photos and videos to produce the desired contents.</li> <li>• <b>Maintaining Compliance:</b> While producing the desired contents the vendor should maintain the compliance with the UNDP's communications protocol.</li> <li>• <b>Reporting:</b> In order to track the progress and ensure the work is on right track the vendor will have to produce and submit the deliverables on time as outlined in the Expected Results and Deliverables section of this ToR.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	The assignment will be overseen by the Project Manager (PM) of LIUPCP. Contractual oversight will be provided by LIUPCP Operations Coordinator and programme specifics will be dealt by Urban Planning and Governance Coordinator as well as Communications Coordinator.
Frequency of Reporting	<i>As indicated in the TOR</i>



Progress Reporting Requirements	As indicated in the TOR																																																																																															
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Expected duration of work	This mapping work will require 50 work days over a period of 5 months.  The firm is expected to work from their own offices, attend meetings at LIUPCP HQ as required, and visit field sites.																																																																																															
Target start date	1 September, 2019																																																																																															
Latest completion date	31 January 2020																																																																																															
Travels Expected	As indicated in the ToR ( Travel at Shooting Locations)																																																																																															
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others Not Applicable																																																																																															
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	All costs related to this assignment including logistics, office arrangements, accommodation, travel etc. shall be borne by the contractor. Whereas UNDP will pay the lump sum amount as per contract.																																																																																															
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required <table border="1"> <thead> <tr> <th>Description of Activity</th><th>Remuneration per Unit of Time</th><th>Total Period of Engagement</th><th>No. of Personnel</th><th>Total Rate</th></tr> </thead> <tbody> <tr> <td><b>I. Personnel Services</b></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Team Leader</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Director cum Script Writer</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Director of Photography</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Photographer</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Video Editor</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Camera Person</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Camera (with equipment)</td><td></td><td></td><td></td><td></td></tr> <tr> <td><b>II. Out of Pocket Expenses</b></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Transport</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Food and miscellaneous</td><td></td><td></td><td></td><td></td></tr> <tr> <td><b>III. Other Related Costs</b></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Video editing</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Report printing</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Portable Hard Disk and DVD</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Sub-total (I+II+III)</td><td></td><td></td><td></td><td></td></tr> <tr> <td>VAT</td><td></td><td></td><td></td><td></td></tr> <tr> <td><b>Grand Total</b></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate	<b>I. Personnel Services</b>					Team Leader					Director cum Script Writer					Director of Photography					Photographer					Video Editor					Camera Person					Camera (with equipment)					<b>II. Out of Pocket Expenses</b>					Transport					Food and miscellaneous					<b>III. Other Related Costs</b>					Video editing					Report printing					Portable Hard Disk and DVD					Sub-total (I+II+III)					VAT					<b>Grand Total</b>				
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individuals who will be involved in completing the services	<input type="checkbox"/> Not Required																				
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Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																				
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	<b>Project Manager, LIUPC Project</b>  Payment for services of the contractor will be made upon satisfactory certification by the contract administrator.																				
	<input checked="" type="checkbox"/> Purchase Order																				

Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]																		
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> <b>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.</b>																		
Criteria for the Assessment of Proposal	<p><b>Evaluation Process:</b>  In response to the invitation of tender, the contractor will have to submit a <b>Technical proposal as per the Terms of Reference of the scheme and a financial Proposal separately</b>. The tender selection committee will first evaluate the technical proposal of the institutions/firms. Any institutions/firms getting more than 70% of the maximum achievable points (i.e. 49 points out of 70) in the technical proposal will be considered for financial appraisal.  The total scoring points for both the evaluations will be 100; the technical evaluation will be based on 70 points and the rest 30 points are to be allotted to the bidder proposing cost effective financial offers.</p> <p>A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:</p> <ol style="list-style-type: none"> <li>Responsive/compliant/acceptable with reference to this ToR, and;</li> <li>Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this solicitation, with the ratio set at 70:30 respectively.</li> </ol> <table border="1"> <thead> <tr> <th>Criteria</th><th>Weight</th></tr> </thead> <tbody> <tr> <td><b>Technical</b></td><td><b>70</b></td></tr> <tr> <td><b>1. Expertise of firm</b></td><td></td></tr> <tr> <td>Profile of the firm and experience of conducting relevant assignment</td><td>5</td></tr> <tr> <td>Previous experience of working with a UN agency / International NGO / bilateral donor / Government</td><td>5</td></tr> <tr> <td>Firm's logistics capacity required to accomplish the assignment</td><td>5</td></tr> <tr> <td><b>2. Team Leader</b></td><td></td></tr> <tr> <td>Relevance of education</td><td>3</td></tr> <tr> <td>Years of experience in leading development of video documentary. Documentary related to urban poverty or urban local government will be considered as an advantage. Experience of working with UN agency / International NGO / bilateral donor / Government etc.</td><td>4</td></tr> </tbody> </table>	Criteria	Weight	<b>Technical</b>	<b>70</b>	<b>1. Expertise of firm</b>		Profile of the firm and experience of conducting relevant assignment	5	Previous experience of working with a UN agency / International NGO / bilateral donor / Government	5	Firm's logistics capacity required to accomplish the assignment	5	<b>2. Team Leader</b>		Relevance of education	3	Years of experience in leading development of video documentary. Documentary related to urban poverty or urban local government will be considered as an advantage. Experience of working with UN agency / International NGO / bilateral donor / Government etc.	4
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	<b>3. Director</b>	
	Relevance of education	3
	Years of experience in providing technical leadership in leading development of video documentary. Documentary related to urban poverty or urban local government will be considered as an advantage. Experience of working with UN agency / International NGO / bilateral donor / Government etc.	4
	<b>4. Director of Photography</b>	
	Relevance of education	2
	Years of experience in video photography	2
	<b>5. Photographer for still photography</b>	
	Relevance of education	2
	Years of experience in still photography	2
	<b>6. Video Editor</b>	
	Relevance of education	1
	Years of experience in video editing	2
	<b>7. Methodology</b>	
	Quality and relevance of proposed approach and methodology	20
	Quality of proposed analytical framework	10
	<b>8. Financial</b>	<b>30</b>
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) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Others [Written Self-Declaration] (Annex 5)	
Contact Person for Inquiries (Written inquiries only)	UNDP Procurement Cluster, UNDP Bangladesh <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> If any potential company has any query about the RFP document, that has to be submitted to the UNDP contact person mentioned above through email ID <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> within 6 August 2019 by 4.30 pm.  <u><b>"Attn. BD Procurement- Queries on RFP-BD-2019-031- Hiring a Media firm to develop video documentary and photographic documentation on 'Participatory Poverty Mapping to City Poverty Reduction Strategy'"</b></u>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.	

<p>Other Information <i>[pls. specify]</i></p>	<p><b>* For attention:</b> The Financial Proposal and the Technical Proposal files <u>MUST BE SEPARATE</u> and uploaded <u>SEPARATELY</u>. Financial proposal must be 'password' protected.</p> <p><b>A pre-bid meeting</b> will be held at IDB Bhaban, (19th floor), meeting room, for the clarification on the bidding document and ToR on 6<sup>th</sup> August 2019 at 11.00 AM.</p> <p><b>Note: Bidder needs to carry a valid Passport/NID/Credit or Debit card with photo/Original driving license to enter IDB Bhaban for the pre-bid meeting.</b></p>
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**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL**  
*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider****Minimum eligibility criteria of the consultancy firm:**

- The firm should be able to demonstrate that it has the capacity and skills of producing good quality video documentary with efficient team and time management of the assignment. Having experience with urban local governments (like municipalities and city corporations) or urban poverty video documentary will be considered as an added advantage of the Firm. Implementation of this work requires involvement of various types of stakeholders at the city level including community organizations, elected public representatives, and city authority. Along with all other information, the organization should demonstrate in the Proposal:
- Legally registered under concerned department of Government of Bangladesh
- At least 10 years of working experience, with focus on developing video documentary. Documentary related to urban poverty or urban local government will be considered as an advantage.
- One recent example of quality video documentary. (cloud link / website link needs to be provided in the proposal)
- Previous experience of working with a UN agency / International NGO / bilateral donor / Government. Working experience in the international arena outside Bangladesh will be added advantage.
- The firm should demonstrate that they have enough logistics facilities for accomplishing the assignment. The firm should have their own editing panel and team from LIUPCP/UNDP may visit the facility. They should have, for example, HD DSLR camera, Lenses, Lighting facilities, audio capturing facilities, necessary software, necessary travel arrangement and alternative power supply etc

**Minimum eligibility criteria of the key personnel:****1. Team Leader:**

The Team Leader will be the key liaison point between LIUPCP and the firm. It is expected that he/she will have overall responsibility for this work and provide the quality management guidance to the team to produce the effective and desired contents as mentioned in the ToR. S/he will provide oversight to the team and oversee overall coordination and management aspects of the assignment. The proposed person should demonstrate the following qualifications:

- At least Master's degree in media and communications or related subject.
- At least 12 (twelve) years of experience in managing production in media and communications filed. Experience in video documentary production lead and management is essential. Experience of



working with urban local government, urban poverty will be an added advantage.

- Prior experience of work with UN agency especially UNDP / International NGO / bilateral donor / Government.

