



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 2, 2019
	REFERENCE: UNDP/RFP/08/2019

Dear Sir / Madam:

We kindly request you to submit your Proposal to produce a short film on the participation of voters in the 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 Thursday, September 19, 2019**, by hand delivery/courier mail to the address below:

**United Nations Development Programme**  
**UNDP/RFP/08/2019 – Production of Short Film**  
**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](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

02 September 2019

## Description of Requirements

Context of the Requirement	<p>The UNDP 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.</p> <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>The ECN has successfully completed three tiers of elections including of the president and vice president in 2017/2018. With the participation of election stakeholders, it conducted an election review in all seven provinces. Incorporating the recommendations, ECN and ESP is planning to prepare a short film on the participation of voters in the electoral process for wider dissemination and future use.</p> <p>ESP is now seeking the services of a firm/company to prepare a short film on elections to capture the attention of the citizens and develop their awareness on the need to vote as well as participate in the electoral process. The short film will, therefore, need to be informative about the electoral process as well as motivational to seek to generate interest and participation from the voters during elections. The short firm should be approximately 45 minutes long and spread awareness through voter and civic education.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	To produce a short film on the participation of voters in the electoral process
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>• Hold inception meetings with ESP and ECN for development, sharing and approval of the concepts, modalities and logistics;</li> <li>• Work closely with ESP and ECN (and partners) to identify messages and concepts to be featured in the film prior to the documentation;</li> <li>• Write script, screenplay and dialogues of the film and share with ESP and ECN;</li> <li>• Shoot footage as per the storyline including voters, ECN, political parties and other electoral stakeholders;</li> </ul>

<sup>1</sup> 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.

	<ul style="list-style-type: none"> <li>• All three tiers of elections, including National Assembly elections, as well as presidential and vice presidential elections, should be covered;</li> <li>• Popular national artists (both male and female) need to be featured in the short film. The national artists need to be someone who is a positive role model in society. The service provider will need to make the arrangements for this;</li> <li>• Edit the footage produced as per the approved video concept;</li> <li>• Submit the first draft of the film to the UNDP ESP and ECN for feedback and approval.</li> <li>• Revise the film as per UNDP ESP and ECN feedback.</li> <li>• Add subtitles in English;</li> <li>• Submit the final edited copy to UNDP ESP;</li> <li>• Submit the final web-upload ready versions of the short film;</li> <li>• Hold a final meeting with UNDP ESP and ECN on outcomes of short film production along with sharing experiences and learning for the future.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	<b>GESI and Outreach Advisor</b>
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	Nov 30 2019
Travels Expected	As per storyline
Special Security Requirements	<input checked="" type="checkbox"/> <b>Others: Not Applicable</b>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> <b>Others: Not Applicable</b>
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> <b>Required</b>

activities/sub-activities	
Company Registration Certificate	<input checked="" type="checkbox"/> <b>Required</b>
Years of Experience	<input checked="" type="checkbox"/> <b>Required (at least 7 years of proven experience in visual production, short film making in social and development issues).</b>
Company Profile	<input checked="" type="checkbox"/> <b>Required</b>
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> <b>Required</b>
VAT/PAN Registration	<input checked="" type="checkbox"/> <b>Required (in case of the companies and firms)</b>
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> <b>Required (at least 7 best projects undertaken)</b>
Relevant examples of visual productions	<input checked="" type="checkbox"/> <b>Required (at least 5)</b>
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> <b>Required</b>
List of popular national artists (both male and female) to be featured in the short film	<input checked="" type="checkbox"/> <b>Required</b>
Names and curriculum vitae of the <b>human resources as outlined in the TOR</b> including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b>
Firm's list of Equipment that would be used for Short film	<input checked="" type="checkbox"/> <b>Required</b>
Currency of Proposal	<input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.)</b>

Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> <b>90 days</b>  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"/> <b>Not permitted</b>				
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release	
	upon the submission of concept note and action plan	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 the submission of final approved Script, Screenplay and dialogue	30%			
	upon the submission of draft video for review.	30%			
	Upon submission of the final report	20%			
Person(s) to review/inspect/	<b>Portfolio Manager</b>				

