



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 20, 2019
	REFERENCE: UNDP/RFP/06/2019

Dear Sir / Madam:

We kindly request you to submit your Proposal to produce a short-animated video documentary covering the entire electoral process. for **Electoral Support Project (ESP)**. The detailed Terms of Reference (ToR) is attached as Annex 4.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **5:00PM Wednesday, September 11, 2019** , by hand delivery/courier mail to the address below:

United Nations Development Programme
UNDP/RFP/06/2019 – Development of mobile application
UNDP Registry, UN House,
Pulchowk, Lalitpur, Nepal.

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP 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 RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. 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.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Niraj Shrestha

Assistant Resident Representative (Operations)

UNDP – Nepal

20 August 2019

Description of Requirements

Context of the Requirement	<p>ESP has been supporting the ECN in electoral and voter education activities since 2008. It has supported the Commission to conduct and disseminate information about the electoral process, prepared various documentaries related to the Nepalese elections in the past and disseminated them through the national and regional media.</p> <p>Video documentary is an innovative means of transferring knowledge and information to wider audience. Visual information has multiple benefits: it is easily accessible to people with Internet; platforms like social media have enhanced accessibility of video documentaries; they can be disseminated widely and across borders; and they can easily engage the youth and marginalized communities. ESP, therefore, intends to prepare a short video documentary to document the entire electoral process of Nepal, which will then be used as a tool for electoral, civic and voter education.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	To produce a short-animated video documentary covering the entire electoral process.
List and Description of Expected Outputs to be Delivered	<p>The selected organization is expected to complete the following outputs:</p> <ul style="list-style-type: none"> • Submit a storyboard and script for the video documentary to ESP for approval before filming; • Present draft 2 D animation video to the ESP team; • The Contractor is expected to submit the detail timeline; • The videos should include sub-titles, narration, background score/music, and infographics where possible and should comply with our visibility & branding guidelines; • Provide one copy of 2D video compatible for social media; • The 2D animation should be in HD 1080p; • Present a complete 2D video documentary version, and hand over one master copy version along with all photographs in USB drive and two extra copies with the extra raw footage for the project's future usage; • Submit editable and workable files of complete animation.
Person to Supervise the Work/Performance of the Service Provider	GESI and Outreach Advisor

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal
Expected duration of work	2 Months between September - November 2019
Target start date	September 2019
Latest completion date	November 2019
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> Required
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> Required

Names and curriculum vitae of the human resources as outlined in the TOR including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required				
Firm's list of Equipment that would be used for 2D animation	<input checked="" type="checkbox"/> Required				
At least two 2D animated documentaries produced in the past	<input checked="" type="checkbox"/> Required				
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)				
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> <i>must be exclusive of VAT and other applicable indirect taxes</i>				
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Upon submission of a final storyboard and script for the video documentary of the project;	20%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Upon submission of the first draft of the video; and	40%		
	Upon submission of all of the deliverables, including the final video.	40%		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Portfolio Manager			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal – 1000 points</u> <input checked="" type="checkbox"/> Expertise of the Firm - 250 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 350 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 400 points Financial Proposal – 300 points To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.			

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁷ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁹	<i>Procurement Unit UNDP Nepal Email: query.procurement.np@undp.org</i> Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/06/2019 – Production of Animated Video Documentary , on or before 5:00PM, 29 August 2019. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html . Inquiries received after the above date and time shall not be entertained. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁸ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</p> <p>The outer envelope shall be</p> <p>Addressed to:</p> <p>Deputy Resident Representative United Nations Development Programme UN House, Pulchowk Lalitpur, Nepal</p> <p>Marked with: UNDP/RFP/06/2019 – Production of Animated Video Documentary for ESP</p>
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Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	25%	250
2	Proposed Work Plan and Approach	35%	350
3	Personnel	40%	400
			1000