2. Director cum script writer:

The Director will be a key person in implementing the project. It is expected that he/she will have overall responsibility for this work in terms of technicalities and provide the quality guidance to the team to produce the effective and desired contents as mentioned in the ToR. S/he will provide guidance to the team and oversee qualitative aspects of the assignment. The proposed person should demonstrate the following qualifications:

- At least Bachelor's degree in media and communications related subject.
- At least 10 (ten) years of experience in media and communications filed. Experience in video documentary is essential. Experience of working with urban local government, urban poverty will be an added advantage.
- Prior experience to work with UN agency especially UNDP / International NGO / bilateral donor / Government.

3. Director of Photography:

The Director of Photography will be responsible for ensuring quality shots for videos at all stages of the assignments. S/he will receive guidance from Director and Assistant director and will also guide the Lightman/Focus Puller for controlling light variations for proper shooting. The proposed person should demonstrate the following qualifications:

- Bachelor's degree or equivalent in any discipline and should have good knowledge and understanding about video photography. Course completed related to audio visual documentary will be an added advantage.
- At least 8 (eight) years of hands on experience in videography, and documentary etc. Experience in the urban context is an asset.
- Prior experience to work with UN agency / International NGO / bilateral donor / Government

4. Video Editor:

The Video Editor will be responsible for editing the videos (and the photos) to produce the desired quality photos and videos. S/he will edit the subtitles and audio clips and will add the audio and subtitles to the video. The proposed person should demonstrate the following qualifications:

- At least Bachelor's degree or equivalent with expert level knowledge in video editing
- At least 5 years of experience in graphics and video editing.

5. Photographer for still photography:

The Photographer will be responsible for ensuring quality shots for photos at all stages of the assignments. S/he will receive guidance from Team Leader/Director. The proposed person should demonstrate the following qualifications:

- At least Bachelor's degree or equivalent in any discipline and should have good knowledge and understanding about still photography. Course completed related to photography will be an added advantage.
- At least 8 (eight) years of hands on experience in photography. Experience in the urban context is an asset.
- Prior experience to work with UN agency / International NGO / bilateral donor / Government.

**Note:** Proposers must submit necessary documents to substantiate above eligibility criteria. Proposals which shall not submit/meet above mentioned eligibility criteria will not be considered for further evaluation.

**Core Competencies of the vendor:**

- Experience with UNDP or other UN agencies will get preference. Experience with GOB Project is desired.

**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**

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

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

**D. Cost Breakdown per Deliverable (This Section Should be submitted as Password Protected Document)**

SL No.	Outputs and deliverables	Payments (% of total)	Value
1.	<b>1<sup>st</sup> payment</b> will be paid after submission and acceptance of Inception Report including detailed work plan.	30%	
2.	<b>2<sup>nd</sup> payment</b> will be paid after submission and acceptance of Interim Report with draft edited video clips and photos with audio and subtitles	30%	
3.	<b>3<sup>rd</sup> payment</b> will be paid after submission and acceptance of Final Report with edited video clips and photos with audio and subtitles	30%	
4.	<b>4<sup>th</sup> payment</b> will be paid after submission and acceptance of Assignment Completion Report.	10%	
	<b>Total</b>	<b>100 %</b>	



**E. Cost Breakdown by Cost Component (This Section Should be submitted as Password Protected Document):**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
Team Leader				
Director cum Script Writer				
Director of Photography				
Photographer				
Video Editor				
Camera Person				
Camera (with equipment)				
<b>II. Out of Pocket Expenses</b>				
Transport				
Food and miscellaneous				
<b>III. Other Related Costs</b>				
Video editing				
Report printing				
Portable Hard Disk and DVD				
Sub-total (I+II+III)				
VAT				
<b>Grand Total</b>				

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

*[Designation]*

*[Date]*

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

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

**2.0 SOURCE OF INSTRUCTIONS:**

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

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

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

**4.0 ASSIGNMENT:**

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

**5.0 SUB-CONTRACTING:**

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

**6.0 OFFICIALS NOT TO BENEFIT:**

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

## **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

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

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

## **9.0 ENCUMBRANCES/LIENS:**

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

## **10.0 TITLE TO EQUIPMENT:**

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

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

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

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

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

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

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

#### **13.1 The recipient ("Recipient") of such information shall:**

- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
- 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

#### **13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:**

- 13.2.1** any other party with the Discloser's prior written consent; and,
- 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
  - 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
  - 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
  - 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

#### **13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.**

#### **13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.**

#### **13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.**

- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

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

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

#### **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

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

## **17.0 PRIVILEGES AND IMMUNITIES:**

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

## **18.0 TAX EXEMPTION**

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and

charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### **19.0 CHILD LABOUR**

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

#### **20.0 MINES:**

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

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

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

#### **22.0 SEXUAL EXPLOITATION:**

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



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

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

**23.0 AUTHORITY TO MODIFY:**

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

**TERMS OF REFERENCE****For**

**Hiring a firm/organization to develop video documentary and photographic documentation on  
'Participatory Poverty Mapping to City Poverty Reduction Strategy'**

