



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 May 2016

Reference: LEB/CO IC/ 90/16

Country: Lebanon

Description of the assignment: Provision of individual services of a Communication Consultant for the Development of Documentary on the UNDP DRM Unit.

Project name: Strengthening Disaster Risk Management Capacities in Lebanon with special focus on Refugee-hosting, High-risk local authorities – Phase III.

Period of assignment/services: A maximum of 15 working days that shall be completed within a maximum of 2 months from contract signature.

Proposals should be submitted to the below e-mail address no later than **24 May 2016 at 11:59 P.M Beirut Local Time.**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
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E-Mail:	procurement.lb@undp.org

Any request for clarification must be sent in writing to the e-mail indicated above. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Lebanon is subjected to a range of natural hazards. Earthquake and an associated tsunami pose the risk of a single mega natural disaster. In addition numerous small-scale disasters including floods, forest fires, land-slides and drought occur frequently. The vulnerability of the Lebanese population to both large and small scale disaster threats is compounded by the meager presence of the government's ministries in peripheral regions, un-planned urban expansion, lack of enforcement of building codes and regulations for land use, and a range of environmental factors such as rapid deforestation, poor sanitation, infiltration of sea water into ground aquifers and environmental pollution. The political instability in the region implies that Lebanon is also vulnerable to sudden influxes of mainly Internally Displaced Peoples (IDPs) such as what happened during the 2006 June war, as well as the influx of refugees from neighboring countries. At present, Lebanon is home to about 1.6 million Syrian refugees, many of whom are residing in areas prone to natural hazards. The coincidence of a natural hazard such as an earthquake with civil strife or another form of political conflict may have catastrophic consequences.

In addition to the rising risks of natural hazards, Lebanon faces man made threats in the form of wars, internal strife, and terror attacks. In May 2009, UNDP and the Lebanese Government represented by the Prime Minister signed a project document on "Strengthening Disaster Risk Management Capacities in Lebanon". The project aimed to help the Lebanese Government develop its disaster management and corresponding risk reduction strategy.

In order to achieve its outcome "mainstreaming disaster preparedness and management in national development framework strategies in Lebanon", the project needed to evolve through two main phases between 2009 and 2015 to provide a stable platform for future developments.

Phase III of the project, which stretches between 2016 – 2018, builds on the accomplishments made and aims to further "Help the Government of Lebanon in establishing effective national institutions; including disaster risk information and disaster risk management systems, to increase societal resilience against disasters, especially in refugee-hosting high risk within at the local level".

The Outputs of Phase III are:

1. National governance for disaster risk reduction improved through establishment of institutional mechanisms, instruments and technical capacities;
2. Capability of stakeholders increased to undertake risk-sensitive development planning based upon advance risk information systems;
3. Resilience of Refugee-hosting, high-risk municipalities enhanced against risks of disasters and civic conflicts;
4. Support the development of national recovery strategy and national capacities to implement post-crisis recovery programmes.

To this end and within the scope of highlighting the work of the UNDP DRM Unit in supporting the Lebanese Government build it resilience and raising awareness on disaster risk reduction actions and accomplishments at the national, sector/ministry and local levels along with the partnership of different stakeholders and donor support the project will require the services of a communication consultant to produce a documentary that summarizes key results, success and best practices of the UNDP DRM Unit.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the supervision of the “Strengthening Disaster Risk Management Capacities in Lebanon” Project Manager, the communication consultant will develop a DRR documentary movie that highlights the UNDP DRM Unit major working themes that will be used in its different visibility and awareness activities to include:

- Develop the documentary film’s overall concept and scenario to familiarize viewers with the DRR overview; to highlight the risks of hazards in Lebanon and their potential consequences through graphics based on facts and figures; and to spread awareness on the role of individuals in DRR (how to be informed, prepared and involved);
- Interview selected interviewees for the film in order to show Lebanon’s commitment to Disaster Risk Management and the UNDP DRM Unit vision and mission, by exposing the unit’s achievements and future projects as well as introducing the beneficiaries of the project, its partners and donors;
- Develop the documentary script and storyboard to be used in the film and promote DRR tools (Website, mobile application, work within sectors and governorates);
- Perform appropriate video filming and shoot interviews with selected persons;
- Present a draft documentary to UNDP Project Manager for comments about contents;
- Produce 3-5 minutes FINAL documentary film in DVD as well as a summary promotional DVD version of 1-2 minutes long.

