

REQUEST FOR QUOTATION (RFQ)

DATE: 30 September 2014
REFERENCE: RFQ-ROAP-2014-006

Dear Sir / Madam:

We are seeking the service provider to produce media outreach tools that consist of 2 video documentaries on UN Women's events in November and on the issue of CEDAW and kindly request you to submit your quotation as per terms of reference/specifications, detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before 9 October 2014, 13:00 hrs. Bangkok Time and via e-mail to the address below:

procurement.bangkok@unwomen.org

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. They must be signed and in .pdf format, free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Conditions	
Payment Terms	30 days upon invoice
Validity of Quotation	<input checked="" type="checkbox"/> 90 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids not permitted
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
Contact Person for Inquiries (Written inquiries only)	ketsara.naunpunyong@unwomen.org
General Conditions of Contract	For Services

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order, UN WOMEN 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 RFQ shall be subject to the General Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** 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.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Procurement Unit

UN Women

Regional Office for Asia and the Pacific

Annex 1: Terms of Reference

Film Documentaries for CEDAW Advocacy

Background

The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), often referred to as the international women's bill of rights, provides a powerful framework and legal obligation for countries to move towards achieving gender equality and the Millennium Development Goals (MDGs). To date, CEDAW has been ratified by 186 countries. Despite widespread ratification of the Convention, however, full implementation of its provisions has lagged. Concluding Observations by the CEDAW Committee, the 15-year Review of the Beijing Platform for Action in 2010 (Beijing+15), and the reviews of the achievements of the MDGs all stress that State Parties need to improve the implementation of CEDAW in order to make gender equality reality.

The Regional Programme "Facilitating CEDAW Implementation towards the Realization of Women's Human Rights in Southeast Asia (CEDAW SEAP)" has been implemented by the United Nations Development Fund for Women (UNIFEM) – now UN Women – since mid-2004. Supported by the Foreign Affairs, Trade and Development Canada (DFATD), the programme covers eight countries including Cambodia, Indonesia, the Lao People's Democratic Republic (Lao PDR), Myanmar, the Philippines, Thailand, Timor-Leste and Viet Nam. The first phase of the programme focused on raising awareness of CEDAW Convention among stakeholders, catalyzing actions for the legislative change, and capacity development for more effective implementation and monitoring of CEDAW commitments.

The CEDAW SEAP's second phase, now renamed "Improving Women's Human Rights in Southeast Asia" builds on the results of the first phase. It will focus on knowledge generation and exchange, stock taking and priority setting for advancing the implementation of CEDAW in the region. The Goal /Ultimate Outcome of the Programme is to reduce discrimination against women in Southeast Asia. Given an intermediate outcome, the programme aims to achieved "Enhanced Southeast Asia regional processes that facilitate CEDAW implementation" by 2016 through following aspects;

- Increased skills and knowledge of government officials and civil society gender experts on CEDAW compliance in development and monitoring new and revised legislative frameworks.
- Increased awareness among formal and informal justice system actors of CEDAW commitments.
- Strengthened monitoring and accountability mechanisms for implementation of CEDAW commitments

Objectives and purposes

In order to maximize awareness raising among formal and informal justice system actors including effectiveness of knowledge exchange through various media tools, UN Women will hire a company to produce media outreach tools that consist of 2 video documentaries on UN Women's events in November and on the issue of CEDAW.

Scope of work

The company will work together with UN Women Regional Office for Asia and the Pacific to produce a documentary film with 10 -15 minute length and short film with 3 minute length on promoting women's access to justice and gender-equality based legislation. The stories will be featuring short interview/key message of CEDAW's stakeholders towards changes of perception, social values and norms that enhance accessibility of women to justice systems and way forward to gender equality-based legislation.

Following are the tasks

- To meet and discuss with UN Women Regional Office for Asia and the Pacific on parameters of the project.
- To develop scripts for the two videos and revise by incorporating comments from UN Women and produce story boards
- To shoot the events, edit and do needed post production tasks.
- To produce video film documentaries, and develop a broadcasting plan
- To design layout of electronic newsletter and propose platform for distribution
- To revise e-newsletter design upon received comments from UN Women

The company will be requested to attend the regional events in October – November 2014 to interview key stakeholders of UN Women for documentary footages.

Deliverables

The selected service provider will be given tasks specifically for following:

Tasks	Expected Deliverables	Time Frame
▪ To meet and discuss with UN Women Regional Office for Asia and the Pacific on parameters of the project.	Draft workplan and script for video documentaries	15 October 2014
▪ To revise scripts by incorporating comments from UN Women and produce story board	Revised scripts and draft story board	20 October 2014
▪ To produce video film documentaries, both full version and short version including the broadcasting plan	Film documentaries and broadcasting plan	20 October – 30 November 2014
▪ To design layout of electronic newsletter and propose platform for distribution	Draft design and layout of e-newsletter and proposed platform for distribution	15 December 2014
▪ To revise e-newsletter design upon received comments from UN Women	Final e-newsletter and active platform for distribution	15 January 2015

Qualifications

- Any legally registered organization, Business Company, non-governmental organization and academic institution with requisite experience and background.
- Minimum 10 years experience in communications, information technology, social media and other relevant areas.
- Experience in consultancy work with multi-national organizations, inter-government organizations, business companies, and the United Nations Agencies is an advantage
- Evidences on past achievement and work portfolio.

Roles and responsibilities of the parties

UN Women will cover cost of professional fee that already included personnel, communications, IT equipment, stationeries, materials and travel costs to meetings. Once the quotation and programme proposal is accepted by UN Women, an Institutional Contract will be offered to the selected service provider.

The selected service provider will work under supervision of the Regional Programme Manager – CEDAW SEAP.

Timeframe

The contract will start on 12 October 2014 to 15 January 2015.