**A. Project Title**

Livelihoods Improvement of Urban Poor Communities Project (LIUPCP)

**B. Project Description**

The Livelihoods Improvement of Urban Poor Communities Project (LIUPCP) is a six-year programme that targets sustainable improvements in the livelihoods and living conditions of the urban poor across towns and cities of Bangladesh. Funded by the Department for International Development (DFID) and the Government of the United Kingdom, it is being implemented by the Local Government Division (LGD) of the Government of Bangladesh together with the United Nations Development Programme (UNDP). At its heart LIUPCP is a governance programme. LIUPCP seeks to address urban poverty issues not through the direct implementation of infrastructure improvements, or charitable giving to selected urban poor beneficiaries; rather to influence the environment in which poverty reduction policies and thinking take place, and thereby having a potentially much more widespread and lasting effect.

In order to bring about improvements in living conditions and the livelihoods of the urban poor, LIUPCP's task is to work together with national and local governments, empowering urban poor communities to understand issues and advocate for their needs, and to improve urban governance overall. Ultimately the design and implementation of pro-poor policymaking and planning will rely on key stakeholders of the programme, that include urban poor communities, civil society, the private sector, and local and national governments. This programme sees its goal to develop tools, methods, and facilitate processes that can help to build capacity, experience, and confidence to do that, at the community-, city-, and national-levels.

LIUPCP will reduce urban poverty through both direct, and indirect, means, and in doing so positively improve the lives of over four million of Bangladesh's urban poor. LIUPCP will work in up to 35 cities, in twelve cities during a first phase (2016-2018), and then between twenty-three and thirty-three further cities in a second phase (2018 to 2021). These towns and cities range in size and location, from tertiary and secondary cities, to the large city corporations, and are spread all over the country. As such LIUPCP will be touching the lives of people in different urban poverty contexts, all throughout Bangladesh.

**About the Assignment Background:**

Under the LIUPC Project a large number of assessments and context analysis for every project city are usually done at the beginning of the project to effectively plan and implement the project activities in the city. Participatory poverty mapping is one of the most important assessments of the Project which is carried out in each city. Already in nine cities poverty mapping is complete and in two more cities this is in progress. This year in nine more cities, the participatory poverty mapping will be completed.

This mapping exercise is a rigorous process where community people map all the poor settlements of the city through some standard methodology and collects information for each of the poor settlements on sixteen different poverty indicators.

The participatory poverty mapping process follows some step-by-step methods as outlined below:

- Step 1: Prepare Materials through Desk Work
- Step 2: Conduct Initial Consultation meeting with City / municipal authority
- Step 3: Conduct Workshop on Urban Poor Settlements Mapping
- Step 4: Demarcate Poor Settlements on Mahalla map and collect multidimensional poverty data (16 poverty indicators) using Score Card for each of the poor settlements by the local community surveyor
- Step 5: Cross check map and Score Card data during mapping and survey
- Step 6: Prepare database and digitize urban poor settlements map
- Step 7: Conduct validation and result sharing workshops (at Ward- and City-level)
- Step 8: Finalize urban poor settlements mapping

The exercise hugely involves community-, Ward-, and city-level stakeholders to collect the information and validate them at different levels. For example, after completing the field activities the map and score card data are shared with the Ward Counselors. If they are OK with it, Ward Counselors endorse the Ward Map. Finally, the aggregate city-level map is presented before the city-level stakeholders and if this is OK with them, Mayor endorse the city-level poverty map.

After completing the filed mapping and data collection, it helps the audience to see the overall poverty contexts of the city as well as the Wards. The findings of the assessment help the local government and the LIUPCP Town Team to take decisions where to mobilize the community on priority basis, which Wards of the city should get higher allocation of money for optimum impact, what sorts of development initiatives are required in which part of the city, etc.

Under the Assignment, “Development of video documentary on participatory poverty mapping to city poverty reduction strategy” the selected firm will have to record the each of the steps of participatory poverty mapping for better conveying the process to other urban actors and the other local government of Bangladesh. Then how the assessments are taken forward to formulate city poverty reduction strategies, how city authority is adopting the strategies to implement their poverty reduction projects and programmes, and how it is impacting the achievement of city’s poverty reduction vision.

### **C. Scope of Work and Overall Objectives**

Under the direct guidance of the Project Manager of LIUPCP, the work of the selected firm aims to develop the video documentary on participatory poverty mapping to city poverty reduction strategy with an estimated duration of 10 minutes (approximate).

