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Date: 18 August 2016

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for individual consultants and individual consultants assigned by consulting firms/institutions

Country:	Viet Nam
Description of the assignment:	01 International or National Consultant for Film production – “One day in the life of a UN Volunteer in Viet Nam”
Project name:	United Nations Volunteers (UNV)
Period of assignment/services (if applicable):	22 days during the period of August – September 2016
Tender reference:	1-160802

1. Submissions should be sent by email to: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org) no later than: **25 August 2016 (Hanoi time)**.

**With subject line: (1-160802) Consultant for Film production**

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

### Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.
  - Maximum size per email is **7 MB**.
  - Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or 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.
2. Please find attached the relevant documents:
    - [Terms of Reference \(TOR\)](#)..... (Annex I)
    - [Individual Contract & General Conditions](#)..... (Annex II)
    - [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm)..... (Annex III)
    - [Guidelines for CV preparation](#)..... (Annex IV)
    - [Format of financial proposal](#)..... (Annex V)
  3. Interested individual consultants must submit the following documents/information **(in English, PDF Format)** to demonstrate their qualifications:
    - a. **Technical component:**
      - Signed CV including among others (i) proof of any previous relevant work carried out and (ii) Detailed list of your services and specific areas of expertise.

- A brief presentation of “consultancy concept” to make a case of why you should be selected;
- Web links to two short films, preferably on a development-related theme, which you have made.
- Reference contacts of at least past 4 clients for whom you have rendered preferably the similar service including their names, titles, addresses, e-mails, telephone numbers

**b. Financial proposal (with your signature):**

- The financial proposal shall specify a total lump sum amount in **US Dollar** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex VII.
- Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.
- If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.

4. Evaluation:

The technical component will be evaluated using the following criteria:

**Mandatory criteria:**

Education: postgraduate or bachelor's degree in communications, media, international development or related areas. A number of years of equivalent work experience may be accepted in lieu of this requirement.

Only consultants meeting this requirement will be shortlisted for further evaluation.

**Other criteria:**

Consultant's experiences/qualification related to the services		
	Criteria	Maximum Points
1	Demonstrable expertise and experience in film-making techniques	300
2	Ideas presented for concept	250
3	Planning and organizing	100
4	Motivation	100
5	English Language	100
6	Knowledge of contents and context	100
7	Vietnamese Language	50
	<b>TOTAL</b>	<b>1000</b>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared. The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component.

The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e.  $S_f = 1000 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)

“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:

- Personal History
- International consultant whose work involves travel is required to complete the course on Basic Security in the Field and submit certificate to UNDP before contract issuance.

Note: The Basic Security in the Field Certificate can be obtained from website: <https://training.dss.un.org/consultants>. The training course takes around 3-4 hours to complete. The certificate is valid for 3 years.

- Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel. (This is not a requirement for RLA contracts).
- Release letter in case the selected consultant is government official.

## 6. Payment

UNDP shall effect payments to the consultant (by bank transfer to the consultant’s bank account provided in the vendor form (Annex V) upon acceptance by UNDP of the deliverables specified the TOR.

First payment: 20% of contract value will be paid upon receipt and acceptance of the concept developed, including a script and story board in English (or local language with English subtitles as needs be)

Final payment: 80 % contract value will be paid upon receipt and acceptance of all videos completed and finalized, delivered to UNV Field Unit in formats specified in TOR Section 3.3

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

Note: For national consultants, the contract shall be in Vietnam Dong (using UN exchange rate).

7. Your proposals are received on the basis that you fully understand and accept these terms and conditions.



## **TERMS OF REFERENCE (TOR)**

### **Film production – “One day in the life of a UN Volunteer in Viet Nam”**

**Location:** Da Nang, Viet Nam/ editing home-based  
**Type of Contract:** Individual Consultant  
**Post Level:** International/National Consultant (selection based on qualifications and offer)  
**Languages Required:** English, Vietnamese would be an asset  
**Starting Date:** 29 August 2016  
**Estimated Duration of Initial Contract:** 22 days  
**Expected End of Assignment:** 19 September 2016

#### **1. BACKGROUND**

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism. UNV is active in around 130 countries every year. With Field presences in over 80 countries. UNV is administrated by the United Nations Development Programme (UNDP) and reports to the UNDP Executive Board.

