



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 February 2020

Reference: LBN/CO/IC/25/20

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**Country:** Lebanon

**Description of the assignment:** National Videography Production Consultant

**Project name:** Support to Host Communities in the WASH Sector (WASH) - 00088194.

**Period of assignment/services:** 26 working days spread over 13 weeks

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **10 March 2020 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org). The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

Due to the high influx of large number of Syrian displaced that is currently hosted within Lebanese communities, significant pressure on water, sanitation, waste management, education, and healthcare systems have been observed. In addition, there is an increasing competition for income generating opportunities. Both of the above are the primary source of community tensions. Local authorities are faced with situations where the needs have grown exponentially. The current structures are not equipped and do not have the capacity to provide those services. Based on the recently approved Lebanon crisis response plan for 2017-2020, UNDP in partnership with the Ministry of Energy and Water (MoEW) have mobilized funding to upgrade irrigation infrastructure in areas where significant needs have been identified. This would reduce high water losses from already overexploited ground water reserves and provide resources for expanding agriculture yield as means to increase livelihood for both Lebanese residents and displaced Syrians. The project targets four regions across Lebanon with solid and diversified networks and partnerships within the four targeted regions (South Lebanon, North Lebanon,

Mount Lebanon, and Bekaa). These regions will be served by the project through the construction/rehabilitation of irrigation networks and/or irrigation ponds. The construction of irrigation ponds will require an Environmental Impact Assessment (EIA) study.

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

The overall objective of the assignment is to showcase the impact of the irrigation projects on construction workers and farmers.

As such, the selected individual consultant will be responsible for providing the services outlined below: Creating, producing, shooting and editing a 2:00-2:30 minutes video documentary in the Bekaa, the North and the South regions of Lebanon in addition to a 59 seconds short version for social media use. Both versions should include English subtitles. The video will also include interviews with the construction workers on site and farmers for their testimonies and experience. We will also shoot the workers in action and the farmers working on land.

The consultant is expected to set up audio and video equipment for aerial, interior and exterior location shoots and operate video cameras, video/audio equipment to produce high quality footage.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I- Academic Qualifications:**

- a. Bachelor's degree in videography/media or any other related fields.
- b. Certificate in videography/media.

### **II- Experience:**

- Minimum of 3 years of experience in production and video editing.
- Demonstrated experience of conception, production and editing of short documentaries.
- Basic animation skills: text on screen, titles, infographics.
- Videography portfolio of at least 5 short videos.
- Previous working experience with UNDP is an asset.

### **III- Language Requirements:**

Proficiency in English and Arabic languages. French is an asset.

### **IV- Other Additional assets:**

- Ability to work with tight deadlines amending the drafts based on the team's feedbacks.
- Having a flexible schedule (the videographer might get the filming agenda a couple of days before the shooting).
- Work on the drone permit with the assistance of the UNDP if needed.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

(I). Technical **Proposal**:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) Provide a list of relevant reference and proofs of similar assignments with an electronic copy of generated movies/documentaries where available,

(iv) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

**5. FINANCIAL PROPOSAL**

- **Lump sum contracts**

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

| <b>Task</b> | <b>Payment</b> | <b>Deliverables</b>   |
|-------------|----------------|---|
| 1           | 20%            | Creation of video concept and submission of summary report                  |
| 2           | 20%            | Site visits/Shooting  |
| 3           | 60%            | Processing/editing and submission of final versions of long and short video |

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

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

**6. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

*\* Technical Criteria weight; [70%]*

*\* Financial Criteria weight; [30%]*

| Criteria  | Weight | Max. Point |
|---|--------|------------|
| <b><u>Technical Competence</u></b>  | 70%    | 100        |
| I- Academic qualifications <ul style="list-style-type: none"> <li>• Bachelor’s degree in photography/videography or any other related field or Certificate in photography/videography or other related fields: 25 Points</li> <li>• Relevant trainings/certificates: Additional 5 Points</li> </ul> |        | 30         |
| II- Years of relevant experience <ul style="list-style-type: none"> <li>• Minimum of 3 years: 20 Points</li> <li>• More than 3 Years: 30 Points</li> </ul>  |        | 30         |

|   |  |     |
|---|--|-----|
| <p>III- Technical experience</p> <ul style="list-style-type: none"> <li>- <i>Demonstrated experience of conception, production and editing of short documentaries.</i></li> <li>- <i>Basic animation skills: text on screen, titles, infographics</i></li> <li>- <i>Videography portfolio of at least 5 short videos.</i></li> <li>- <i>Previous working experience with UNDP is an asset.</i></li> </ul> |  | 40  |
| <u>Financial (Lowest Offer/Offer*100)</u>   | 30%  | 100 |
| <b><u>Total Score</u></b>   | <b>Technical Score * 0.7 + Financial Score * 0.3</b> |     |

