REQUEST FOR PROPOSAL (RFP)

Video on access to justice without barriers for persons with disabilities
(Process 23296)

Dear Sir / Madam:

We kindly request you to submit your **Proposal for Producing UNFE Video on access to justice without barriers for persons with disabilities.**

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals, **comprising of a Technical and Financial Proposal, in separate sealed envelopes**, must be submitted on or before **no later than 16 December 2019 by 12:00 pm, Cambodia time** address below. **Late submission shall be rejected. Submission by email will not be accepted.**

UNDP Cambodia, Registry Office (Building No. 5)
No. 53, Pasteur Street, Boeung Keng Kang I
PO Box 877, Phnom Penh, Cambodia
Attn: Procurement Analyst, Procurement Unit

Your Proposal must be expressed in the English Language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Sereyvattana Chan
Procurement Analyst

Annex 1

Description of Requirements

Context of the Requirement	The 2014 Cambodia Demographic Health Survey established that "9.5% of the Cambodian population experience at least some degree of difficulty in performing basic functions and 2.1% experience at least a lot of difficulty and cannot do at all in performing basic functions." Persons with disabilities in Cambodia face multiple challenges such as inequality and discrimination in access to education, healthcare, employment, services and they are particularly vulnerable to violence and other rights violations. There are also numerous limitations for redress in the formal legal system (inaccessible, costly, lack of awareness of duty bearers of their particular needs), and an absence of other grievance mechanisms, such as legal assistance. Particularly difficult is the situation of persons with disabilities, especially women, who are deaf (or have hearing impairment), blind or have intellectual disabilities. Numerous cases have been reported in which the existing legal system could not even provide minimal protection of their rights, particularly in cases involving serious crimes. According to a 2013 study, Cambodian women with disabilities experience higher rates of emotional, physical and sexual violence; women are considered less valuable and more burdensome within the household; experience higher rates of psychological distress and are less able to seek appropriate support. UNDP, in partnership with Panassastra University's legal clinic, commissioned a study to identify the barriers and causes that limit the capacities of persons with disabilities to access justice and legal services, document specific cases, map the weaknesses and strengths of existing legal aid mechanisms and services for persons with disabilities and identify and document current good practices in providing legal services to persons with disabilities. The findings highlighted the lack of knowledge of authorities within the judiciary on their obligations to ensure access to justice for persons with disabilities, and the types of measures that could be implemented, other than adjustments to facilities for access to wheelchairs, or looking for sign language interpreters. The capacity of DPOs to provide legal aid referrals and support to persons with disabilities remains weak. The Royal Government of Cambodia has created institutional mechanisms for the protection of the rights of persons with disabilities, such as the Disability Action Council (DAC) and the Disability Rights Administration (DRA) in the Ministry of Social Affairs, Veterans and Youth, but they operate with limited human and financial resources. The United Nations had been supporting the RGC to promote the rights of persons with disabilities through the Joint Disability Rights Initiative Cambodia (DRIC) programme since 2014. In 2018, a new Programme on Access to Justice without barriers for persons with disabilities was initiated, filling in one of the major gaps under DRIC: access to justice to protect the rights of persons with disabilities. The programme has a two-year duration. It focuses on three pilot provinces, Banteay Meanchey, Battambang and Siem Reap, but some actions include nationwide stakeholders.

