

## REQUEST FOR QUOTATION (RFQ)

### Video Documentary Production Services on Women's Economic Empowerment and Inclusive Growth & Migration

DATE: 24 June 2015

REFERENCE: RFQ-ROAP-2015-009

Dear Sir / Madam:

We are seeking the services of Video Documentary Production Services on Women's Economic Empowerment and Inclusive Growth & Migration and kindly request you to submit your quotation as per terms of reference, detailed in Annex 1 of this RFQ.

Quotations may be submitted on or before 6 July 2015 and via *e-mail* to the address below:

**[procurement.bangkok@unwomen.org](mailto: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	120 DAYS
Preliminary Examination - Completeness of quotation.	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)	<a href="mailto:ruchika.bahl@unwomen.org">ruchika.bahl@unwomen.org</a> (subject/ content related queries) <a href="mailto:procurement.bangkok@unwomen.org">procurement.bangkok@unwomen.org</a> (procurement related queries)
General Conditions of Contract	For <a href="#">Goods and Services</a>

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

### **Background**

UN Women's work on women's economic empowerment seeks to inform reform of macro-economic policies and policies that have the potential to bring economic security and rights to vulnerable women. This includes policies that advance land and inheritance rights for women, and legal and social protection for migrant and domestic workers in origin and destination countries to reduce the potential for exploitation and abuse. UN Women has a vibrant history of supporting initiatives that enhance economic opportunities for women, while also build the capacity of economic institutions and networks to provide women with resources. The Asia Pacific Regional Office is in the process of consolidating all the pathways of macro/microeconomic policies and social analysis into a single stream of policy and programming.

### **Scope of Work**

UN Women is seeking a filmmaking company/organisation to assist with two key deliverables for the Women's Economic Empowerment (WEE) Unit.

- The production of a short video (approximately 10 minutes) on ***Women's Economic Empowerment (WEE) and Inclusive Growth***. The video will target the general public and convey a simple message on the meaning and landscape of women's economic empowerment and how it impacts economies nationally and regionally. The video shall showcase the relevance of economic participation by women not just to enhance their agency and empowerment but to contribute to economic growth both at the national and regional level. The video will require relevant animations/motion graphics utilizing the UN Women logo. It would cover all of ASEAN but could focus on a sample of receiving and sending countries as case studies.
- The production of a short video (approximately 10 minutes) on ***Women Migrant Workers in ASEAN***. The video is expected to feature and focus on the role of women migrant workers in ASEAN across diverse sectors, the conditions of work and their contribution to economic growth. The documentation would also capture the role of remittances, changing shifts in gender roles and structures visa via migration, impact of migration on the empowerment and agency of migrant women and girl children in the family. The video will require relevant animations/motion graphics utilizing the UN Women logo. It would

cover all of ASEAN but could focus on a sample of receiving and sending countries as case studies.

<b>Deliverables</b>	<p><b>Short videos with stakeholder interviews on</b></p> <ul style="list-style-type: none"> <li>• <b><i>“Women’s Economic Empowerment (WEE) and Inclusive Growth”</i></b> The visual documentation will demonstrate the various aspects of the Women’s Economic Empowerment through short interviews with about ten stakeholders in selected ASEAN Countries in addition to the narrative. The final product shall be submitted within six months of the commencement of the Contract.</li> <li>• <b><i>“Women Migrant Workers in ASEAN”</i></b> The short films will demonstrate the various aspects of the “Inclusive Growth and Women Migrant Workers” through short interviews with about ten stakeholders in selected ASEAN Countries in addition to the narrative. The final product shall be submitted within six months of the commencement of the Contract.</li> <li>• Developing the content of scripts based on UN Women reports and literature shared by UN Women.</li> <li>• All the scripts will be in English and the films will require subtitles in four languages that are Cambodian, Laotian, Burmese and Vietnamese.</li> <li>• <b>DVD copies:</b> 200 DVDs containing <u>2</u> deliverables including DVD authoring (DVD artwork and DVD menu) and 50 additional copies of the short films shall be submitted within six months of the commencement of the Contract.</li> </ul>
<b>Activities/ Tasks</b>	<ul style="list-style-type: none"> <li>• Develop inception/concept note, design and plan of action for the execution and delivery of the products.</li> <li>• Assemble available materials footage including films, photographs, animation, graphics on the topics in focus</li> <li>• Develop the Video’s Overall Concept</li> <li>• Script and Produce - a final product 10 minute video</li> <li>• Produce Videos in English.</li> </ul>

- All the scripts will be in English and the films will require subtitles in four languages that are Cambodian, Laotian, Burmese and Vietnamese.
- DVD copies: 200 DVDs containing 2 deliverables including DVD authoring (DVD artwork and DVD menu) and 50 additional copies of the short films shall be submitted within six months of the commencement of the Contract.

**Video on “Women’s Economic Empowerment (WEE) and Inclusive Growth”**

will demonstrate the various aspects of the Women’s Economic Empowerment through short interviews with about ten stakeholders in selected ASEAN Countries in addition to the narrative. The final product shall be submitted within six months of the commencement of the Contract.

- The video will capture the various aspects of Women’s Economic Empowerment and allude to the following areas that are impeding gender equality in ASEAN member states,
- Inclusive growth, macroeconomic policies and social protection,
- Sustainable development in particular with a focus on green economics and climate change,
- Trade, agriculture, rural development, rural women, and
- Employment and migration, labour market conditions and informal sector; domestic labour.