Every year, UNV directly mobilizes almost 7,000 UN Volunteers to serve either in their own countries or abroad. These UN Volunteers contribute to the peace and development projects and initiatives of 36 United Nations system partners. About 82 per cent of UN Volunteers come from countries of the global South. More than 30 per cent of UN Volunteers are assigned within their own countries.

UNV also operates an Online Volunteering service, which connects United Nations entities, civil society organizations and public institutions directly with highly capable and motivated individuals who provide their support over the internet.

UNV is headquartered in Bonn, Germany and has approximately 150 staff positions – with the majority in Bonn and some positions with different UN peacekeeping and political missions, and in other regional offices (Bangkok, Dakar, Nairobi and Panama) as well as Liaisons offices (New York and Tokyo).

#### **2. ORGANIZATIONAL SETTING:**

The Communications Section focuses on clear and effective messaging to increase the visibility and impact of UNV. It documents the status of volunteerism and its contribution to development, raises awareness of volunteerism and its contribution to development among UNV stakeholders, encourages support of volunteerism for development, including observation of International Volunteer Day on 5 December each year, and produces and promotes materials (websites, annual reports, videos, etc.) to highlight UNV's support for volunteerism for development and its contribution to partners' development and programming objectives. The Section plans to produce a series of videos under the title “One day in the life of a UN Volunteer” for communications purposes, including screening at the UNV's Partnership Forum to be held in Bonn on 13-14 October 2016.

UNV has a field presence in Ha Noi, Viet Nam, the UNV Field Unit (FU), who will support film production from Hanoi and in Da Nang as necessary.

#### The Context: Basic information for developing the concept

Around 7,000 UN Volunteers are assigned around the world in projects collaborating for peace and development. There are usually 22-25 UN Volunteers serving in Viet Nam on UN Projects at any given time. At the moment, only one national UN Volunteer is serving in Da Nang, hosted by UN Women and placed with a partner's office.

**Option 1 (First choice) (Option 2 to be mentioned only in case Option 1 cannot be implemented)**

National Coordinator Officer, for the regional programme Partners for Prevention (P4P), assigned to UN Women. Following him around Da Nang for a day would well illustrate “the patient work with communities on an extremely important topic – Engaging Men and Boys in GBV prevention, linked to SDG 5”. His assignment was covered on the UNV’s corporate web <http://www.unv.org/en/news-resources/doc/un-joint-programme-helps.html>.

### **3. OVERALL OBJECTIVE OF THE PRODUCTION OF THE VIDEO**

While the film has to positively reflect the life, work and impact of a UN Volunteer through his/her eyes and those of her/his environment, it is also highlighting the capacity of UNV to respond to the needs of UN agencies in accomplishing their mandate.

UNV aims to insert content relevant to this UNV assignment in Viet Nam, including mention of the respective partnership, if possible, and demonstrate the value added of integrating volunteerism in UN programming. Ideally, the film will be premiered at the UNV Partnership Forum in October 2016 at UNV Headquarters in Bonn, Germany. This forum, will assemble hundreds of UNV donors, partners or future partners from private and public sectors.

### **4. DUTIES AND RESPONSIBILITIES:**

1. In cooperation with the Communications Chief and the Communications Analyst, a definitive concept will be developed that will include a script and story board, reflecting the life, work and contribution to the project of the selected UN Volunteer.

2. In agreement with the Communications Chief and the Communications Analyst, a story board will be developed, agreed upon and edited into a finalized product in various formats (to be agreed with team before production) to be owned and stored by UNV:

- i. One general teaser video: of about 1 min. in English or in the local language with English subtitles.
- ii. One full length video of 6 (up to 8) minutes in English or local language with English subtitles.

3. At least two hours of raw footage that will be owned (and stored) by UNV. An agreed script and scene sequence will be shot, according to a script and story board agreed in step 1. At least 30 still images (photos with embedded captions in high resolution and low resolution) will also be produced per activity OR location OR day of filming.

The Consultant will liaise regularly with the UNV Communications Section to ensure the video messages are consistent with the UNV and IVD brands, missions and aims. A calendar with regular meetings will be determined at the beginning of the contact.