Implementing Partner of UNDP	the United Nations Office of the High Commissioner for Human Rights (OHCHR)
Brief Description of the Required Services	The overall objective of the video will be to highlight the "access to justice without barriers for persons with disabilities" program in Cambodia. The video will be addressing the challenges that persons with disabilities face with regards to access to justice; the challenges that court officials and prison staff encounter when dealing with persons with disabilities; and how this program seeks to address these challenges. The video will include testimonies and interview soundbites from OHCHR and partners, Disabled Persons Organizations, court and Government officials, from the Disability Action Council at the provincial level, and from beneficiaries of this program. The video will be of a duration of 5 minutes maximum, in Khmer language with English subtitles. The video will be made accessible to persons with hearing impairment through sign language interpretation in the lower right hand side of the screen. The background of the sign language interpretation should be on Chroma key (also called a 'green or blue screen') where the video technician overlays the sign language interpretation over the video footage. Explanation: signers prefer this integrated form as they do not need to look at two pictures at once. The contractor will be expected to observe the highest professional and ethical standards when obtaining images or footage, and immediately disclose any potentially sensitive information to the Communications focal point. High discretion is advised when shooting persons with disabilities, persons in detention, survivors of abuse, children, etc. Members of the production team will be expected to show the highest degree of professional courtesy to all their interlocutors and the persons filmed at all times. A detailed ToR is attached.
List and Description of Expected Outputs to be Delivered	- To work in close coordination with the project focal point (OHCHR and UNDP program units) to understand the "access to justice without barriers for persons with disabilities" program in Cambodia; - To collect a list of contacts of partners and beneficiaries of the project from OHCHR and UNDP program units; - To identify protagonists and relevant beneficiaries and partners of the program in Phnom Penh, Banteay Meanchey, Battambang and Siem Reap for interview purposes; - To develop a detailed script and storyboard of the video;

	- To conduct the interviews while securing footage from the above-mentioned locations; - To produce the video in Khmer with English subtitles, sign language interpretation, adding narration, music, dubbing as appropriate; - The contractor will be expected to find a sign language interpreter for this project.
Person to Supervise the Work/Performance of the Service Provider	Communication and Information Officer, Communications Unit, OHCHR
Frequency of Reporting	Refer to attached ToR
Progress Reporting Requirements	Refer to attached ToR
Location of work	☒ Projects' office/site ☒ At Contractor's Location
Expected duration of work	50 working days (from 31 December 2019 to 31 March 2020)
Target start date	From 31 December 2019
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☒ Office space and facilities, if needed
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required
Currency of Proposal	☒ United States Dollars
Value Added Tax on Price Proposal	☒ Must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☒ 90 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	☒ Not permitted

<table>
<tr><td>Payment Terms[1]</td><td>
<table>
<tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr>
<tr><td>After finished Output 1 & Output 2: Detailed script of the video and video treatment submitted to OHCHR.</td><td>40%</td><td>27 January 2020</td><td rowspan="2">Within thirty (30) days from the date of meeting the following conditions:
a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and
b) Receipt of invoice from the Service Provider.</td></tr>
<tr><td>After finished Output 3 & Output 4: Video master file delivered to OHCHR.</td><td>60%</td><td>16 March 2020</td></tr>
</table>
</td></tr>
<tr><td>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</td><td>Communication and Information Officer, Communications Unit, OHCHR</td></tr>
<tr><td>Preliminary Examination</td><td>UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage.

The below requirements will be reviewed under Preliminary Examination before proceeding with the evaluation. UNDP may reject any Proposal at this stage.

1. Legally registered audit firm with Certificate of Registration of the business, including Articles of Incorporation, or equivalent document.
2. Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per Annex-B (completion in the template in Annex-B is mandatory for bidder as the form would allow bidders to confirm its conformity with the requirements defined in the Request for Proposal and all its attachments, as well as the provision of UNDP General Contract Terms and Conditions required under this process). Bidders may choose to use its own template and acceptable if it is duly signed by authorized person and confirm the same as Annex-B.
3. Technical and Financial Proposals are submitted in separate sealed envelopes.
4. Proposer is not in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors.</td></tr>
</table>

[1] *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.*

Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) The total score for each proposal will be calculated independently by the following formula: Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: (TP Rating) x Weight of TP (70%) + (FP Rating) x Weight of FP (30%) **Total Combined and Final Rating of the Proposal** ☒ 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.
Criteria for the Assessment of Proposal	**Technical Proposal (70%)** The Technical Proposal of the offerors will be evaluated based on the following criteria: The total number of points allocated for the technical proposal is 1000. The technical proposal of the offeror is evaluated based on following criteria:

No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1	Expertise of organization	250
2	Proposed Approach and methodology	500
3	Proposed Personnel	250
	Total	1000

