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22 June 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Country:	Viet Nam
Description of the assignment:	National videographer/ editor for documenting and producing videos
Period of assignment/services (if applicable):	July 2020 – December 2020
Duty Station:	Home-based with travels to Quang Ngai and Ca Mau
Tender reference:	PN-N200603

1. Submissions should be sent by **email** to: nguyen.thuy.nga@undp.org before:

15.00 hrs., 26 June 2020 (Hanoi time)

With subject line:

PN-N200603: National videographer/ editor for documenting and producing videos

Submission received after that date or submission not in conformity with the requirements specified in 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 **30 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.

- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.
- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- [Term of References](#).....
(Annex I)
- [Individual Contract](#) & [General Conditions](#).....
(Annex II)
- [Reimbursable Loan Agreement](#) (for a consultant assigned by a firm).....
(Annex III)
- [Letter to UNDP Confirming Interest and Availability](#)
(Annex IV)
- [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 Curriculum vitae
- Signed Letter to UNDP Confirming Interest and Availability
- Link to product samples on relevant subject.
- Reference contacts of past 3 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address...)

b. Financial proposal (with your signature):

- The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.
- 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:

No	Criteria	Score
1	At least 3 year-experience in making video clips, documentary films, television programme;	200
2	Have already participated in producing the film / video related to	300

	climate change, environment, forestry or disasters	
3	Have experience working with international media agencies	200
4	Have fully equipped recording equipment, post- production to meet the requirement of producing the high-quality video	200
5	Experience working with the UN/UNDP is an asset.	100
	Total	1000

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 subject to positive reference checks on the consultant's past performance.

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:

- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.
- Note: In order to access the courses, please go to the following link: <https://training.dss.un.org>
The training course takes around 3-4 hours to complete.
- Full medical examination and Statement of Fitness to work for consultants from and above 65 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 upon acceptance by UNDP of the deliverables specified the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

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

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

TERM OF REFERENCE

I. GENERAL INFORMATION

Services Required	Produce short video clips on the coastal resilience project's success stories and activities
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Post Title	National videographer/ editor for documenting and producing videos
Type of Contract	Lumpsum contract
Duty Station	Home-based with travel to Quang Ngai and Ca Mau
Duration	From 1 July and ending on 31 December 2020
Report to	UNDP CCE Media and Communications Analyst; UNDP Programme Management Specialist for GCF Coastal Resilience (GCF) Project.

II. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

In June 2017, the GCF approved the project ***"Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam"***. Launched last year, the project is led by the Vietnamese Ministry of Agriculture and Rural Development (MARD), in collaboration with the Ministry of Planning and Investment (MPI), Ministry of Construction (MoC), and with UNDP serving as the GCF Accredited Entity.

As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed "to contribute to increased climate-resilient sustainable development through employing an integrated approach to ensure more climate resilient homes, strengthen natural defences through the regeneration of mangroves and improve planning through the integration of climate risk information". The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions).

3. **Increased generation and use of climate information in decision making**
(Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

The project is being implemented in seven provinces: Nam Dinh, Thanh Hoa, Quang Ngai, Quang Nam; Thua Thien-Hue, Quang Binh and Ca Mau.

UNDP Viet Nam is looking for a highly qualified, professional video photographer/ editor to film and produce a number of videos to share key messages and the impact of the work with partners, donors and on digital media. These videos will be used as one of effective monitoring and evaluation results through actual images.

III. OBJECTIVE AND SCOPE OF THE WORK

Overall Objective

The videographer/editor is responsible for producing short video clips focused on the success stories for public audience.

Scope of work:

- Videographer/editor should prepare draft video scripts and filming agenda and submit to the UNDP Media and Communications Analyst, Project Management Specialist for comments before recording at the project sites. The final scripts will be finalized after the field visits.
- Based on the approved plan, the videographer/editor carries out the film recording at the project sites. The places to be recorded include Provincial Project Management Unit (PPMU) in 07 targeted provinces (Thanh Hoa, Nam Dinh, Quang Nam, Quang Ngai, Quang Binh, Hue, Ca Mau).
- The film scripts' content is expected, but not limited to, the following items:
 - The activities and results of the project.
 - The role of the government and community
 - Tell human-interest stories, with documentation of before and after interventions by the project supported activities
 - Innovation application- KoBo software application in housing construction monitoring
 - Gender
 - Interviews with UNDP, MARD/VNDMA/VNForest, MOC and/or GCF
- After finishing recording, the videographer/editor will work closely with the UNDP Media and Communications Analyst to write comments, select images, and mix sound for the videos. The draft of the videos is required to be sent to UNDP and the Central Project Management Unit (CPMU) for comments. Film post-production should be completed in Vietnamese language with subtitles in English.

The videographer/editor must study all comments of UNDP, CPMU and related parties. All suitable comments must be considered in editing and finalizing the videos. The final videos should be submitted to UNDP in high definition MP4 format, following the proposed timeline of video production and no later than December 31, 2020 with all raw materials [video, audio, photos and script].

