



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant – Video Producer

Date: 30 January 2015

Ref. No. UNDP/PN/01/2015

Country: Nepal

Description of the assignment

Under the overall supervision and guidance of the Communications Unit, the videographer/editor may have to:

- Film background footages/ film interviews
- edit raw footages and prepare finished product
- prepare script with professional voice over and narration
- ensure subtitling and other required services to prepare a finished product
- incorporate feedback from the Communications Unit and make modifications accordingly while preparing the final product
- Transcribe video and translate to and from Nepali/English
- The video pieces will be between 3-10 minutes in length
- Travel within and outside Kathmandu for shooting video

Project name: UNDP Nepal

Period of assignment/services (if applicable): This process will result in entering into a Long Term Agreement (LTA) for a period of two years, with the possibility of extension for additional one year, based on satisfactory performance.

Duty Station: Kathmandu, Nepal with possible travel to any district outside Kathmandu valley.

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/01/2015 – National Consultant – Video Producer, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **08 February 2015**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: registry.np@undp.org. Request for clarification must be sent by 03 February 2015. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Interested candidates can download the Procurement Notice, detailed Terms of Reference (Annex I), General Condition of Contract for the services of Individual Contractors (Annex II) and P11 Form (Annex III) from the UNDP website:

<http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>

Please submit your application at the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Experience and competencies:

- Prior experience of work with UN agencies or any other international organization, especially in audiovideo production
- Proven ability to produce video under tight deadlines
- Knowledge on development issues in Nepal reflected by the service provider' prior experience in producing documentaries on development issues in Nepal
- Experience working for national and international media
- Has well-equipped video shooting/editing studio and HD cameras etc.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and P11 template annexed to this letter. Financial proposal indicating unit cost (inclusive of travel, living allowances when travel outside Kathmandu valley).
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

Note:

- a. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP).
- c. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

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.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Criterion A: <ul style="list-style-type: none">Prior experience of work with UN agencies or any other international organization, especially in audiovideo production	20%	20
Criterion B: <ul style="list-style-type: none">Proven ability to produce video under tight deadlinesKnowledge on development issues in Nepal reflected by the service provider' prior experience in producing documentaries on development issues in Nepal	20%	20
Criterion C: <ul style="list-style-type: none">Has well-equipped video shooting/editing studio and HD cameras etc.	20%	20
Criterion D: <ul style="list-style-type: none">Experience working for national and international media	10%	10
<u>Financial</u>		
<ul style="list-style-type: none">Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified consultant with the lowest bid offered.

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

*** The method of evaluation is a desk review of P11. Please highlight in the P11 form major report you have prepared (but don't attach them at this time).**

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3 – P11 FORM

ANNEX 4 – OFFEROR'S LETTER

Terms of Reference For Video Producer

UNDP's projects carry out activities in several locations across Nepal. Communications Unit produces videos to disseminate information about UNDP project activities. The videos are shared through YouTube, website and social media and also screened in different events.

For producing videos of UNDP's works, UNDP in Nepal will require a videographer and editor to help with editing and producing videos of its activities. The main objective of the consultancy service is to produce professional video documentaries on UNDP works.

Under the overall supervision and guidance of the Communications Unit, the videographer/editor may have to:

- Film background footages/ film interviews
- edit raw footages and prepare finished product
- prepare script with professional voice over and narration
- ensure subtitling and other required services to prepare a finished product
- incorporate feedback from the Communications Unit and make modifications accordingly while preparing the final product
- Transcribe video and translate to and from Nepali/English
- The video pieces will be between 3-10 minutes in length
- Travel within and outside Kathmandu for shooting video

The consultant will require to submit three different quotes:

- 1) For filming, editing, subtitling and providing finished product after incorporating feedback;
- 2) Only editing, subtitling and providing finished product after incorporating feedback. This does not involve filming/shooting.
- 3) For filming, editing, subtitling and providing finished product, including costs for travel and accommodation.

Tentatively 36 videos, out of which 12 videos may include travel to districts, outside Kathmandu valley, are planned for production in the period of 36 months. The videographer/editor will have separate contact for each assignment and will be paid per video. The deliverables will have to be approved by the designated supervisor from UNDP Communication Unit.