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

<sup>3</sup> 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.

approve outputs/completed services and authorize the disbursement of payment	
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b>  <input checked="" type="checkbox"/> <b>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.</b>
Criteria for the Assessment of Proposal	<p><b>Technical Proposal – 1000 points</b></p> <input checked="" type="checkbox"/> Expertise of the Firm - 350 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- 300 points
	<p><b>Financial Proposal – 300 points</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b>
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 <sup>4</sup> 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 <sup>5</sup>	<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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

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

<sup>5</sup> 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.

Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3)<sup>7</sup></b> <input checked="" type="checkbox"/> <b>Detailed TOR – Annex 4</b> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>9</sup>	<p><i>Procurement Unit</i>  <i>UNDP Nepal</i>  <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning <b>RFP Ref: UNDP/RFP/08/2019 – Production of Short-Film</b>, on or before 5:00PM, 05 September 2019. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>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</p>
Other Information <i>[pls. specify]</i>	<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><b>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.</b></p> <p>The outer envelope shall be</p> <p>Addressed to:</p> <p><b>Deputy Resident Representative</b>  <b>United Nations Development Programme</b>  <b>UN House, Pulchowk</b>  <b>Lalitpur, Nepal</b></p> <p><b>Marked with:</b>  <b>UNDP/RFP/08/2019 – Production of Short-Film for ESP</b></p>

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

<sup>7</sup> 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.

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

<sup>9</sup> 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.



Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	35%	350
2	Proposed Work Plan and Approach	35%	350
3	Personnel	30%	300
			1000

<b>I. Expertise of firm / organisation submitting proposal (Points obtainable 350 Points)</b>	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	50
1.2 Litigation and Arbitration history	20
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.	20
1.5 Quality assurance procedures, warranty	30
<b>Sub total (1.1 to 1.5)</b>	<b>160</b>
1.6 Relevance of: <b>(Points - 137)</b>	
- Specialised Knowledge	80
- Experience on Similar Programme / Projects	60
- Experience on Projects in the Region	25
- Work for UNDP/ major multilateral/ or bilateral programmes	25
<b>Sub Total for 1.6</b>	<b>190</b>
<b>Total for Expertise of firm / organisation submitting proposal (I)</b>	<b>350</b>
<b>II. Proposed Work Plan and Approach (Points obtainable 350 Points)</b>	
2.1 To what degree does the Offeror understand the task?	50
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?	75
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>350</b>
<b>III. Personnel (Points obtainable 300 Points)</b>	
<b>3.1 Director</b>	
Should have at least 5 years of proven experience in the related sector	60
Directed at least 7 short film .	50
Knowledge of Nepali language	15
<b>Sub Total for Task Manager</b>	<b>125</b>

<b>3.2 Cameraperson/Videographer</b>	
Should have filmed at least 5 short films related to development. Able to produce high quality videos.	30
Knowledge of Nepali language	20
<b>3.3 Script-Writer</b>	
Should have written at least 5 scripts of short film.	30
Should have good command in Nepali language	40
<b>3.4 Editor</b>	
should have at least 5 years of experience in editing similar type of short video.	30
Should able to assist on video shoots as needed.	20
Knowledge of Nepali language	5
<b>Sub Total for Experts</b>	<b>175</b>
<b>Total for Personnel (III)</b>	<b>300</b>
<b>Grand Total (A+B+C)</b>	<b>1000</b>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>10</sup>

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>11</sup>)***

[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, contact 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.*

<sup>10</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Upon submission of concept note and action plan	20%	
2	Upon submission of final approved Script, Screenplay and dialogue	30%	
3	Upon submission of draft video for review.	30%	
	Upon submission of the final report	20%	
	<b>Total</b>	<b>100%</b>	

