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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-4149)

Date: 10 September 2013

Country:	Cambodia
Description of the assignment :	Consultant to Produce Video Documentary on Climate Change in Cambodia
Project name:	Communications Unit
Period of assignment/services	25 working days

1. BACKGROUND

United Nations Development Programme (UNDP) in Cambodia is looking for an Individual Contractor to perform the above mentioned assignment. Interested offeror is strongly advised to read the INDIVIDUAL CONSULTANT (IC) PROCUREMENT NOTICE for more detail about term of references, instructions to offeror, and documents to be included when submitting offeror.

Any request for clarification/additional information on this procurement notice shall be communicated in writing to UNDP office or send to email vannara.chea@undp.org or procurement.kh@undp.org. While the Procurement Unit would endeavor to provide information expeditiously, only requests receiving at least 5 working days prior to the submission deadline will be entertained. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

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

To assist you in understanding the requirements of this assignment, scope of work, responsibilities, and description of the proposed analytical work, we have attached hereto the following:

- Terms of Reference (Annex 1)
- The Individual Contract and its General Terms and Conditions (which are available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%204-a_Template%20IC%20and%20General%20Conditions.pdf) or Reimbursable Loan Agreement¹ (which are available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%204-a_Template%20IC%20and%20General%20Conditions.pdf)

¹ RLA is an instrument used to engage individuals that are employed with another legal entity, at the time of their engagement with UNDP. It must be the individual who will decide if the contract should be IC or RLA, not UNDP

[204-b_Template%20RLA%20and%20General%20Conditions.pdf](#)), which you would be expected to sign in the event you are the selected Offeror in this procurement process.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested offeror/individual must submit the following documents/information to demonstrate their qualifications:

- Cover letter: Explaining why the candidate the most suitable for the work;
- Two (2) video documentaries on related topics should be submitted to UNDP Communications Unit (or online link provided) to support the application, as well as one (1) full script finalized;
- Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment and Final all-inclusive price proposal with breakdown of costs as per UNDP template, which is available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%202_Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx;
- UNDP Personal History Form (P11), which is available on UNDP website at http://www.un.org.kh/undp/media/files/procurement/IC/Form%20and%20Template/Annex%203_P11%20modified%20for%20SCs%20and%20ICs.doc;
- Note for Interested Candidates above the age of 62: UNDP regulations require, at their own cost, to undergo a full medical examination including x-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above, but will be requested should the candidate be chosen.

Your offer [proposal/application] should be submitted online through UNDP Online Recruitment System at the URL address http://jobs.undp.org/cj_view_job.cfm?job_id=40268 no later than application submission deadline. **Late application submission will be rejected.**

To submit your offer through UNDP Online Recruitment System, please follow the steps below:

1. Go to above mentioned URL address;
2. Click "Apply Now" button below, fill in necessary information on the first page, and click "Submit Application";
3. Upload your offer. **Please note that UNDP Online Recruitment System allow only one uploading, so please make sure that you merge all your documents into a single file;**
4. You will receive an automatic response to your email confirming receipt of your application by the system.

4. FINANCIAL PROPOSAL

This is Lump sum contracts. Therefore, the interested offeror is requested to submit **Final All-Inclusive Price** with breakdown of costs.

5. EVALUATION

Offerors will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial/Price Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

5. 1. Technical qualification evaluation criteria:

The total number of points allocated for the technical qualification component is 100. The technical qualification of the offeror/individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Experience in producing video, documentary and other media products	30
Script development skills	20
Previous works submitted	20
Knowledge of climate change issues and their relevance to Cambodia	15
Proven experience in Cambodian context	15
Total Technical Obtainable Score	100 points

Only the offeror/candidate who have attained a minimum of 70% of total points will be considered as technical qualified offeror/candidate.

5. 2. Financial/Price Proposal Comparison:

- Only the financial/price proposal of offeror/candidate who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allocated for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price. $[\text{Lowest Price} \times 100 / \text{Other Price under Consideration}] = \text{Points for Other Candidate's Price Component}$.

5.3. Selection Method and Award Criteria:

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. The total score for each offeror will be calculated independently by this formula: $\text{Total Score} = \text{Technical Score} \times 0.7 + \text{Finance Score} \times 0.3$

6. ANNEXES

- ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX I – TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

1) Position Information

Post Title:	Consultant to produce video documentary on climate change in Cambodia
Practice Area:	Support to Communications Unit
Post Level:	National/International resident in Cambodia
Duration of the Assignment:	October-December 2013 (approximately 25 working days)
Duty Station:	UNDP Country Office, Phnom Penh, Cambodia
Expected Places of Travel	Preah Vihear, Kampong Speu, Kratie (approximately 10 working days)
Cluster/Project:	Communications Unit
Supervisor:	Head of Communications Unit

2) General Context

UNDP Cambodia uses communications and advocacy strategies to increase the standing and awareness of its work with partners, the media and the public. UNDP produces promotional materials, publications, stories and video documentary featuring impacts of its work in Cambodia. The materials are regularly distributed to various groups of audience, including partners in the Government, donor community, non-governmental organizations, civil society groups, educational institutions and the Cambodian general public.

Cambodia Millennium Development Goal (CMDG7) focuses on protection of natural resources, reduction of fuel wood use, access to safe water, access to improved sanitation and land security. Cambodia is regarded as one of the most vulnerable countries in the region to the effects of climate change, particularly because of its high dependence on agriculture, which relies on rainfall. The agriculture sector contributes around 31 percent of GDP and engages 84 percent of the population. Challenges are also evident with regards to management of natural resources and eco-systems. Deforestation caused by logging, firewood extraction and land grabbing is a key concern.

