

Terms of Reference

Consultancy Title: Audio-Visual Production (International)

Project Name: Enhancing resilience of communities in Solomon Islands to the adverse effects of climate change in agriculture and food security-Strogem Waka Lo Communiti for Kaikai (SWoCK)

Duty Station: Honiara

Duration of the Contract:

- 45 working days, (including Travelling days & Weekends)
- Commencement date: 13th July 2015 to 26th August 2015

Objectives:

1. To develop script for five video documentaries
2. To shoot video footage for five video documentaries on PMU agreed thematic areas
3. To produce one video documentary for 15-20 minutes long on PMU agreed thematic areas
4. To produce four short video documentaries (7-10 minutes long) on PMU agreed thematic areas

Background

As a Least Developed Country, Solomon Islands is one of the most vulnerable countries to the predicted impacts of climate change. The Solomon Islands National Adaptation Program of Action (NAPA) to address the effects of climate change (2009) identified agriculture and food security as one of the most vulnerable sectors requiring urgent attention. The project entitled “Enhancing Resilience of Communities in Solomon Islands to the Adverse Effects of Climate Change in Agriculture and Food Security” (or locally “Strogem Waka lo Community fo Kaikai (SWoCK)”) addresses the NAPA priority and will contribute to enhancing resilience of the agriculture sector to maintain and improve food security in the country. The objective of the project is to strengthen the ability of communities in Solomon Islands to make informed decisions and manage likely climate change driven pressures on food production and management systems. In particular, the project will lead to the following key results (outcomes);

- 1) Promote and pilot community-adaptation activities enhancing food security and livelihood resilience in pilot communities in at least 3 selected regions;
- 2) Strengthen institutions and adjusted national and sub-national policies related to governing agriculture in the context of a range of climate change futures; and
- 3) Foster the generation and spread of relevant knowledge for assisting decision-making at the community and policy-formulation level.

Scope of work/Expected Output:

The purpose of this consultancy is to produce five high quality video documentaries on agreed themes based on the work of AF-SWoCK Project in selected project sites. Specifically the consultancy must involve:

- Development of clear concepts for five video documentaries based on PMU agreed themes;
- Development of script and storyboard for five video documentaries
- Conducting interviews with relevant individuals, organizations or community representatives
- Field visit to selected project sites ()
- Conduct and manage video shooting
- Submitted draft video documentaries to Practical Action for review and feedback.
- Provide debrief to SWoCK Project on draft videos for review
- Produce 5 high quality video documentaries in both DVD and AVI format

Hence the consultant is expected to contribute to the following results:

Key Deliverables

1. A detailed work-plan for completion of the consultancy
2. A detailed concept plan for 5 video documentaries based on agreed themes
3. Final script for 5 video documentaries (1x 15-20 minutes long, 4 x 7-10 minutes long)
4. Provide a report on field visit and presented copies of draft video footage and interviews to SWoCK Project
5. Conduct a debrief meeting with SWoCK Project Team after Practical Action feedback
6. Produce a high quality video documentary for 15-20 minutes on agreed theme in DVD and AVI format
7. Produce four high quality short video documentaries for 7-10 minutes on agreed themes in DVD and AVI format

Resources Provided:

- Consultant to provide own laptop and workspace.

Supervision/Reporting :

The consultant is expected to work under the direct supervision of the AF-SWoCK Project Manager with guidance from the UNDP Environment Portfolio and Director of Climate Change Division - MECCDM and Director Research of Ministry of Agriculture & Livestock - MAL in Honiara, Solomon Islands.

Requirement for Qualifications & Experience:

Education	<ul style="list-style-type: none">• A Bachelor's Degree in Media/Communication
Experience:	<ul style="list-style-type: none">• At least 3 years of experience in audio-visual recording, editing and media production.• Good understanding of social development field and preferably on climate change issues in the Pacific region• Demonstrated technical knowledge and skills on video making process and be able to apply different tools and techniques to produce high quality audio-visual products• Excellent management and data entry skills• Excellent project management experience with the ability to plan within given resources.• Familiarization with UNDP processes/procedures or similar experience with international donors would be a bonus
Language Requirements:	<ul style="list-style-type: none">• Excellent oral and communication skills• Excellent interpersonal and negotiation skills to deal effectively with a range of key stakeholders.

