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GHANA

INDIVIDUAL CONTRACT (IC) PROPOSAL SUBMISSION FORM

Recruitment of Individual National Consultant to Produce High Quality
Animation Videos for Peace Campaigns in 6 Languages

Procurement Notice Ref. No.: UNDP.GHA.2019.392.IC

Published (Posted on): November 28th, 2019

**Submission Deadline: December 05th, 2019 @ 4:30 PM in the
Afternoon (UTC+00:00)
Accra/Monrovia Time Zone**

*Note: those who submit afterwards will
automatically be rejected. Proposers are strongly
advised to meet the submission deadline and
avoid IT related glitch while sending to secured
email at last hour due to File size limitation,
internet down.*

**United Nations Development Programme (UNDP)
Accra, Ghana
November 28, 2019**



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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: **UNDP.GHA.2019.392.IC¹**

Date: November 28, 2019

Country: Ghana

Description of the Assignment: Recruitment of Individual National Consultant to Produce High Quality Animations Videos for Peace Campaigns in 6 Languages

Project Name/Title: GH Joint Peace and Governance Project

Post Title: National Consultant

Period of Assignment/Services: 30 Days

Proposal should be submitted at the following address or email no later than **December 05th, 2019 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone.**

Via our secured mail address: bids.gh@undp.org

Any request for clarification and/or additional information on this Procurement Notice shall be sent in writing to UNDP Ghana Country Office or send standard electronic communication to the Contact Person e-mail at procurement.gh@undp.org (please note that it is only dedicated for enquiry and confirmation for proposal submission. **Do not submit both Technical and Financial proposals to this account. If you do so, your proposals will be rejected, and UNDP will not be accountable for it.**) While the Procurement Unit would endeavor to provide clarification expeditiously, only requests receiving at least 5 days period to the submission deadline will be entertained. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

I. BACKGROUND

Ghana's governance and democratic credentials are touted as one of the best in Africa. Ghana has had successful democratic transitions and have made some positive gains in good governance, however there are still noticeable negative traits that have the potential to erode the positive trends. For example, none of the seven elections, and other intervening elections such as the District Level Elections, intra-party elections, run offs and by-elections have been conducted in a totally violent-free environment; minor incidences of violence have been recorded in some electoral areas. The worry however is that, the levels of violence keep rising as the competition between the major political parties grows stronger over the years. The most recent case of electoral violence was recorded during the Ayawaso West Wuogon

¹ Served as a **Subject Line** when sending Propels to Procurement Secured Email

(AWW) Constituency by-election held on January 31, 2019, in which there was a shooting incident and about a dozen persons were injured in clashes between supporters of the opposition and purported national security operatives. The “Multi-stakeholder Consultative Platform for Peace and Democratic Governance” seeks to build consensus towards developing pragmatic and workable interventions to deal with critical issues of peace and governance in Ghana.....

For detailed information, please refer to Annex I- Terms of Reference (ToR)

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

UNDP requires the services of a consultant to work with the team in producing short 3D animation videos in English, Ewe, Twi, Hausa, Dagbani and Twi and six (6) abbreviated videos for uploading and sharing on social media. The consultant will work with the team to develop the products within stipulated budgets and within set deadlines.

The consultant is required to deliver:

- Deliverable 1: Prepare scripts, storyboard and narration of the animation
 - Meet and discuss with UNDP and some platform members to clarify the expectations
 - Prepare script for the video and share with Peace Analyst for approval
 - Script should reflect issues that can trigger violence in Ghana with characters that are relatable
- Deliverable 2: draft high-Resolution file suitable for web publishing broadcasting on TV and abbreviated versions for social media.....

For detailed information, please refer to Annex I- Terms of Reference (ToR)

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

a. Academic Qualifications:

- The Consultant(s) should possess at least a Degree in ICT, cinematography and communication related field including areas as Video and Film Production, Cinematography, Performing Arts and other related fields;

b. Years of experience:

- Extensive experience in producing development documentaries for international organizations with the aim of reaching both local and international audiences;
- Practical experience in animation video production - evidence of documented practical experience in animated video production is required;
- Demonstrate evidence of understanding of development and production of high-quality short videos;
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high-quality production.
- Additional experience in development communication will be an added advantage
- Full listing of video/audio and photo equipment that is owned by the IC
- Have extensive experience in producing animation documentary films, TV programmes and 3 to 4-minute short format films

Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

d. Language and other skills:

- English Language;

e. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the above mentioned professional and technical qualifications. Only the applicants who hold these qualifications are advised to submit their respective bid proposals.

IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL PROPOSALS

Interested offeror/Individual Consultant (IC) must submit the following documents before the deadline stipulated in the IC Procurement Notice. Such documents are:

- Technical Proposal which includes but not limited to explaining why they are the most suitable for the work; Provide a brief **methodology** on how they will approach and conduct the work; past experience in **similar projects** and at least **three (3) references**; . . .
- Financial Proposal as per prescribed format
- Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability as "**annex a**"
- Duly Signed Personal CV as "**annex b**"

V. FINANCIAL PROPOSAL

LUMP-SUM CONTRACTS

- The Financial Proposal shall specify a total lump-sum amount **all-inclusive**², and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, per diems, and number of anticipated working days).

Travel:

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

² The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

- In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective Business Unit (BU) and Individual Consultant, prior to travel and will be reimbursed.