### **5. DESCRIPTION OF RESPONSIBILITIES/DELIVERABLES**

- Specific deliverables include the following:
- Develop appropriate video concept, storylines and scripts;
- Revise the concept, storylines and scripts to incorporate comments from the UNV Communication Section;
- Ensure quality and accuracy of footage (based on agreed concept) for all agreed locations;
- Ensure the timely production of all videos: carry-out the editing/post-production of the HD videos;
- Submission of all original documentary footage (raw material);
- Submission of DVD copy, Web-standard file format, HD/SD copy;
- Work in close collaboration with UNV to ensure that the videos are ready for the Partnership Forum that will take place in October 2016.

### **6. DELIVERABLES, APPROXIMATE DUE DATE**

1. The concept developed, including a script and story board in English (or local language with English subtitles as needs be) **by 5 Sept;**
2. Three to five days of filming (in the selected location(s)) **by 10 Sept** (to happen 3 days during the week of 5 Sept);
3. At least two hours of raw footage and at least 30 still images (photos with embedded captions in high resolution and low resolution) are provided to UNV **by 14 Sept;**
4. Up to four (consecutive) drafts of the videos produced according to the agreed upon story board **by 15 Sept;**

5. All videos completed and finalized, delivered to UNV Field Unit in formats specified in TOR Section 3.3 by 17 Sept;
6. All necessary adjustments finalized in agreement with UNV Communications Section by 19 Sept.

## 7. PROVISION OF MONITORING AND PROGRESS CONTROLS

The UNV Communications Section is the entity commissioning the video and will provide required technical guidance. The UNV Field Unit (FU) in Viet Nam will be the in-country reference for the consultant and for UNV Communications Section, keeping regular contacts (in person, via phone and via email) as needed and ensuring that the below timeline (as in section 5 above) for reporting and deliverables requirements is followed and administrative procedures completed. The UNV FU will support the consultant's work on location and follow up as needs be and agreed by all parties.

1. The concept developed, including a script and story board in English (or local language with English subtitles as needs be) by 5 Sept;
2. Three to five days of filming (in the selected location(s)) by 10 Sept (to happen 3 days during the week of 5 Sept);
3. At least two hours of raw footage and at least 30 still images (photos with embedded captions in high resolution and low resolution) are provided to UNV by 14 Sept;
4. Up to four (consecutive) drafts of the videos produced according to the agreed upon story board by 15 Sept;
5. All videos completed and finalized, delivered to UNV Field Unit in formats specified in TOR Section 3.3 by 17 Sept.
6. All necessary adjustments finalized in agreement with UNV Communications Section by 19 Sept.

Any adjustment to this timeline should be discussed with UNV Communications Section and other relevant parties. The UNV FU should be informed of progress at any time based on needs and agreements.

The Consultant will liaise regularly with the UNV Communications Section to ensure the video messages are consistent with the UNV brand, missions and aims. A calendar with regular meetings will be determined at the beginning of the contract.

## 8. ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP will provide administrative support to the selected candidate for matters such as visa to Viet Nam (if needed) and payment.

The UNV FU will support obtaining necessary permits for film-making by liaising with partners as required.

Applicants should familiarize themselves with UNV by referring to UNV's corporate website at [www.unv.org](http://www.unv.org), noting links to UNV videos on You Tube, and our page on UNV branding at [www.unv.org/branding/tools](http://www.unv.org/branding/tools), as well as visiting the UNV Viet Nam website (<http://un.org.vn/unv/>) and Facebook page (<https://www.facebook.com/VolunteersInVietnam/>). Particular attention should be paid to the following article: [http://www.un.org.vn/unv/index.php?option=com\\_content&task=view&id=291&Itemid=1](http://www.un.org.vn/unv/index.php?option=com_content&task=view&id=291&Itemid=1).

## 9. CONSULTANT'S COMPETENCIES

- Demonstrable creative flair in producing audiovisual concepts and products related to humanitarian and development issues;
- The ability to communicate (verbal and written format) effectively in English; preference will be given to candidates who can also offer a working understanding of Vietnamese;
- Ability to work under tight deadlines, under pressure, use initiative, and manage own workload, especially when juggling several projects at the same time;
- Ability to work flexibly in a multicultural team setting and to work in a cross-departmental manner, building consensus with colleagues.