Proposal Requirements

Technical Proposal

Interested applicant should submit the following documents:

- **Technical proposal** including a **P11 form** (available on the UNDP website; www.undp.org.fj), an **updated current CV**, **contact details of at least three referees** and a **cover letter** setting out how the applicant meets the selection criteria, and a **proposed approach and methodology**)
- **Letter confirming availability and Interest** using UNDP template (available on the UNDP website: www.undp.org.fj)

Financial Proposal

The Consultant is requested to provide a quotation or the fees/cost (in USD) for the services which will be rendered using the following format.

Daily consultancy rates	A daily consultancy rate proposed by the consultant
Air Ticket Estimate (UNDP will reimburse based on actual costs)	To and from Home country To and from respective duty station & Project sites in the Provinces.
Living Allowance	Based on the number of days spent at the respective duty station
Other miscellaneous expense	Please state clearly

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days).

Payment Schedule:

Payments	Deliverables	Target Dates
1 st Payment	Ten percent (10%) of the total contract will be paid on submission of a PMU approved work plan	16 th July 2015
2 nd Payment	Ten percent (10%) of total contract be paid on submission of a PMU approved detailed concept plan for 5 video documentaries based on agreed themes	18 th July 2015
3 rd Payment	Ten percent (10%) of total contract be paid on submission of PMU approved script for 5 video documentaries (1x 15-20 minutes long, 4 x 7-10 minutes long)	23 rd July 2015
4 th Payment	Twenty percent (20%) of total contract be paid on submission field visit report with copies of draft video footage and interviews to SWoCK Project	30 th July 2015

5 th Payment	Ten percent (10%) of total contract be paid after submission of debrief report with SWoCK Project Team after Practical Action feedback	6 th August 2015
6 th Payment	Twenty percent (20%) of total contract be paid on submission of final 15-25 minutes long video documentary on PMU approved theme in DVD and AVI format	13 th August 2015
7 th Payment	Twenty percent (20%) of total contract be paid on submission of final four 7-10 minutes long short video documentaries on PMU approved themes in DVD and AVI format	20 th August 2015

EVALUATION

Evaluation Method

Evaluation

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below: 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 weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 70% out of 100% in technical evaluation would be considered for the Financial Evaluation

Criteria	Points
1. Technical	70%
Qualification <ul style="list-style-type: none"> A Bachelor's degree Media/Communication and field relevant to the objectives and expected outputs of this assignment. 	15%
Experience <ul style="list-style-type: none"> At least 3 years of experience in audio-visual recording, editing and media production Good understanding of social development field and preferably on climate change issues in the Pacific region Demonstrated technical knowledge and skills on video making process and be able to apply different tools and techniques to produce high quality audio-visual products Excellent management and data entry skills Excellent project management experience with the ability to plan within given resources. Familiarization with UNDP processes/procedures or similar experience with international donors would be a bonus 	45%

Competency <ul style="list-style-type: none"> • Excellent oral and communication skills • Excellent interpersonal and negotiation skills to deal effectively with a range of key stakeholders. 	10%
2. Financial Proposal	30%
Cumulative	100%

Submission:

1. Deadline of application submission: 29th June 2015

All applications must be submitted either electronically to lucas.toro@undp.org, or addressed under confidential cover to:

AF-SWoCK: Audio-Visual Production Consultant (International)

Attention: Lucas Toro, Procurement Assistant

UNDP, 1st floor, City Centre Building, Mendana Avenue, Solomon Islands

Incomplete application will not be considered and only candidates for whom there is further interest will be contacted.

Contact Address: *For further information concerning this Terms of Reference, on email lucas.toro@undp.org/ telephone +677 27446 ext. 236 at United Nations Development Programme Honiara Sub-office, 1st Floor City Centre Building, Mendana Avenue, Honiara.*