No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable
1	At least 5 years of local work experience with a strong footprint operating in Cambodia consisting of a diverse team of international and national talents.	50
2	Minimum 10 years of experience in video productions in the field of social anthropology, sociology, political sciences and/or human rights, with a distinct focus on youth.	100
3	Very good record of accomplishment in film video production targeting Cambodians (4 films examples/10 points per video) + (10 points for creativity and originality).	50
4	Very good knowledge of Cambodian audience and experience working on minority rights (persons with disabilities, LGBT, ethnic monitories etc.)	50
	Total:	250

No.	Proposed Approach and methodology	Points Obtainable
1	To what degree does the service provider understand the task? Have the important aspects of the task been addressed in sufficient detail?	200
2	Submission of a creative proposal on how to make the video appealing, while integrating all aspects of the project through the narrative.	200
3	Is the presentation clear, is the sequence of activities and the planning logical, realistic, and promise efficient implementation?	100
	Total	500

No.	Proposed personnel	Points Obtainable
1	**Team Leader:** • Master's degree or equivalent in media studies, digital communications, political sciences, sociology, video production, or related studies; • At least 10 years of experience in videography and video editing; • Advanced knowledge in film editing; • Proven experience in story development and script writing; • Experience in conceptualizing story angles and identifying characters; • Experience in producing original videos targeting a local audience; • Work experience in a developing context with	200

		INGOs, UN, or similar; • Exposure to human rights-related themes in the communications context; • Fluency in English.	
	2	**Key support personnel (02 persons)** • At least 3 years of working experience in research, media, outreach, communications, video production, CSR, design; • Experience working on communication related activities in Cambodia; • Ability to speak and write in English and Khmer; • Outstanding Khmer copywriting and storytelling ability.	50
		Total	250

The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points.

Financial Proposal (30%)
To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Post Qualification Review	UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the Terms of Reference, may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; d) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; and Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
UNDP will award the contract to:	☒ One Service Provider

Type of Contract to be Signed	☒ Purchase Order ☒ Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement[2] and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*
Contract General Terms and Conditions[3]	☒ General Terms and Conditions for contracts Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP[4]	☒ Form for Submission of Proposal (Annex 2) ☒ Form for Submission of Financial Proposal (Annex 3) ☒ Detailed TOR ☒ Others[5] (General Terms and Conditions)
Contact Person for Inquiries (Written inquiries only)[6]	*Aphikovith Phin* *Procurement Associate* *Aphikovith.phin@undp.org; and cc: procuremet.kh@undp.org* 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.
Other Information: Required Documents for Submission	☒ **Technical Proposal:** Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per **Annex-2** *(the form would allow bidders to confirm its conformity with the requirements defined in the Request for Proposal and all its attachments, as well as the provision of UNDP General Contract Terms and Conditions required under this process) and complete the information and supporting document for Qualification of Service Provider, Proposed Methodology for Completion of Service, and Qualification of Key Personnel.* ☒ **Financial Proposal**: Form for Submitting Service Provider's Financial Proposal is duly completed and signed **Technical and Financial Proposals are submitted in separate sealed envelopes.** No. of copies of Proposal that must be submitted: Original : 1 Copies : 1 1 CD ROM or USB drive containing of technical proposal should be submitted along with the technical proposal envelop

[2] *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation*
[3] *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*
[4] *Where the information is available in the web, a URL for the information may simply be provided.*
[5] *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.*
[6] *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 received.*

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[7]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[8])

[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 **12/5/2019** , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

[Name of the Organization submitting Proposal].....
[Signature Authorized Person and Stamp] .....
[Name of Authorized Person].....
[Title of Authorized Person].....

[Date].....