I. Expertise of firm / organisation submitting proposal (Points obtainable 250 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	50
1.2 Litigation and Arbitration history	10
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	40
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	18
1.5 Quality assurance procedures, warranty	32
Sub total (1.1 to 1.5)	150
1.6 Relevance of: (Points - 137)	
- Specialised Knowledge	35
- Experience on Similar Programme / Projects	40
- Experience on Projects in the Region	12
- Work for UNDP/ major multilateral/ or bilateral programmes	13
Sub Total for 1.6	100
Total for Expertise of firm / organisation submitting proposal (I)	250
II. Proposed Work Plan and Approach (Points obtainable 350 Points)	
2.1 To what degree does the Offeror understand the task?	40
2.2 Have the important aspects of the task been addressed in sufficient detail?	30
2.3 Are the different components of the project adequately weighted relative to one another?	25
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	50
2.5 Is the conceptual framework adopted appropriate for the task?	45
2.6 Is the scope of task well defined and does it correspond to the TOR?	75
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
Total for Proposed Work Plan and Approach (II)	350
III. Personnel (Points obtainable 400 Points)	
3.1 Director/Producer	
Should have directed at least 5 documentaries related to development	50
Relevant training/certification in direction/film making	30
Relevant training/certification in production/film making	30

Knowledge of Nepali language	15
Sub Total for Task Manager	125
3.2 Graphic Designer	
Should have 5 years of experience in graphic designing	20
Should be able to maintain consistent graphical content in 2D animation	30
Experience in production of animated videos will be added advantage	20
Knowledge of Nepali language	5
3.3 Script-Writer	
Should have developed scripts for at least 5 documentaries related to development	20
Knowledge of Nepali language	20
3.4 Editor	
Should have edited at least 5 documentaries or similar kind of videos.	30
Should be proficient in using editing software such as Adobe Premier, after effects or others	20
Knowledge of Nepali language	5
3.5 Illustrator	
Should have 5 years of experience in character development, scene development, story board creation.	30
Should have at least worked in 5 similar type of animated videos	15
Knowledge of Nepali language	5
3.6 Animator	
Should have at least 5 years of experience in 2D animation or similar type of animation works.	40
Should be familiar with “character rigging” and background animation.	10
Knowledge of Nepali language	5
Sub Total for Experts	275
Total for Personnel (III)	400
Grand Total (A+B+C)	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Latest Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Upon submission of a final storyboard and script for the video documentary of the project;	20%	
2	Upon submission of the first draft of the video; and	40%	
3	Upon submission of all of the deliverables, including the final video.	40%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component:

SN	Activities	Unit	Rate	No. of Days	Total NPR
A	Key Human Resources				
A1	Director/Producer				
A2	Graphic Designe				
A3	Script-Writer				
A4	Editor				
A5	Illustrator				
A6	Animator				
	Sub Total A				
B	Production costs (Please provide detailed cost breakdown)				
B1	Animated Documentary	Lump sum			
B2	Actors for voice over (if necessary)	Lump sum			
	Sub Total B				
C	Other costs				
C.1	Communications	Lumpsum	N/A	N/A	
C.2	Equipment rental cost	Lumpsum	N/A	N/A	
	Sub Total C				
D	Total (A+B+C)				
E	VAT 13%				
	Grand Total (D+E)				

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.

Proposal will be disqualified if it does not follow the above price schedule format.

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

Annex 3

General Terms and Conditions of Contract

TERMS OF REFERENCE (TOR)

Production of a Short-Animated Video Documentary on Nepal's Electoral Process

1. Background

The Electoral Support Project (ESP) focuses on long-term institutional capacity development of the Election Commission, Nepal (ECN) for conducting credible, inclusive and transparent elections in response to the request from the Government of Nepal. ESP is currently in its second phase, from 2012 -2019. The first phase was from 2008 -2012.

ESP has been supporting the ECN in electoral and voter education activities since 2008. It has supported the Commission to conduct and disseminate information about the electoral process, prepared various documentaries related to the Nepalese elections in the past and disseminated them through the national and regional media.

Video documentary is an innovative means of transferring knowledge and information to wider audience. Visual information has multiple benefits: it is easily accessible to people with Internet; platforms like social media have enhanced accessibility of video documentaries; they can be disseminated widely and across borders; and they can easily engage the youth and marginalized communities.