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

**How to apply:**

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. List of relevant reference and proofs of similar assignments with an electronic copy of generated movies/documentaries where available,
3. Annex 3 (Offerors Letter) and
4. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

**ANNEXES**

**ANNEX I - TERMS OF REFERENCE (TOR)**

**ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

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

ANNEX III

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

Date \_\_\_\_\_

**Celine Moyroud**  
**Resident Representative**  
**United Nations Development Programme**  
**Arab African International Bank Building**  
**Riad El Solh Street, NejmeH, Beirut 2011 5211**  
**P.O. Box 11-3216 Beirut, Lebanon**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a **National Videography Production Consultant** under **Support to Host Communities in the WASH Sector (WASH) – ID 00088194**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*

A total lump sum of \_\_\_\_\_ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

Sign an Individual Contract with UNDP;

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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- k) I hereby confirm that *[check all that applies]:*

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

I am currently engaged with UNDP and/or other entities for the following work :

| Assignment | Contract Type | UNDP Business Unit / Name of Institution/Company | Contract Duration | Contract Amount |
|------------|---------------|--|-------------------|-----------------|
|            |               |  |                   |                 |
|            |               |  |                   |                 |
|            |               |  |                   |                 |



|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

| Assignment | Contract Type | Name of Institution/ Company | Contract Duration | Contract Amount |
|------------|---------------|------------------------------|-------------------|-----------------|
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |
|            |               |                              |                   |                 |

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority. Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF leaning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

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**Annexes** *[pls. check all that applies]:*

- Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

**APPENDIX a**

**BREAKDOWN OF COSTS  
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A. Breakdown of Cost by Components:**

| Cost Components                                 | Unit Cost | Quantity                             | Total Rate for the Contract Duration |
|---|-----------|--------------------------------------|--------------------------------------|
| <b>I. Personnel Costs</b>                       |           |                                      |                                      |
| Professional Fees                               |           | 26 working days spread over 13 weeks |                                      |
| Life Insurance                                  |           |                                      |                                      |
| Medical Insurance                               |           |                                      |                                      |
| Communications                                  |           |                                      |                                      |
| Land Transportation                             |           |                                      |                                      |
| Others (pls. specify)                           |           |                                      |                                      |
|   |           |                                      |                                      |
| <b>II. Travel Expenses to Join duty station</b> |           |                                      |                                      |
| Round Trip Airfares to and from duty station    |           |                                      |                                      |
| Living Allowance                                |           |                                      |                                      |
| Travel Insurance                                |           |                                      |                                      |
| Terminal Expenses                               |           |                                      |                                      |
| Others (pls. specify)                           |           |                                      |                                      |
|   |           |                                      |                                      |
| <b>III. Duty Travel</b>                         |           |                                      |                                      |
| Round Trip Airfares                             |           |                                      |                                      |
| Living Allowance                                |           |                                      |                                      |
| Travel Insurance                                |           |                                      |                                      |
| Terminal Expenses                               |           |                                      |                                      |
| Others (pls. specify)                           |           |                                      |                                      |
|   |           |                                      |                                      |

**B. Breakdown of Cost by Deliverables**

|          | <b>Deliverables/ Outputs</b>  | <b>Due Dates</b>                                 | <b>Payment Terms</b> | <b>Total in USD</b> |
|----------|---|--|----------------------|---------------------|
| <b>1</b> | Creation of video concept and submission of summary report                  | 3 working days extended over a period of 1 week  | 20%                  |                     |
| <b>2</b> | Site visits/Shooting  | 3 working days extended over a period of 2 weeks | 20%                  |                     |
| <b>3</b> | Processing/editing and submission of final versions of long and short video | 20 working days                                  | 60%                  |                     |

Full Name and Signature:

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Date Signed:

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