Targeted audience:

The main targeted audience is the public at large.

The secondary targeted audience are the partners (decision makers, agencies, ministries, local authorities), donors and beneficiaries.

Documentary Key Messages:

The documentary shall deliver the following key messages to the targeted audience:

1- Not every hazard should be a disaster everyone has a role to play (20 -30seconds):

Explain the concept of disaster risk reduction, and the risks Lebanon faces by using graphics of facts, figures and map of major hazards and incidents. The message should be delivered in a creative and attractive way that will leave impact on the targeted audience.

2- Lebanon's Commitment in DRM (30 -40 seconds):

Government message (Prime Minister, Secretary General...) that portrays the vision and commitment towards Lebanon's resilience.

UNDP message (Mr. Lazzarini, Luca Renda ...) that highlights UNDP's work and collaboration.

3- A day with UNDP DRM Unit: (1-2Min)

A story showing the process and actions of the unit in prevention (Risk Assessments- CNRS, mobile application), preparedness (field work interview with governors and partners, workshops and trainings; feedback from participants), response (NRP, response plans, NOR, operation rooms including interviews of beneficiaries sector and regions) and recovery (CDR...).

This story shall highlight major accomplishments of the unit.

Also it shall highlight on the role of donors in supporting the UNDP DRM Unit to accomplish its objectives in a creative way.

4- The way forward: (30 seconds)

Explaining the Sendai Framework for Disaster Risk Reduction 2015-2030 and its priorities along with the new PD 2016-2018 Outputs.

Showing in a creative way the role that should be played by individuals in making homes, schools, work places more resilient based on three steps: Be informed, be prepared and get involved.

Intellectual Property

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the UNDP DRM Unit, which the communication consultant may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the UNDP DRM Unit who shall have exclusive rights over their use.

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree in Audio visual and communication or relevant field

II. Years of experience:

- Minimum of five years' work experience in the area of film/reporting/documentary writing, producing, directing and editing.

III. Competencies:

- Excellent technical capacities to ensure smooth and high-quality production (video production staff, owner of its own video production studio or a documented proof of an access to a rented video studio);
- Experience in working with UN agencies, NGOs and local authorities, working in the local development and public administration field;
- History of performance excellence regarding themes/target groups that are the same as/similar to the above mentioned ones;
- Ability to operate under pressure and meet deadlines;
- Ability to effectively apply high production and technical standards for the purpose of maintaining high levels of professionalism;
- Similar successful materials filmed.

IV. Language Requirements:

- Fluency in Arabic and English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

(I). Technical **Proposal**:

- (i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**
- (ii) **Explaining why** you are the most suitable for the work
- (iii) Provide a brief **methodology** on how you will approach and conduct the work
- (iv) Personal **CV** including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

- 20% of the total amount of the contract upon submission of the inception report and UNDP acceptance.
- 20% of the total amount of the contract upon submission of the draft documentary and UNDP acceptance.
- 60% of the total amount of the contract upon submission of the final documentary revised and approved documentary by UNDP.

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.

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.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

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 technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Advanced university degree in of Audio visual and communication or relevant field 		10
<ul style="list-style-type: none"> Minimum of three years' work experience in the area of film/reporting/documentary writing, producing, directing and editing 		10
<ul style="list-style-type: none"> Excellent technical capacities to ensure smooth and high-quality production (video production staff, owner of its own video production studio or a documented proof of an access to a rented video studio); 		15

<ul style="list-style-type: none"> Experience in working with UN agencies, NGOs and local authorities, working in the local development and public administration field 		10
<ul style="list-style-type: none"> History of performance excellence regarding themes/target groups that are the same as/similar to the above mentioned ones 		15
<ul style="list-style-type: none"> Ability to operate under pressure and meet deadlines 		10
<ul style="list-style-type: none"> Ability to effectively apply high production and technical standards for the purpose of maintaining high levels of professionalism 		10
<ul style="list-style-type: none"> Similar successful materials filmed 		10
<ul style="list-style-type: none"> Fluency in Arabic and English. 		10
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

**ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE
INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**