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

**E. Cost Breakdown by Cost Component:**

<b>SN</b>	<b>Activities</b>	<b>Unit</b>	<b>Rate</b>	<b>No. of Days</b>	<b>Total NPR</b>
<b>A</b>	<b>Key Human Resources</b>				
A1	Director/Producer				
A2	Camera person/Videographer				
A3	Script-Writer				
A4	Editor				
	<b>Sub Total A</b>				
<b>B</b>	<b>Production costs (Please provide detailed cost breakdown)</b>				
B1	Remuneration for Artists	Lumpsum			
B2	Travel Cost	Lumpsum			
B3	Accommodation	Lumpsum			
	<b>Sub Total B</b>				
<b>C</b>	<b>Other costs</b>				
C.1	Communications	Lumpsum	N/A	N/A	
C.2	Equipment rental cost	Lumpsum	N/A	N/A	
	<b>Sub Total C</b>				
<b>D</b>	<b>Total (A+B+C)</b>				
<b>E</b>	<b>VAT 13%</b>				
	<b>Grand Total (D+E)</b>				

*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: Production of a **short film on the participation of voters in the electoral process****1. Background Information**

The UNDP 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.

The ECN has successfully completed three tiers of elections including of the president and vice president in 2017/2018. With the participation of election stakeholders, it conducted an election review in all seven provinces. Incorporating the recommendations, ECN and ESP is planning to prepare a short film on the participation of voters in the electoral process for wider dissemination and future use.

ESP is now seeking the services of a firm/company to prepare a short film on elections to capture the attention of the citizens and develop their awareness on the need to vote as well as participate in the electoral process. The short film will, therefore, need to be informative about the electoral process as well as motivational to seek to generate interest and participation from the voters during elections. The short film should be approximately 45 minutes long and spread awareness through voter and civic education.

**2. Objective:**

The objective of the assignment is to produce a short film with a storyline that should incorporate all the elements of the electoral cycle that is informative and can be disseminated widely. It should address civic and voter education.

**3. Subject**

The short film will need to address the following issues:

- What are the elections? Why are they important? What are the responsibilities of citizens? How is the Election Commission functioning?
- Content on voter registration and voter rights as voter roll is a main component of elections.

- Content on coordination with various electoral stakeholders including political party candidates, government bodies, security forces, media, education institutions, private sector, non-governmental bodies and the government at all three levels and civil society organizations.
- The role election plays in strengthening democracy and governance.
- Content on the electoral expenses and their transparency.
- Content on abiding by the electoral code of conduct.
- Content on participation and inclusion of women, Dalit, Adiwasi Janajati, people living with disability and marginalized communities in elections.
- Content on independent and free Election Commission.
- Main points in the law on Constitution and elections.
- The issue of the voting rights of Nepalis residing abroad.
- The issue of accountability of the elected representatives.
- The principles behind, as well as the practicalities of voter education and importance of every votes.

#### **4. Scope of work**

The short film will need to be approximately 45 minutes long. The company will provide technical and human resource services for the completion of the above goal by completing follows tasks:

- Hold inception meetings with ESP and ECN for development, sharing and approval of the concepts, modalities and logistics;
- Work closely with ESP and ECN (and partners) to identify messages and concepts to be featured in the film prior to the documentation;
- Write script, screenplay and dialogues of the film and share with ESP and ECN;
- Shoot footage as per the storyline including voters, ECN, political parties and other electoral stakeholders;
- All three tiers of elections, including National Assembly elections, as well as presidential and vice presidential elections, should be covered;
- Popular national artists (both male and female) need to be featured in the short film. The national artists need to be someone who is a positive role model in society. The service provider will need to make the arrangements for this;
- Edit the footage produced as per the approved video concept;
- Submit the first draft of the film to the UNDP ESP and ECN for feedback and approval.
- Revise the film as per UNDP ESP and ECN feedback.
- Add subtitles in English;
- Submit the final edited copy to UNDP ESP;
- Submit the final web-upload ready versions of the short film;
- Hold a final meeting with UNDP ESP and ECN on outcomes of short film production along with sharing experiences and learning for the future.