To accelerate the achievement of CMDG7, UNDP partners with the Royal Government of Cambodia, non-governmental organizations (NGOs) and local community to strengthen biodiversity conservation, ensure sustainable forest management, generate responses to climate change, promote clean and renewable sources of energy and encourage alternative livelihoods through innovation.

UNDP, together with other development partners, is currently implementing a number of initiatives to contribute to the adaptation and mitigation of CC impact in the country, particularly in rural areas, such as the Cambodian climate change Alliance, climate Resilience in Agriculture and Water project, Sustainable Forest Management project, among others.

3) Scope of Work

Objective:

Given the relevance of climate change UNDP's related projects, this video documentary has been identified as an important tool for showcasing the effort done to adapt the policy framework and the results achieved so far to mitigate climate change impact in Cambodia within rural communities. It

also aims to raise awareness on climate change effects how UNDP is contributing to change the lives of the rural population for the better and reduce poverty in Cambodia.

Audience

Primary audience: donors, Royal Government of Cambodia and NGO community

Secondary audience: general public

Length

15 minutes

Methodology

- The video documentary production must be guided by a script that will describe the flow of topics, people to interview and accompanying footages. The script will be developed by producer (winning bidder) and discussed and agreed with the Communications Unit and the Energy and Environment team of UNDP.
- The documentary shall include the following content:
 1. General information about climate change phenomenon at global level.
 2. Facts and figures to understand its importance and the consequences for Cambodia.
 3. Description of the response; role of UNDP and projects implemented.
 4. Interview with beneficiaries including affected communities and implementing partners.
 5. Achievements and impact in rural population, as well as a broader perspective on the existing needs besides the results achieved.
- Creative combinations of interviews, footages, format and the use of graph, graphic, animation in documenting climate change related topics is highly appreciated.
- The documentary will have two versions:
 - One version in English voiceover (interviews with villagers/project workers shall be kept in Khmer sound bite with English subtitles inserted in the video).
 - One full version in Khmer voiceover.

4) Final Products or Deliverables/Outputs

Based on the scope of work:

- a 15-minute video documentary on climate change, upon receiving written satisfaction from the Communications Unit, will be completed and delivered to UNDP (minimum HD-720p). As well as a separated DVD with the unedited raw footage. Subtitles should not be encrusted in the video, but in separate .srt file.
- Human interest stories reflected in the video documentary must be edited separately into 4/5-minute videos to be used individually according to UNDP's discretion.

20 copies of the DVD, containing the documentary and the human interest stories' cuts, should be submitted at the end of the contract with the proper DVD covers in line with UNDP Corporate Guidelines.

Three field trips should be organized in collaboration with UNDP Communications Unit to visit the project sites, gather further information and interview some local villagers and project representatives. Tentatively, the sites identified are in Kampong Speu, Preah Vihear and Kratie, although during the pre-production stage it may change depending on the project's needs.

The lump sum will be inclusive of all cost related to the travel to those provinces except for transportation, as it will be provided according to UNDP guidelines. The number of days in the provinces are estimated and will depend on the shooting plan, weather conditions, and specific needs.

All rights reserved. UNDP Cambodia will be the only copyright holder, although further uses may be authorized after consultation.

5) Institutional Arrangement

The head of the Communications Unit will have the overall supervision of the contractor's day-to-day performance to ensure it fully complies with the terms of the contract.

6) Monitoring and Progress Controls

- Field research, video shooting plan and draft script
- Final written script
- First cut
- Final cut with sub-titles and 20 copies of the video

7) Payment Milestones

The contract price is a fixed price regardless of the extension and shall be paid as follows:

- First payment of 20% of fixed contract price will be paid within 5 days after submission of acceptance of detailed shooting plan and draft script.
- Second payment of 40% of fixed contract price will be paid within 5 days after submission and acceptance of final cut.
- Third payment of 40% of fixed contract price will be paid within 5 days after submission and acceptance of final product with sub-titles and 20 copies of the DVD, containing the video documentary and the human interest stories' cuts.

The payment is subject to acceptance of work, receipt of certification of payment and performance evaluation have to be signed by the Head of Communications.

8) Minimum Qualifications Requirement

Education:	Minimum Bachelor degree in media and management and social development fields
Experience:	Minimum 5 years of video production, media and communications and previous experience on bio-diversity conservation and its significance for rural livelihood.
Competencies:	<ul style="list-style-type: none">• Knowledge of climate change and its relevance to Cambodia and familiarity with the Millennium Development Goals

	<ul style="list-style-type: none"> • Proven ability to produce high quality video documentaries • Capacity for script development and (narration, interviews, etc.) naturally embedding corporate messages needed • Creativity in packaging narration, footage and interview into a final product
Language Requirements:	English and Khmer, as some interviews with local villagers have to be done. Translation into Khmer might be done by a third party, but under the winning bidder's responsibility.

9) Criteria for Evaluation of Technical Compliance

Evaluation Criteria	Obtainable Score
Experience in producing video, documentary and other media products	30
Script development skills	20
Previous works submitted	20
Knowledge of climate change issues and their relevance to Cambodia	15
Proven experience in Cambodian context	15
Total Obtainable Score	100