## 7. CONSULTANT'S EXPERIENCE:

- Filming in Asia Pacific/Viet Nam/other developing countries;
- Knowledge of South East Asia/Viet Nam is an asset;
- Knowledge of the UN Women's work and gender issues in Viet Nam is an asset;
- Previous experience in Viet Nam or working with gender equality;
- Experience of using newer versions of Final Cut Pro or similar software for editing digital video;

- Knowledge of the UN system and working experience in developing countries specifically in video production is desirable;
- Familiarity with UNV or other related volunteer organizations and a commitment to their vision, mission, and values is an asset.

## **8. REQUIRED EDUCATION AND LANGUAGES FOR CONSULTANT**

Education: postgraduate or bachelor's degree in communications, media, international development or related areas. A number of years of equivalent work experience may be accepted in lieu of this requirement.

Only consultants meeting this requirement will be shortlisted for further evaluation.

Language Requirements: fluency in written and spoken English is essential; knowledge of Vietnamese is an advantage.

## **9. EVALUATION CRITERIA FOR AWARD OF CONTRACT**

The contract shall be awarded to the consultant achieving the highest combined technical and financial scores. Only those who pass the 70% technical evaluation score will be considered for financial evaluation. Interviews will be used to determine the technical competencies of the shortlisted candidates for technical scores.

Excellent digital audiovisual filming and editing skills are prerequisites for consideration.

Only consultants with relevant experience in supplying similar services will be considered qualified.

## **10. APPLICATION PROCEDURE**

Applicants are required to submit the following:

- At least four references from previous clients who we can contact to seek references, including their names, addresses, e-mail, telephone numbers;
- A brief presentation of "consultancy concept" to make a case of why you should be selected;
- Web links to two short films, preferably on a development-related theme, which you have made.
- Detailed CV including among others (i) proof of any previous relevant work carried out and (ii) Detailed list of your services and specific areas of expertise.

## **11. PAYMENT TERMS:**

The consultant should include all production related costs into the price proposal: Technical equipment, accommodation and living costs on the footage locations, related consumables (DVD copies).

Payment shall be settled as per following milestones:

- 20% contract value will be paid upon receipt and acceptance of the concept developed, including a script and story board in English (or local language with English subtitles as needs be)
- 80 % contract value will be paid upon receipt and acceptance of all videos completed and finalized, delivered to UNV Field Unit in formats specified in TOR Section 3.3

## **Annex VI**

### **GUIDELINES FOR PREPARING CV**

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING YOUR CV:

Limit the CV to 3 or 4 pages

NAME (First, Middle Initial, Family Name)

Address:

City, Region/State, Province, Postal Code

Country:

Telephone, Facsimile and other numbers

Internet Address:

Sex, Date of Birth, Nationality, Other Citizenship, Marital Status

Company associated with (if applicable, include company name, contact person and phone number)

#### **SUMMARY OF EXPERTISE**

Field(s) of expertise (be as specific as possible)

Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)

Credentials/education/training, relevant to the expertise

#### **LANGUAGES**

Mother Tongue:

Indicate written and verbal proficiency of your English:

#### **SUMMARY OF RELEVANT WORK EXPERIENCE**

Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary. References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

#### **UN SYSTEM EXPERIENCE**

If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

#### **UNIVERSITY DEGREES**

List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

#### **PUBLICATIONS**

Provide total number of Publications and list the titles of 5 major publications (if any)

#### **MISCELLANEOUS**

Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.

Please ensure the following statement is included in the resume and that it is signed and dated:

I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE UNDP/UNOPS OR ITS AGENT TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME.

(Signature)



## **Annex VII**

### **FINANCIAL OFFER**

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of USD .....

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

#### **Cost breakdown:**

<b>No.</b>	<b>Description</b>	<b>Number of days</b>	<b>Rate (USD)</b>	<b>Total</b>
1	Consultancy fee			
2	Out of pocket expenses			
2.1	Travel			
2.2	Per diem			
2.3	Full medical examination and Statement of Fitness to work for consultants from and above 62 years of age and involve travel – (required before issuing contract). *			
2.5	Others (pls. specify).....			
	<b>TOTAL</b>			

*\* Individual Consultants/Contractors who are over 62 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from **an UN-approved doctor** prior to taking up their assignment.*

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month                      of year

Signature