#### **Scope of Work:**

The assignment will entail the following scope of work:

- **Initial consultation meeting with UNDP and submit the Inception Report**
  - Conduct an initial Consultation Meeting with LIUPCP HQ to share overall understanding on the project and specific goals, objectives and expectation of this assignment.
  - Finalize the scope of work, list of cities to visit and develop the revised work plan to include in the Inception report in consultation with concerned Programme Specialist.
  - Prepare and submit Inception Report incorporating the feedbacks received from LIUPCP HQ
  - Maintain standards as suggested by concerned Programme Specialist and Communications Coordinator of the LIUPCP/UNDP throughout the assignment.
- **Record various stages of poverty mapping and subsequent activities**
  - As per work plan, the vendor should record the activities at different stages of the poverty mapping as mentioned earlier.
  - LIUPCP/UNDP is getting the poverty mapping of the cities done through engaging some Consulting Firms. While recording different stages of the poverty the vendor should communicate those consulting firm(s) and visit their offices as well to record the in-house preparatory works of the poor settlements mapping in some particular stages (like step 1, step 6 etc.)
  - After poverty mapping, a City Context Workshop is held in each city which mainly focuses on building the consensus understanding on urban poverty among the city-level stakeholders based on the findings from poverty mapping and identifying the priority poverty indicators for the specific city that the city authority thinks to act on priority basis. The selected vendor will attend the City Context Workshop in one or two cities and record the major workshop steps.
  - After City Context Workshop then poverty reduction strategies for each city is developed which is used by the local government for making their decisions for investments in poverty reduction related issues. The selected firm will record how the city authority is using the poverty reduction strategy to address their city-wide poverty. LIUPCP/UNDP will advice what to record in which city for this stage. Vendor will require to visit one or two cities in this stage.
  - Each of the steps will require capturing all the details **in video and still photographs**. The selected firm will ensure the best use of their capacity to capture the high-quality video and photographs in different stages.
  - Use of drone in shooting poverty mapping works might be considered, if proposed and deemed necessary for the assignment. However, the firm will have to ensure required permission from the authorities.
  - Submit the captured photos and videos to LIUPCP/UNDP.
- **Edit videos and add external audio and subtitles to the edited videos**

- After recording videos at different stages, the videos need to be edited as per the requirements of the Project. Vendor will sit with the LIUPCP/UNDP and do the selection of the clips/frames of the videos.
  - Audio to be added with the videos will have to be transcribed as a draft format. LIUPCP will oversee the development of the script. The firm will jointly work with the concerned programme person of UNDP to improve the script of audio and will finalize.
  - The firm will engage professional voice artist for the background voice for narration of the script. The firm will have to finalise the professional voice artist in consultation with LIUPCP.
  - Prepare the subtitles in English from the final audio script. Subtitle should be embedded in the video as well as it should be a separate subtitle file for future editing and use.
  - Vendor should be ready to prepare multiple drafts as required and share with UNDP time to time.
- **Prepare the final video clips in different resolutions and submit the videos and photos to UNDP**
    - The video works will have to be produced in high resolution. However, when finally submitting the videos, the resolution of the videos should be of following three qualities:
      - 4K output in MP4
      - High Definition (HD) video for playing in local computers and projectors
    - Organize the photos by stages of the processes, add caption indicating location and names wherever necessary and submit all the photos to UNDP. All photos should be of high resolution with good quality. The firm should use standard consent form for photography and LIUPCP will supply the sample consent form.
    - Prepare and submit the final Project Completion Report stating the detail process, methodology and the deliverables.
    - All the softcopy of the deliverables in the final stage will have to be submitted in a good quality portable hard drive. However, the interim submissions will have to be made using good quality pen drive/external hard drive/DVD /.
    - The final products should contain the standard branding of the concerned agencies following UNDP's communications protocol.

**Objectives:**

**Overall objective:**

Sensitize and educate stakeholders on the process and importance of engagement of the poor and the local government in poverty mapping and show how the poverty mapping can lead to preparing an effective poverty reduction strategy of the city.

**Specific objectives**

- Record & capture various stages of poverty mapping
- Educate the concerned stakeholders about the participatory mapping process
- Promote citizen participation in poverty mapping and strategy development
- Encourage other local governments of Bangladesh to lead participatory poverty mapping process by themselves and creating their own poverty reduction strategy
- Promote a participatory and inclusive approach to the poverty assessment
- Strengthen LIUPCP intervention in the program cities and towns through promoting participatory concepts

**Geographic Location of the work areas:**

This work will require multiple visits to programme cities and towns in different times to record various stages of the processes. However, the vendor will have to work from their own offices and attend various meetings at UNDP/LIUPCP office. 5/6 cities from the following list will have to be visited. Some cities may need to be visited multiple times.

The cities are: Kushtia Paurashava, Patuakhali Paurashava, Faridpur Paurashava, Rangpur City Corporation, Dhaka South City Corporation, Gazipur City Corporation, Cumilla City Corporation, Rajshahi City Corporation, Cox's Bazar Paurashava, Noakhali Paurashava, Gopalganj Paurashava, and Sayedpur Paurashava

**D. Expected Results and Deliverables**

The main expected results of this work will be as following:

- One video clip that will demonstrate the process of participatory poverty mapping and how the processes lead to prepare effective poverty reduction strategy for the local government.
- Photographic documentation of the whole process including narration in captions. At least **50** edited photos should be delivered documenting the whole process with captions, dates and theme.