[7] *This serves as a guide to the Service Provider in preparing the Proposal.*
[8] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

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:

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

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL[9]

(This Form must be submitted using the Service Provider's Official Letterhead[10])

[insert: Location].
[insert: Date]

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

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Cost Breakdown per Deliverable*

	Deliverables ***[list them as referred to in the RFP]***	**Percentage of Total Price** ***(Weight for payment)***	**Price** ***(Lump Sum, All Inclusive)***
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

**This shall be the basis of the payment tranches*

Cost Breakdown by Cost Component *[This is only an Example]*:

Description of Activity	**Remuneration per Unit of Time**	**Total Period of Engagement**	**No. of Personnel**	**Total Rate**
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

[9] *This serves as a template to the Service Provider in submitting the Financial Proposal.*
[10] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

6. Others				
III. Other Related Costs				

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

TERMS OF REFERENCE
Professional Service

1. Project Information

Assignment Title:	Video on access to justice without barriers for persons with disabilities
UNDP Practice Area:	Video promoting the rights of persons with disabilities
Cluster/Project:	Communications Unit
Assignment Location:	Phnom Penh - Cambodia
Assignment Duration:	31 December 2019 – 31 March 2020 (50 UN working days)

2. Background and Project Description

Access to justice without barriers for persons with disabilities

The 2014 Cambodia Demographic Health Survey established that "9.5% of the Cambodian population experience at least some degree of difficulty in performing basic functions and 2.1% experience at least a lot of difficulty and cannot do at all in performing basic functions." Persons with disabilities in Cambodia face multiple challenges such as inequality and discrimination in access to education, healthcare, employment, services and they are particularly vulnerable to violence and other rights violations. There are also numerous limitations for redress in the formal legal system (inaccessible, costly, lack of awareness of duty bearers of their particular needs), and an absence of other grievance mechanisms, such as legal assistance. Particularly difficult is the situation of persons with disabilities, especially women, who are deaf (or have hearing impairment), blind or have intellectual disabilities.
Numerous cases have been reported in which the existing legal system could not even provide minimal protection of their rights, particularly in cases involving serious crimes. According to a 2013 study, Cambodian women with disabilities experience higher rates of emotional, physical and sexual violence; women are considered less valuable and more burdensome within the household; experience higher rates of psychological distress and are less able to seek appropriate support.
UNDP, in partnership with Panassastra University's legal clinic, commissioned a study to identify the barriers and causes that limit the capacities of persons with disabilities to access justice and legal services, document specific cases, map the weaknesses and strengths of existing legal aid mechanisms and services for persons with disabilities and identify and document current good practices in providing legal services to persons with disabilities. The findings highlighted the lack of knowledge of authorities within the judiciary on their obligations to ensure access to justice for persons with disabilities, and the types of measures that could be implemented, other than adjustments to facilities for access to wheelchairs, or looking for sign language interpreters. The capacity of DPOs to provide legal aid referrals and support to persons with disabilities remains weak.
The Royal Government of Cambodia has created institutional mechanisms for the protection of the rights of persons with disabilities, such as the Disability Action Council (DAC) and the Disability Rights Administration (DRA) in the Ministry of Social Affairs, Veterans and Youth, but they operate with limited human and financial resources.

The United Nations had been supporting the RGC to promote the rights of persons with disabilities through the Joint Disability Rights Initiative Cambodia (DRIC) programme since 2014. In 2018, a new Programme on Access to Justice without barriers for persons with disabilities was initiated, filling in one of the major gaps under DRIC: access to justice to protect the rights of persons with disabilities. The programme has a two-year duration. It focuses on three pilot provinces, Banteay Meanchey, Battambang and Siem Reap, but some actions include nationwide stakeholders.

3. Objective of the Assignment

The overall objective of the video will be to highlight the "access to justice without barriers for persons with disabilities" program in Cambodia. The video will be addressing the challenges that persons with disabilities face with regards to access to justice; the challenges that court officials and prison staff encounter when dealing with persons with disabilities; and how this program seeks to address these challenges.

The video will include testimonies and interview soundbites from OHCHR and partners, Disabled Persons Organizations, court and Government officials, from the Disability Action Council at the provincial level, and from beneficiaries of this program.

The video will be of a duration of 5 minutes maximum, in Khmer language with English subtitles.
The video will be made accessible to persons with hearing impairment through sign language interpretation in the lower right hand side of the screen.