ESP intends to prepare a short-animated video documentary to document the entire electoral process of Nepal, which will then be used as a tool for electoral, civic and voter education. The documentary will be disseminated widely through the ECN website and social media to make people aware about the process of elections. Hence ESP is supporting ECN to develop an animated video documentary and seeks a qualified and competent video documentary developer.

2. Overall objective of the assignment:

The overall objective of the assignment is to produce a short-animated video documentary which covers the entire electoral process. It will capture all the major steps of elections in Nepal so that it can be incorporated in the election programmed of educational institutions and organizations. It will also highlight the best practices of election processes.

The key target audience of the video documentary include:

- First time voters, youth;
- Election Management Bodies (EMB)s;
- Political parties and their sister organizations, youth wings;
- Non-Governmental Organizations (NGO), Community Based Organizations (CBO)s,
- Media, journalists and other election stakeholders;

- National and international observers;
- Training institutions etc;
- Education Institutions (Schools, Colleges and Universities)
- Lay Nepali audience, including people from marginalized communities.

The key messages to disseminate through the video include:

- The documentary will highlight the major steps involved during an election.
- It will try to explain the sequences of an election, which will be helpful to the EMB and the election stakeholders and audience.
- The documentary will provide information on the voting procedure of Nepal.

3. Specific Tasks for the Service Provider

Under the overall guidance of the Chief Technical Advisor, the Service Provider will work in close coordination and supervision of the Senior Electoral Advisor, **Gender Social Inclusion** (GESI) and Outreach Advisor, Communications & Reporting Officer, Graphics Officers and support from ESP team. The service provider will produce a documentary as detailed below:

- **Around 15 Minutes** 2D animation Video highlighting the general electoral processes. The key messages of this video will be to inform about stages and process of an election. The electoral process covers the following steps:

- Legal Framework
- Voter Registration
- Announcement of the Election Day
- Election Timeline
- Candidate Nomination
- Election Campaign
- Polling
- Counting
- Announcement of Results

- **The major tasks-**

Development: The contractor will work closely with ESP and take suggestions of ECN to learn about election activities processes and understand the electoral process in Nepal. With this background, the contractor will generate initial ideas, propose storyboards, and possible scripts for the films in dialogue, in collaboration with ESP and ECN. The work during this phase may be conducted remotely from the start of the contract in August.

Pre-production: The contractor will work closely with ESP and ECN to select characters and background. During this period, the contractor, in consultation with ESP and ECN, will further develop ideas, storyboards, and scripts. ESP expects pre-production work to be conducted remotely and face-to-face in late **September**.

Production: The contractor will create 2D animations and photographs (if required) during September. ESP anticipates that the contractor will spend her/ his time on collecting production materials like, collecting related photographs and videos for reference, creating animation, writing scripts, creating characters for 2D animation. As per the script, in close coordination with ECN and ESP. First round of production should be done by the end of October 2019.

Post-production: The contractor will work closely with ESP and ECN during the editing phase to finalize the films. The work during this phase may be conducted remotely.

Distribution: The contractor will deliver to ESP one or more external hard drives with the final films and photographs as well as all raw footage. In addition, ESP may request the contractor to upload certain films and photographs to an Internet website. The contractor is not responsible for further distribution of the films or photographs.

- **The video documentary will have sub-titles, narration, and basic infographics as required. The primary language of the video will be Nepali.**

The consultant firm/team will be required to:

- Finalize the script and storyboard conceptualized and drafted by ESP team;
 - Create background, scenes and character for 2D animation;
 - Prepare infographics;
 - Arrange for a voice-over in the Nepali language;
 - Include sub-titles in the English language;
 - Arrange for authentic background music, with full respect to the Intellectual Property Rights;
 - Present a draft documentary to ESP for review and comments; edit the documentary as suggested by ESP/ECN; and
 - Produce a FINAL 2D animated video documentary.
- **In case the footage needs to be purchased from other companies, the contracting firm will solely be responsible for the payment of these footages.**

4. Output /Deliverables

- Submit a storyboard and script for the video documentary to ESP for approval before filming;
- Present draft 2 D animation video to the ESP team;
- The Contractor is expected to submit the detail timeline;
- The videos should include sub-titles, narration, background score/music, and infographics where possible and should comply with our visibility & branding guidelines;
- Provide one copy of 2D video compatible for social media;
- The 2D animation should be in HD 1080p;
- Present a complete 2D video documentary version, and hand over one master copy version along with all photographs in USB drive and two extra copies with the extra raw footage for the project's future usage;

- Submit editable and workable files of complete animation.