#### **5. Duration:**

**From 15 September to 30 November 2019.**

#### **6. Working Location:**

The film should reflect the *Terai*, hill and mountain communities and voters. It should also include a diverse population (youth and first-time voters, women, senior citizen, people with disabilities, Madeshi,

Dalits, Tharu, marginalized communities, rural and urban voters as well). However, selection of districts, provinces, regions and communities will be finalized after mutual discussion with ESP and ECN during the conceptual work and storyline making.

## 7. Deliverables:

Description of Deliverables	Estimated completion date
Submission of the detail concept note with an action plan	Sept 25
Write script, screenplay and dialogues of the film and share with ESP and ECN following inception meeting	Sept 30
Submission of draft video for review	Nov 15
Submission of 2 <sup>nd</sup> draft video	Nov 20
Submission of the final video	Nov 24
Submission of the Final completion report	Nov 30

## 8. Proposed Payment Schedule:

Payment will be made on installment basis as per below schedule:

Payment term	Payment and delivery date
20% payment upon the submission of concept note and action plan	25 September 2019
30% payment upon the submission of final approved Script, Screenplay and dialogue	10 October 2019
30% payment upon the submission of draft video for review.	15 November 2019
20% payment submission of the final report	28 November 2019

## 9. Contract Supervision

The work will be supervised ESP. In addition, the company needs to work closely with ECN.

## 10. Qualifications and experience required:

The successful company or institution should possess:

- At least **7 years** of proven experience in visual production, short film making in social and development issues. Previous working experience in elections-related video production would be advantageous.
- Experience of producing awareness-raising videos.



- Previous work experience with government agencies, UNDP and/or other UN agencies would be an advantage.
- Please submit at least five relevant examples of visual productions.
- Demonstrated ability to mobilize popular Nepali artists to feature in a short film.
- Sound HD Video 1080px
- Key personnel (director, cameraperson, scriptwriter, editor) should have at least 5 years of proven experience in the relevant sector. The required expertise for the team members is illustrated in the table below:

S.N.	Role	Requirements
1.	Director	She/ he should have 5 years of proven experience in the relevant sector. Directed at least 7 short film
2.	Cameraperson	She/he should have filmed at least 5 short films related to development. Able to produce high quality videos.
3.	Script-Writer	She/ he should have good command in Nepali language. Written at least 5 scripts of short film.
4.	Editor	She/ he should have at least 5 years of experience in editing similar type of short video. Able to assist on video shoots as needed.

#### 11. Other requirement

- Registration certificate
- PAN/VAT certificate
- Latest Audit report
- Tax clearance certificate
- List of proposed major national artists for short film

#### 11. Application and Evaluation process

The proposals will be assessed on the basis of its technical merits and subsequently on its price. In making the final decision, UNDP considers both technical and financial aspects. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

The technical proposal should include:

- a) Creative brief and presentation with Methodology / approach
  - i) Conceptual Scripting
  - ii) Presentation about the methodology, approach and creative brief
  - iii) Proposed work plan

- b) Company profile
  - Ensure to include information related to the experience of the company as required and outlined in items 5 of this document.
- c) References
  - Provide at least 3 references.
- d) Proof of similar assignments undertaken in the past 5 years demonstrating a proven track record. List the details of at least 7 best projects undertaken and submit samples of at least 5 best works. Details of similar assignments undertaken in the last 5 years should include the following information:
  - i) Title of the project
  - ii) Year and duration of the project
  - iii) Scope of Project
  - iv) Reference and contact persons
- e) Team composition- CVs of core team members –
  - i) Director
  - ii) Videographer
  - iii) Scriptwriter
  - iv) Editor
- Title and role of each team member. Clearly specify the name of the major national artists in short film. These should include both male and female artists and reflect the diversity of Nepal.  
  
The Financial proposal should include breakdown of cost including resource persons cost, travel cost and any other.  
Bidders are required to estimate travel costs and costs for accommodation, meals and incidental in the Financial Proposal