The background of the sign language interpretation should be on Chroma key (also called a 'green or blue screen') where the video technician overlays the sign language interpretation over the video footage. Explanation: signers prefer this integrated form as they do not need to look at two pictures at once.

The contractor will be expected to observe the highest professional and ethical standards when obtaining images or footage, and immediately disclose any potentially sensitive information to the Communications focal point. High discretion is advised when shooting persons with disabilities, persons in detention, survivors of abuse, children, etc. Members of the production team will be expected to show the highest degree of professional courtesy to all their interlocutors and the persons filmed at all times.

4. Scope of Work

The offered is expected:

- To work in close coordination with the project focal point (OHCHR and UNDP program units) to understand the "access to justice without barriers for persons with disabilities" program in Cambodia;
- To collect a list of contacts of partners and beneficiaries of the project from OHCHR and UNDP program units;

- To identify protagonists and relevant beneficiaries and partners of the program in Phnom Penh, Banteay Meanchey, Battambang and Siem Reap for interview purposes;
- To develop a detailed script and storyboard of the video;
- To conduct the interviews while securing footage from the above-mentioned locations;
- To produce the video in Khmer with English subtitles, sign language interpretation, adding narration, music, dubbing as appropriate;
- The contractor will be expected to find a sign language interpreter for this project.

5. Expected Outputs and Deliverables

No	Outputs	Deliverables	Estimated Duration to Complete (Working Day)	Target Due Dates	Review and Approvals Required (Indicate designation of person who will review outputs and confirm acceptance)
1	**Output 1:** Obtain briefing and contacts from OHCHR and UNDP program units on the "access to justice without barriers for persons with disabilities" program in Cambodia.		05 days	10 January 2020	OHCHR, UNDP project focal points
2	**Output 2:** Creative proposal, including script validation.	Detailed script of the video and video treatment submitted to OHCHR.	10 days	27 January 2019	OHCHR Communications Officer
3	**Output 3:** Interviews conducted, and footage collected.	First offline version of the video submitted to OHCHR.	20 days	24 February 2020	OHCHR Communications Officer
4	**Output 4:** Video produced and finalized.	Video master file delivered to OHCHR	15 days	16 March 2020	OHCHR Communications Officer

6. Institutional Arrangement

- Focal point for this project: Miriam Lang (mlang@ohchr.org) Head of the Rule of Law Unit, OHCHR.

- The focal point will brief the contractor at the start of the project and follow up on a regular basis throughout the assignment.
- The contractor will handle all communications with, relevant NGOs, government officials, disabled people and disabled people's organizations, UN officials, and any other relevant persons to the production of the video.
- *The contractor will be responsible for all costs and arrangements needed for the implementation of the project.* This includes professional fees, living allowances, taxes, travel, logistics, meals, accommodation, transportation of materials, translation, subtitles etc.
- The contractor will be responsible for obtaining his/her own equipment, materials, and any persons s/he would sub-contract for the duration of the assignment. OHCHR Cambodia will not cover any damages or injuries incurred by the production team.

7. Duty Station

Phnom Penh, Banteay Meanchey, Battambang and Siem Reap.

8. Duration of the Work

The work will take place from 31 December 2019 to 31 March 2020 (50 UN working days).

9. Minimum Qualifications of the Successful Contractor at Various Levels

Contractor mandatory requirements:

- At least 10 years of experience in videography and video editing.
- At least 5 years of work experience in Cambodia.
- Proven experience in story development and script writing.
- Experience with major media outlets and organizations an asset.
- Experience in conceptualizing story angles and identifying characters is essential.
- Experience in producing original videos targeting a local audience.

Contractor desirable requirements:

- Experience working with the UN and/or NGOs highly desirable.
- Knowledge of Khmer highly desirable.

STAFF
Experience of key team leader requirements:
Essential:

- High-level degree (Master or equivalent) in media studies, digital communications, political sciences, sociology, video production, or related studies;
- At least 10 years of experience in videography and video editing;

- Advanced knowledge in film editing;
- Proven experience in story development and script writing;
- Experience in conceptualizing story angles and identifying characters;
- Experience in producing original videos targeting a local audience;
- Fluency in English is required.