VI. EVALUATION

Individual Contractor (IC) will be evaluated based on **Cumulative Analysis** as per the following scenario:

- When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
 - a. Responsive/compliant/acceptable, and
 - b. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
- The respective weight of the proposals are:
 - I. Technical Criteria weight; **[70%]**
 - II. Financial Criteria weight; **[30%]**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	70
Qualification of consultant <ul style="list-style-type: none"> ▪ Technical qualification ▪ Academic qualification ▪ CV of Individual Contractor (IC) 		10 pts
Professional experience of consultant <ul style="list-style-type: none"> ▪ Relevant previous experience in producing animations ▪ Provide at least 2 animation videos in Ga and Twi video coverages please include a link to a dropbox folder with samples of animation videos. Also include profile of all crew members. 		35 pts
<ul style="list-style-type: none"> • Understanding of scope of work demonstrated through detailed and comprehensive plan. 		25 pts
Financial 30 (Lower Offer/Actual Offer)	30%	30
Total Score	Technical Score + Financial Score	

Evaluation legend:

Weight per Technical Competence	
Weak: below 49 points	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 49-52 points	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 53-59 points	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 60-66 points	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 67-70 points	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

ANNEXES

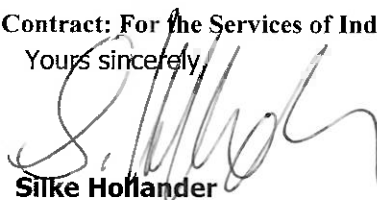
ANNEX I - Terms of References (ToR)

ANNEX II - Technical Proposal along with Offeror's Letter to UNDP Confirming Interest and Availability

ANNEX III - Financial Proposal

ANNEX IV - General Conditions of Contract: For the Services of Individual Contractors (IC)

Yours sincerely,



Silke Hollander

Deputy Resident Representative

INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Country / Region of Work Location:	<input checked="" type="checkbox"/> Please refer to the ToR
2	Language of the Proposal:	<input checked="" type="checkbox"/> English
3	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
4	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> Local Currency (Ghana Birr) <input checked="" type="checkbox"/> <i>Reference date for determining UN Operational Exchange Rate:</i> The date on which Technical and Financial Proposals have been submitted to convert to Local Currency (Only Applicable for Ghanaian Nationals)
5	Deadline for submitting requests for clarifications/ questions	<input checked="" type="checkbox"/> Five (5) days before the submission date
6	Contact Details for submitting clarifications/questions ³	<input checked="" type="checkbox"/> Focal Person in UNDP: Procurement Team <input checked="" type="checkbox"/> Address: United Nations Development Programme (UNDP) UN House No. 7 Ring Road, near Fire Service HQ; 6th Floor; North Wing; Accra, Ghana <input checked="" type="checkbox"/> Facsimile: +233 302 215 670 / +233 302 773 899 <input checked="" type="checkbox"/> P.O. Box: 1423 <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: procurement.gh@undp.org (only for enquiry/request for clarification) <input checked="" type="checkbox"/> 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.
7	Manner of Disseminating Supplemental Information to the IC and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email <input checked="" type="checkbox"/> Direct communication to prospective Bidders by email, and Posting on the http://procurement-notice.undp.org/ on which the captioned IC Notice was posted

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

No.	Data	Specific Instructions / Requirements
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid (Only)
9	Proposal Submission Address	<input checked="" type="checkbox"/> Via our secured mail address: bids.gh@undp.org
10	No. of copies of Proposal that must be submitted	<input checked="" type="checkbox"/> Copies: One
11	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: December 05, 2019 @ 4:30 PM in the Afternoon <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monrovia
12	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: bids.gh@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only and password protected <input checked="" type="checkbox"/> Format: PDF files only and Financial Proposal shall be password protected <input checked="" type="checkbox"/> Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically responsive by respective Technical Panel appraisal. <input checked="" type="checkbox"/> UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 <input checked="" type="checkbox"/> For electronically transferred data, the maximum capacity is 9MB . Thus, if the size of the file is greater than 9MB attach them with two or more email. <input checked="" type="checkbox"/> No. of copies to be transmitted: only One , do not send the proposals time and again to avoid confusion in locating the right proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending revised proposals. <input checked="" type="checkbox"/> Subject of email (Mandatory): your proposals shall be sent into two separate files but in one email under Subject Line: UNDP.GHA.2019.392.IC <input checked="" type="checkbox"/> Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE: <ol style="list-style-type: none"> For Technical – UNDP.GHA.2019.392.IC - TP - [insert your name] For Financial – UNDP.GHA.2019.392.IC - FP - [insert your name] <input checked="" type="checkbox"/> For failing and/or incorrectly state the above subject line may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type proposal invitations at a time and will not be liable for any consequences thereof. <input checked="" type="checkbox"/> COMPULSORY: Once you submitted your proposals electronically to designated Secured Email; kindly confirm same (without

No.	Data	Specific Instructions / Requirements
		<p><u>attaching the proposals for the purpose keeping its integrity) to the Focal Person. The Attn: Procurement Team at procurement.gh@undp.org</u></p> <p>Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.</p>
13	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is 70%
14	Post-Qualification Actions	<input checked="" type="checkbox"/> Inquiry and background checking with referees or any other entity that may have done business with the offeror.