



**Ref: RFP141219-02**

## I. Organizational Context

**UNDP** partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. With offices in more than 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

For over three decades, UNDP has utilized its OECS Regional Country Office in Barbados to partner with the Government of Grenada (GoG), civil society and the people of Grenada to help them find their own solutions to global and national development challenges. UNDP works in the areas of Poverty Reduction, Democratic Governance, Energy and Environment, Crisis Prevention and Recovery, HIV and Development.

To know more about UNDP Barbados and OECS, please visit [www.bb.undp.org](http://www.bb.undp.org)

The Programme on Integrated Climate Change Adaptation Strategies (ICCAS) is being co-implemented by UNDP and GIZ. The overarching objective of the ICCAS Programme is to increase resilience of vulnerable communities and ecosystems to climate change risks in Grenada through integrated adaptation approaches. The Programme targets both government, including its sectorial agencies, and communities already being impacted by climate change. These sectors and communities suffer from droughts and other extreme events associated with climate change. Communities will also benefit from improved services associated with stronger national institutions and service providers.

UNDP will realize the operationalization of the Community Climate Change Adaptation Fund in order to strengthen adaptive capacities through community-based initiatives; and share knowledge and experiences from the Programme to improve understanding and awareness of Climate Change risks and adaptation measures

UNDP-ICCAS is seeking to recruit the services of a Movie / Film Developer to add value to its community outreach and national awareness initiatives for the Period **January 2015 to June 2015**

## II. Functions / Key Results Expected

### Summary of key functions:

- To develop the concept of the Secondary School Climate Awareness Film Competition
- Facilitate the formation of a Film Club
- Provide necessary material and support for ongoing productions
- Organize technical training sessions for Film Clubs on Climate Change awareness and provide support all productions for the period



- Monitor the progress at all schools and provide technical support throughout the movie making process

## III. Specific Deliverables

- Secondary School Climate Awareness Competition
- Film Club established in all secondary school in Grenada

## IV. Impact of Results

The results have a substantial impact on the effectiveness of the ICCAS success and outreach efforts, enhancing the visibility, raising awareness and understanding of Climate Change Adaptation and the project's objectives with the media and among the general public. This also contributes to objective of promoting national ownership of the initiative among stakeholders in Grenada.

## V. Competencies

### CORPORATE:

- Demonstrates integrity and fairness by modeling values and ethical standards of UNDP, implementing partners and donors;
- Promotes vision, mission and strategic goals of UNDP, implementing partners and donors;
- Displays cultural and gender sensitivity and adaptability;
- Treats all people fairly and without favoritism.

### FUNCTIONAL:

- Demonstrates very good understanding of and experience film production;
- Outstanding oral and written communications and editing skills, with proven ability to meet tight deadlines
- Communicates sensitively, effectively and creatively across different constituencies;
- Very strong organizational and planning skills;
- Familiarity with UNDP and UN system;

### BEHAVIORAL:

- Strong initiative-taker;
- Very effective at multi-tasking;
- Focuses on impact and results;
- Consistently approaches work with energy and a positive, constructive attitude;
- Identifies opportunities and builds strong relationships with clients and partners;
- Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others.

## VI. Documents to be Submitted at the Time of Proposal

- Reference of last 2 relevant projects completed or ongoing with contact details: email id, mobile number, organization / institute / company and designation;
- Background information about the company / individual, other similar projects handled and CVs of the key personnel who will be engaged in this assignment;
- A section explaining the organization's competence and experience in handling similar assignments;
- Proposed strategy / methodology, work plan, timeline and budget for the assignment;
- Detailed budget for substantive components related to the activities (e.g. equipment and facility rental, publication and printing fees etc.)

## VII. Criteria for Assessment of Proposals

Agencies or Individuals are required to submit technical and financial proposal, separately. Agencies or Individuals scoring highest cumulative score in Technical and Financial evaluations will be awarded with the contract. Technical and Financial evaluation will carry 70% and 30% weightages, respectively.

Technical proposals will be evaluated as per the criteria given below:-

1. Expertise of the Firm/ Individual [30 marks]
2. Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [20 marks]
3. Qualification of Key Personnel proposed for the assignment [20 marks]

Financial proposal will be opened of only those agencies, which scores 70% or above in the technical evaluation.

## VIII. Submission of Technical and Financial Proposals

Deadline:

Proposal should be submitted by email ONLY to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) no later than **19<sup>th</sup> December 2014 at 4:30 p.m. Eastern Caribbean Time (GMT-4)**

Electronic submissions ONLY must be provided by email to [procurement.bb@undp.org](mailto:procurement.bb@undp.org), as follows:

- Subject line must contain "Company/person name – RFP141219-02"
- Submissions must be one (1) email containing two (2) separate attachments:  
"Confidential Technical Proposal"



### “Confidential Financial Proposal”

- Both attachments must be password-protected (i.e. requiring password to open file – Word or PDF) - a different password for each file
- Other documents submitted in the email i.e. Cover Letter, Offeror’s Letter, CV, etc. do not need to be password-protected
- Technical Proposal password should be submitted to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) on: - **Monday 22 December 2014 between 9:00 a.m. and 1:00 p.m. Eastern Caribbean Time (GMT-4)** with the following subject line: “Company/person name – RFP141219-02: Technical Password”
  - The Technical Proposal password must not be submitted prior to this period
  - If the password is not submitted during this period, your proposal may not be considered
  - The password for the financial proposal must be submitted ONLY if requested

### CLARIFICATIONS

Any request for clarification must be sent to the email address indicated above by 16 October 2014. The UNDP Barbados and the OECS Procurement Unit will post responses to questions on the UNDP Procurement website

<http://www.bb.undp.org/content/barbados/en/home/operations/procurement/> including an explanation of the query without identifying the source of inquiry.

### DEADLINE EXTENSIONS AND AMENDMENTS

UNDP may, at its discretion, extend the deadline for the submission of Quotations. UNDP also reserves the right to cancel any Request for Proposal (RFP) previously published at any time. Potential bidders will be notified of deadline extensions, amendments or cancellations at <http://www.bb.undp.org/content/barbados/en/home/operations/procurement/>