**The main deliverables will be:**

- Inception report with detailed Work Plan (soft and hard copy)
- Original photos and video clips captured at different stages of the process (soft copy)
- Interim Report with draft edited video clips and photos with audio and subtitles (All soft copy and Report hard and soft copy)
- Final edited video documentary and photos with audio and subtitles and captions with 4K output in MP4, and High Definition (HD) video for playing in local computers and projectors (soft copy)
- Separate audio files (Bangla) (soft copy)
- Separate subtitle (English) (soft copy and hard copy should contain the subtitles and the transcription)
- Project Completion Report (should include an external hard drive & DVD that will contain the video and photos submitted as the final deliverables)

## E. Methodology

The mapping work will undertake the following methodology to achieve the objective of this assignment:

- **Strong team mobilization:** This work requires deployment of high efficient man-power in the concerned areas with sufficient practical knowledge to produce good quality outputs. The firm will deploy the proposed man-power on board and will ensure engaging qualified team members to shoot videos with good quality in various stages of the activities in a timely manner. It will require visiting the towns and cities of the LIUPCP.
- **Desk work:** The photos taken may require editing and retouching and the videos recorded will require proper editing as described in the earlier sections. The team will ensure sufficient time is allocated at professional hand to edit the photos and videos to produce the desired contents.
- **Maintaining Compliance:** While producing the desired contents the vendor should maintain the compliance with the UNDP's communications protocol.
- **Reporting:** In order to track the progress and ensure the work is on right track the vendor will have to produce and submit the deliverables on time as outlined in the Expected Results and Deliverables section of this ToR.

Deliverables/Outputs	Estimated Duration to Complete (business days)	Target Due Dates	Review and Approvals Required ( <i>Indicate designation of person who will review output and confirm acceptance</i> )
1. Inception Report including detailed work plan	5 days	25 Jul 2019	<ul style="list-style-type: none"><li>• Payment will be made upon confirmed acceptance by the Project Manager;</li><li>• Need approval of work plan to be prepared and submitted with inception report;</li></ul>
2. Interim Report with draft edited video clips and photos with audio and subtitles	25 days	4 Oct 2019	
3. Final Report with edited video clips and photos with audio and subtitles	15 days	14 Nov 2019	
4. Project Completion Report	5 days	14 Dec 2019	

## F. Institutional Arrangement

The assignment will be overseen by the Project Manager (PM) of LIUPCP. Contractual oversight will be provided by LIUPCP Operations Coordinator and programme specifics will be dealt by Urban Planning and Governance Coordinator as well as Communications Coordinator.

#### **G. Duration of the Work and Duty Stations**

This mapping work will require 50 work days over a period of 5 months.

The expected start date is September 2019. The firm is expected to work from their own offices, attend meetings at LIUPCP HQ as required, and visit field sites.

#### **H. Qualifications of the Successful Contractor**

The key qualifications required of the Firm, Director/Team Leader, Director of Photography, and Video Editor are listed below. Firms are welcome to propose additional team members like Assistant Director cum Script Writer, Lightman/Focus Puller, and Production Manager in order to meet the objectives of the consultancy within the allotted time period. However, only the CVs of three key persons (Director/Team Leader, Director of Photography, and Video Editor) will be evaluated for marking. Additional manpower proposed will be considered as important for carrying out the assignment, but no marking will be allotted for evaluating the proposal. All CVs submitted in the Proposal must be tailored to demonstrate competence to do their job. Failure to demonstrate the experience of the firm and individual team members against the eligibility criteria will result in proposals being discarded.

##### **Minimum Eligibility Criteria:**

##### **The Firm**

The firm should be able to demonstrate that it has the capacity and skills of producing good quality video documentary with efficient team and time management of the assignment. Having experience with urban local governments (like municipalities and city corporations) or urban poverty video documentary will be considered as an added advantage of the Firm. Implementation of this work requires involvement of various types of stakeholders at the city level including community organizations, elected public representatives, and city authority. Along with all other information, the organization should demonstrate in the Proposal:

- Legally registered under concerned department of Government of Bangladesh
- At least 10 years of working experience, with focus on developing video documentary. Documentary related to urban poverty or urban local government will be considered as an advantage.
- One recent example of quality video documentary. (cloud link / website link needs to be provided in the proposal)
- Previous experience of working with a UN agency / International NGO / bilateral donor / Government. Working experience in the international arena outside Bangladesh will be added advantage.
- The firm should demonstrate that they have enough logistics facilities for accomplishing the assignment. The firm should have their own editing panel and team from LIUPCP/UNDP may



visit the facility. They should have, for example, HD DSLR camera, Lenses, Lighting facilities, audio capturing facilities, necessary software, necessary travel arrangement and alternative power supply etc.