5. Required Qualifications and Experience of the Service Provider

The consultancy firm will be required to have:

- At least three years of experience working in similar field;
- Extensive experience in producing development work related 2D animated documentaries with the aim of reaching both local and international audiences. The firm should have produced at least 5 -2D animated documentaries/ videos in the areas of development and governance sector
- Excellent technical capacities (should be able to use updated software and equipment, where necessary).
- Knowledge of the elections and electoral processes of Nepal will be an added advantage
- Additional experience in areas of development communication such as producing advocacy materials, will also be an added advantage.
- Highly qualified and experienced team members comprising of Director/ Producer, Script Writer, Editor, Graphic Designer, Illustrator and Animator. The required expertise for the team members is illustrated in the table below:

S.N.	Role	Requirements
1.	Director/ Producer	<ul style="list-style-type: none"> • She/ He should have directed at least 5 documentaries related to development • Relevant training/certification in direction/film making • Willingness to go the field and interact with the communities • Relevant training/certification in production/film making
2.	Graphic Designer	<ul style="list-style-type: none"> • She/ He should have 5 years of experience in graphic designing • Experience in production of animated videos will be added advantage • Should be able to maintain consistent graphical content in 2D animation
3.	Script-Writer	<ul style="list-style-type: none"> • She/he should have developed scripts for at least 5 documentaries related to development works • Good writing skills
4.	Editor	<ul style="list-style-type: none"> • She/he should have edited at least 5 documentaries or similar kind of videos. • Should be proficient in using editing software such as Adobe Premier, After Effects and others
5.	Illustrator	<ul style="list-style-type: none"> • She/he should have 5 years of experience in character development, scene development, story board creation. • Should have at least worked in 5 similar type of animated videos
6.	Animator	<ul style="list-style-type: none"> • She/ he should have at least 5 years of experience in 2D animation or similar type of animation works. • Should be familiar with “character rigging” and background animation.

A. Duration of the Assignment

The assignment should be completed by 15 November 2019.

B. Intellectual Property

All information pertaining to this project (documentary, audio, photos, animations, infographics, project documents) belonging to the ESP, which the Service Provider firm may come into contact within the performance of his/her duties under this consultancy shall remain the property of ESP who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to any third party nor used in whatever form without written permission of ESP.

C. Contractual arrangements and supervision

ESP will provide overall guidance, and the team will provide the necessary support and supervision. ESP's GESI and Outreach Advisor will be the key focal point who will work closely with the team ensuring that outputs are produced as agreed and within timeframe.

ESP as the Client shall provide necessary support to the Service Provider in order to execute the assignment during the duration of the consultancy. These shall include:

- i. Access to relevant project documents necessary for execution of the duties under this consultancy;

D. Payment

The payment will be made in three instalments:

- 20% of the payment will be made after the submission of a final storyboard and script for the video documentary of the project;
- 40% of the payment will be made after the submission of the first draft of the video; and
- 40% of the payment will be made after the submission of all the deliverables, including the final video.

E. Application Procedure

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest, stating why you consider your firm suitable for the assignment; and a brief methodology on the approach and implementation of the assignment and schedule;
- Personal CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects;
- Work references - contact details (e-mail addresses) of referees (firms for whom you have produced similar assignments);
- Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment; and
- The technical and financial proposals must be submitted in sealed envelopes.

F. Company Legal Requirements (Please note that all the following are a MUST and lack of any of them will render a firm's submission unacceptable):

- Company registration certificate
- PAN/VAT registration Document
- TAX Clearances Certificate
- CV of the proposed human resources
- Short technical proposal
- Financial Proposal indicating budget breakdown
- Firm's list of Equipment that would be used for 2D animation
- At least two 2D animated documentaries produced in the past.