**Video on “Women Migrant Workers in ASEAN”** will demonstrate the various aspects of “Inclusive Growth and Women Migrant Workers” through short interviews with about ten stakeholders in selected ASEAN Countries in addition to the narrative. The final product shall be submitted within six months of the commencement of the Contract.

The video is expected to feature and focus on the role of women migrant workers in ASEAN across diverse sectors, the conditions of work and their contribution to economic growth. The documentation would also capture the repercussions of unsafe migration, role of remittances, changing shifts in gender roles and structures visa via migration, impact of migration on the empowerment and agency of migrant women and girl children in the family. The video will require relevant animations/motion graphics utilizing the UN Women logo. It would cover all of ASEAN but could focus on a sample of receiving and sending countries as case studies.

**2. Any other tasks/ activities resulting for the delivery and completion of the above listed activities.**

	<p>UN Women will assist in the scheduling of interviews and meetings with the relevant stakeholders through its selected country programme offices. Post-production will require animation and motion pictures involving the Programme logo. This film will be used by UN Women Regional Office and Headquarters at regional conferences as well as other stakeholder events, and for online platforms.</p> <p><b>3. DVD copies</b></p> <p>UN Women requires 200 copies of DVDs containing <b><u>both short video</u></b> deliverables including DVD authoring (DVD artwork and DVD menu) and labelling and individually packaged in standard black keep case.</p>
<b>Personnel / Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Tertiary qualification required in a relevant field (for example, communications, information technology, animation, social media and other relevant areas);</li> <li>▪ Demonstrated experience in shooting and producing videos, documentary films, 10 minute long format films and promotional materials with social messaging. Proof of experience will be submitted with quotation.</li> <li>▪ Ability to produce high quality broadcast video on tight deadlines on a variety of different issues and subject matters;</li> <li>▪ At least 5 years of proven technical experience for the cameramen/editors involved in the production;</li> <li>▪ Ability to operate or dispatch a single member team (“one man band”) that can produce and film on location without any other supervision except for liaison with UN Women</li> <li>▪ An excellent command of the spoken and written English language is essential</li> <li>▪ Excellent communication, interpersonal and liaison skills</li> <li>▪ Previous experience working in development agencies (previous work in producing similar products with the UN is an asset but not mandatory)</li> <li>▪ Able to work effectively with UN Women</li> <li>▪ Proven ability to meet deadlines</li> <li>▪ Able to work in a culturally diverse environment and with a clear understanding of the South East Asia context</li> </ul>
<b>Roles and responsibilities of the parties</b>	<p>UN Women will coordinate logistics and assist in the setting up of interviews in selected ASEAN Countries.</p>
<b>Timeframe and location</b>	<p>The Contractor will be engaged over a six-month period (tentatively 1 August – 31 January 2016 – maximum of 45 working days) to complete the expected deliverables. Payments will be made upon receipt of deliverables</p>

	<p>as per the payment schedule below and certification of payment duly signed by Regional Program Manager on Migration.</p> <ol style="list-style-type: none"> <li>1) 30% of the total remuneration will be paid upon delivering the inception/concept note, design and plan of action for the execution and delivery of the products. (Target Date: 15 August 2015)</li> <li>2) 30% of the total remuneration will be paid upon delivery of the of the <u>first draft copy</u> of the 2 films. (Target Date :1 October 2015)</li> <li>3) 40% of the total remuneration will be paid upon delivery of the <u>final master copy</u> of the 2 films with 200 copies of the DVDs containing all deliverables, and a hard drive with all the raw footage and any photographs. (15 December 2015)</li> </ol> <p>Location: Home-based and travel to attend the meetings and subject interviews as required by hiring unit. The travel will include visit to Vietnam, Cambodia, Laos, Myanmar, Malaysia and Thailand.</p>
<b>Communication and reporting obligations</b>	<p><b>Reporting requirements</b></p> <p>The contractor will report to the Regional Programme Manager, Migration and will work closely with the Communications Campaign Coordinator, WEE Unit and the Media and Communications team of UN Women ROAP.</p> <p>The contractor is required to submit monthly reports of the progress of Services to UN Women ROAP on 5<sup>th</sup> of the following month. The reports will cover the progress made in the provision of the Services, identification of unforeseen issues or areas of concern, delays in the provision of the Services, causes of such delays and proposed measures to correct such causes.</p>

### **Copyright**

- UN Women has non-exclusive world rights in perpetuity
- Consent must be secured from UN Women before the Company/individual posts any video materials from this project on the wire or any public channel.

### **Evaluation Method:**

Quotations will be evaluated based on UN Women Lowest-Price Technically Compliant methodology. The contract will be awarded to the supplier who meet the requirements and provide the lowest price.

### **Evaluation Criteria:**

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the evaluation criteria mentioned under Personnel / Qualifications section.

**Submission of quotation:**

Interested firms should submit a quotation in response to the TOR, which should include the following:

- Cover Letter stating how to meet the selection criteria in the TOR
- Quotation with breakdown of different Budget lines to produce the video including the estimated travel related costs to Vietnam, Cambodia, Laos, Myanmar, Malaysia and Thailand.
- Crew composition (Names, Address, Telephone/Fax number, Email address) if applicable
- Related projects in the last 3 years (Name of Project/clients, Project size/amount in USD, Project duration (start to end))
- Three references with full recent contact details
- At least 3 sample videos on DVD or online