Along with other manpower required for carrying out the assignment, the Firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal:

**Team Leader:**

The Team Leader will be the key liaison point between LIUPCP and the firm. It is expected that he/she will have overall responsibility for this work and provide the quality management guidance to the team to produce the effective and desired contents as mentioned in the ToR. S/he will provide oversight to the team and oversee overall coordination and management aspects of the assignment. The proposed person should demonstrate the following qualifications:

- At least Master's degree in media and communications or related subject.
- At least 12 (twelve) years of experience in managing production in media and communications filed. Experience in video documentary production lead and management is essential. Experience of working with urban local government, urban poverty will be an added advantage.
- Prior experience of work with UN agency especially UNDP / International NGO / bilateral donor / Government.

**Director:**

The Director will be a key person in implementing the project. It is expected that he/she will have overall responsibility for this work in terms of technicalities and provide the quality guidance to the team to produce the effective and desired contents as mentioned in the ToR. S/he will provide guidance to the team and oversee qualitative aspects of the assignment. The proposed person should demonstrate the following qualifications:

- At least Bachelor's degree in media and communications related subject.
- At least 10 (ten) years of experience in media and communications filed. Experience in video documentary is essential. Experience of working with urban local government, urban poverty will be an added advantage.
- Prior experience to work with UN agency especially UNDP / International NGO / bilateral donor / Government.

**Director of Photography:**

The Director of Photography will be responsible for ensuring quality shots for videos at all stages of the assignments. S/he will receive guidance from Director and Assistant director and will also guide the Lightman/Focus Puller for controlling light variations for proper shooting. The proposed person should demonstrate the following qualifications:

- Bachelor's degree or equivalent in any discipline and should have good knowledge and understanding about video photography. Course completed related to audio visual documentary will be an added advantage.
- At least 8 (eight) years of hands on experience in videography, and documentary etc. Experience in the urban context is an asset.
- Prior experience to work with UN agency / International NGO / bilateral donor / Government

#### **Video Editor:**

The Video Editor will be responsible for editing the videos (and the photos) to produce the desired quality photos and videos. S/he will edit the subtitles and audio clips and will add the audio and subtitles to the video. The proposed person should demonstrate the following qualifications:

- At least Bachelor's degree or equivalent with expert level knowledge in video editing
- At least 5 years of experience in graphics and video editing.

#### **Photographer for still photography:**

The Photographer will be responsible for ensuring quality shots for photos at all stages of the assignments. S/he will receive guidance from Team Leader/Director. The proposed person should demonstrate the following qualifications:

- At least Bachelor's degree or equivalent in any discipline and should have good knowledge and understanding about still photography. Course completed related to photography will be an added advantage.
- At least 8 (eight) years of hands on experience in photography. Experience in the urban context is an asset.
- Prior experience to work with UN agency / International NGO / bilateral donor / Government

#### **Competencies**

##### **Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, and impartiality)
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

##### **Functional Competencies:**

- Demonstrates openness to change, flexibility, and ability to manage complexities;
- Proven strong written, analytical and communication skills.

#### **I. Scope of Price Proposal and Schedule of Payments**

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR.

The price should take into account all HR costs and professional fees, travel costs, subsistence and ancillary expenses. The financial proposal shall specify the total lump sum amount and must be all inclusive (professional fees, travel costs, living allowances, medical allowances, communications costs etc.)

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

1<sup>st</sup> payment: 30% of total contract value will be paid after submission and acceptance of Inception Report including detailed work plan;

2<sup>nd</sup> payment: 30% of total contract value will be paid after submission and acceptance of Interim Report with draft edited video clips and photos with audio and subtitles;

3rd payment: 30% of total contract value will be paid after submission and acceptance of Final Report with edited video clips and photos with audio and subtitles;

4th payment: 10% of total contract value will be paid after submission and acceptance of Assignment Completion Report.

#### **J. Recommended Presentation of proposal**

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

##### *Technical Proposal*

1. Firm information – Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
2. Relevant Experience – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in undertaking large scale data collection, and list of current and past assignments of the Firm;
3. Process - The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon by the Project in consultation with the Advisory Panel of Experts in the early stages of the commencement.
4. Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the task including their respective

qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. survey analysis, field management, etc.

5. Tools and Methodologies – Outlining how your firm’s specific approach to qualitative research, including participatory methods, are relevant to the questions under study and meet the highest research standards. This should also include a detailed approach to qualitative data analysis.
6. Quality assurance – The firm must outline how it will ensure quality at all stages of the project with a particular emphasis on mapping, data collection; data analysis; and reporting. This will be subject to review by LIUPCP during project implementation.
7. Risk management – The firm must identify key risks and outline how it will mitigate against them. Particular attention should be paid to how political disruption will be handled, especially Hartals and blockades, local unrest in the city etc.