Desirable:

- Work experience in a developing context with INGOs, UN, or similar;
- Exposure to human rights-related themes in the communications context.

Experience of key support personnel mandatory requirements:

- At least 3 years of working experience in research, media, outreach, communications, CSR, design;
- Experience working on communication related activities in Cambodia;
- Ability to speak and write in English and Khmer;
- Outstanding Khmer copywriting and storytelling ability.

10. Scope of Bid Price and Schedule of Payments

- The contract price is a fixed output-based price regardless of the extension of the herein specified duration.
- In the computation of contract price, applicants must factor in all project costs. No additional project costs above the contract price will be paid. A detailed breakdown of such costs is not required.
- Payments will be made upon submission of the scheduled deliverables/outputs as below:

No	Outputs/Deliveries	Payment Schedule	Payment Amount (% of the contract amount)
1	After finished **Output 1** & **Output 2:** Detailed script of the video and video treatment submitted to OHCHR.	27 January 2020	40%
2	After finished **Output 3** & **Output 4:** Video master file delivered to OHCHR.	16 March 2020	60%

11. Recommended Presentation of Proposal

TECHNICAL PROPOSAL

Interested contractor(s) should submit a proposal containing:

- Agency credentials - 6 pages max;
- Key staff resumes and key qualifications (team leader + at least one key personnel) - 4/5 pages max;
- Proposal should include - 5 pages max.
- Examples of videos produced for a similar project.
- Creative proposal and strategy on how to best highlight the program through a 5-minute

video.

- Tentative timeline – 1-2 pages

12. Criteria for Evaluation of Level of Technical Compliance of Contractor

No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1	**Form 1**: Expertise of service provider	250
2	**Form 2**: Proposed approach and methodology	500
3	**Form 3**: Proposed Personnel	250
	Total	1000

No.	Form 1: Expertise of service provider	Points Obtainable
1	At least 5 years of local work experience with a strong footprint operating in Cambodia consisting of a diverse team of international and national talents.	50
2	Minimum 10 years of experience in video productions in the field of social anthropology, sociology, political sciences and/or human rights, with a distinct focus on youth.	100
3	Very good record of accomplishment in film video production targeting Cambodians (4 films examples/10 points per video) + (10 points for creativity and originality).	50
4	Very good knowledge of Cambodian audience and experience working on minority rights (persons with disabilities, LGBT, ethnic monitories etc.)	50
	Total:	250

No.	**Form 2**: Proposed approach and methodology	Points Obtainable
1	To what degree does the service provider understand the task? Have the important aspects of the task been addressed in sufficient detail?	200
2	Submission of a creative proposal on how to make the video appealing, while integrating all aspects of the project through the narrative.	200
3	Is the presentation clear, is the sequence of activities and the planning logical, realistic, and promise efficient implementation?	100
	Total	500

No.	**Form 3**: Proposed personnel	Points Obtainable
1	**Team Leader (1 person)** - Master's degree or equivalent in media studies, digital communications, political sciences, sociology, video production, or related studies; - At least 10 years of experience in videography and video editing; - Advanced knowledge in film editing; - Proven experience in story development and script writing; - Experience in conceptualizing story angles and identifying characters; - Experience in producing original videos targeting a local audience; - Work experience in a developing context with INGOs, UN, or similar; - Exposure to human rights-related themes in the communications context; - Fluency in English.	200
2	**Key support personnel (02 persons)** - At least 3 years of working experience in research, media, outreach, communications, video production, CSR, design; - Experience working on communication related activities in Cambodia; - Ability to speak and write in English and Khmer; - Outstanding Khmer copywriting and storytelling ability.	50
	Total	250

FINANCIAL PROPOSAL

Proposed budget (total amount and detailed budget breakdown) - 2 pages max.

13. Annexes

Project document for the "Access to justice without barriers for persons with disabilities" program.
Study on access to justice for persons with disabilities in Cambodia.