Two references of previous works must be provided by the contractor firms. These should relate to projects on which proposed team members worked.

*Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)*

- (i) The Financial Proposal shall specify a total delivery amount (in USD or BDT) including fees and all associated costs, i.e. travel cost, subsistence per diems, printing costs, consultation workshop costs and overheard recharges.
- (ii) In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the working.

Please use the following template to prepare your budget estimate:

**Template for Budget Estimate**

No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	7
<b>Direct Programme Cost</b>						
<b>A Human Resources</b>						
1	Team Leader	person-day	1			
2	Director	person-day	1			
3	Director of Photography	person-day	1			

4	Photographer for still photography	person-day	1			
5	Video Editor	person-day	1			
<b>Sub Total</b>						
<b>B Travel and Allowances</b>						
1	Daily Allowances for Project Staffs	Lump-sum				
2	Travel Allowance for Project Staffs	lump-sum				
3	On demand vehicle hiring cost (rent + fuel)	lump-sum				
3	Mobile phone allowances for project staffs	lump-sum				
4	Internet allowances for concerned project staffs	lump-sum				
5						
<b>Sub Total</b>						
<b>C Logistics</b> (Project will not fund for buying photographic equipment like camera, lenses etc.)						
1	Report printing	lump-sum				
2	External Hard drive and DVDs	lump-sum				
3	.....					
4						
<b>Sub Total</b>						
<b>D Total Programme Cost (A+B+C)</b>						
<b>E Management Cost</b> (all admin and other costs of vendor HQ office related to this work will have to bear from the overhead/management cost)						
<b>Grand Total</b>						

In Word:

**Note: Where necessary, please provide detail estimate of some of the line items (like workshops, allowances, printing etc.) in separate tables.**

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

#### K. Evaluation

In response to the invitation of tender, the contractor will have to submit a Technical Proposal as per the Terms of Reference of the scheme and a Financial Proposal separately. The tender selection committee will first evaluate the technical proposal of the firms/institutions. Any firms/institutions

getting more than 70% of the maximum achievable points in the technical proposal will be considered responsive for financial appraisal, and ultimately therefore, for contracting. The financial proposal will be evaluated based on lowest price.

A cumulative analysis weighted-score method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria to this solicitation, with the ratio at 70:30 respectively.

Criteria	Weight	Max Points
<b>Technical</b>	<b>70</b>	
<b>1. Expertise of firm</b>		
Profile of the firm and experience of conducting relevant assignment	5	
Previous experience of working with a UN agency / International NGO / bilateral donor / Government	5	
Firm's logistics capacity required to accomplish the assignment	5	
<b>2. Team Leader</b>		
Relevance of education	3	
Years of experience in leading development of video documentary. Documentary related to urban poverty or urban local government will be considered as an advantage. Experience of working with UN agency / International NGO / bilateral donor / Government etc.	4	
<b>3. Director</b>		
Relevance of education	3	
Years of experience in providing technical leadership in leading development of video documentary. Documentary related to urban poverty or urban local government will be considered as an advantage. Experience of working with UN agency / International NGO / bilateral donor / Government etc.	4	
<b>4. Director of Photography</b>		
Relevance of education	2	
Years of experience in video photography	2	
<b>5. Photographer for still photography</b>		
Relevance of education	2	
Years of experience in still photography	2	
<b>6. Video Editor</b>		
Relevance of education	1	
Years of experience in video editing	2	
<b>7. Methodology</b>		
Quality and relevance of proposed approach and methodology	20	
Quality of proposed analytical framework	10	
<b>8. Financial</b>	<b>30</b>	

<b>Total</b>	<b>100</b>	

**L. Responsibilities of the Contractor regarding cost component**

All costs related to this assignment including logistics, office arrangements, accommodation, etc. shall be borne by the contractor

**M. Responsibilities of UNDP regarding cost component**

UNDP shall pay the lump sum amount quoted in the financial proposal and shall be paid as achievement of milestones as per the ToR

Achieving the deliverables shall be the sole responsibility of the contractor. Any delay shall be communicated to the LIUPCP team along with a plan to remedy the delay

**N. Identification of Risk and Risk Mitigation Plan**

The firm will be solely responsible for the deliverables and will be responsible to achieve these milestones. Any delay should be reported prior the time point of the milestones as per the submitted work plan.



**Declaration**

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon  
Sher-E-Bangla Nagar, Dhaka, Bangladesh

**Assignment: Hiring a firm/organization to develop video documentary and photographic documentation on 'Participatory Poverty Mapping to City Poverty Reduction Strategy'**

**Reference:** RFP-BD-2019-031

Dear Sir,

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

Yours Sincerely,