- The videos are of 4-5 minutes, and their HD quality is suitable for television broadcast and for displaying at key events
- Video clips highlight the positive results and lessons learned from the project.
- Use 3D images or diagrams for illustration purposes are provided if needed.
- Videos have audio in Vietnamese, with subtitles in English.
- At the close of each film the following logos are presented (in order): the Green Climate Fund's, the Ministry of Agriculture and Rural Development, the Ministry of Construction and UNDP's logo with tagline.

IV. EXPECTED OUTPUTS AND DELIVERABLES

Main products submitted by the contractor (both English and Vietnamese) include (but not limited to):

- **Output 1:** Produce a short animation/3D graphic video based on the short version of the project's mid-term report (Home-based)
- **Output 2:** Film and produce a short video showing the application of innovations / technologies in resilient housing programme (KOBO), (with possible travel to 01 province of having house construction supported by GCF)
- **Output 3:** Carry out documentary video recording on:
 - ✓ Key highlights of the missions/ events;
 - ✓ Local people in their daily life and amplify the voice of people participating in and benefiting from the project
 - ✓ Climate actions in the coastal provinces and/or in the country
 - ✓ Edit into short videos and compelling visual stories that resonate to a large audience
 - ✓ Travel to 01 province
- Produce short 30 – 45 seconds promo cut for each video for the social media use (For all outputs)
- Take photographs while filming to capture all recorded images (For all outputs)

No.	Expected products	Product requirements	Estimated submission time
1	Videos Scripts (Output 1 and Output 2)	Draft 2 scripts should be aimed to identified target subjects. Time allocation should be in detail for each content, expected images for recording/interview	Output 1: 1 week after signing the contract Output 2: 3 weeks after signing the contract
2	Recording plan (For Output 1 and Output 2)	Recording plan should indicate recording time, expected images, interviewees	Output 1: 1 week after signing the contract Output 2: Together with the submission of the

			script.
3	Final script, comments and images (Output 1 and Output 2)	Comments should highlight content, including images and graphics, and messages to be conveyed.	1 week after recording at the field
4	Final videos (Output 1 + Output 2 + Output 3)	<p>Video Clips: 4-5 minutes duration, in both Vietnamese (audio) and English (subtitles)</p> <p>Short 30-45 second promo cuts for each of the three films</p>	<p>2 weeks after recording at the field (For Output 1 and Output 2)</p> <p>01 week after the missions/events for 01 video highlighting the mission (Output 3)</p> <p>The final film will be finalized one week after the draft version. (For all outputs)</p>

V. DURATION

The contractor performs these tasks beginning 1 July and ending on 31 December 2020.

VI. ADMINISTRATIVE ARRANGEMENT

- **Project documents:** UNDP will provide the videographer/editor with documents, reports, technical instructions... to help him/her with enough information to prepare the content.
- **Administrative support:** UNDP will support the videographer/editor to arrange the schedule with related government agencies when going on field trips. Videographer/editor will choose transportation and accommodation at his/her disposal. These costs should be included in estimated budget made by the videographer/editor.

VII. QUALIFICATIONS AND SELECTION CRITERIA

- At least 3 year-experience in making video clips, documentary films, television programme;
- Experience working with the UN/UNDP is an asset.
- Have already participated in producing the film / video related to climate change, environment, forestry or disasters.
- Have experience working with international media agencies
- Have fully equipped recording equipment, post- production to meet the requirement of producing the high-quality video

No	Criteria	Score
1	At least 3 year-experience in making video clips, documentary films, television programme;	200
2	Have already participated in producing the film / video related to climate change, environment, forestry or disasters	300
3	Have experience working with international media agencies	200
4	Have fully equipped recording equipment, post- production to meet the requirement of producing the high-quality video	200
5	Experience working with the UN/UNDP is an asset.	100
	Total	1000

VIII. PAYMENT MILESTONES AND AUTHORITY

- UNDP Viet Nam shall affect payments to the successful Service Contractor upon UNDP's satisfaction with expected deliverables set above.
- Payments shall be made in phases by outputs:

Phase	Indicative Payment Schedule
Phase 1	30 % After submission of 2 video scripts
Phase 2	40% Payment for the recording plan and final script after it gets UNDP's approval
Phase 3	30% Payment after the final videos get UNDP's approval

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

Date _____

(Name of Resident Representative/Bureau Director)

United Nations Development Programme

(Specify complete office address)

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 [*indicate title of assignment*] under the [*state project title*];
- 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 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 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ 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 Annex V;
- 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 _____ days [*minimum 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 [*please 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:

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, please 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) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Processional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

GUIDELINES FOR CV PREPARATION

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.

Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of (VND for National Consultant; USD for international Consultant).

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

Cost breakdown:

No.	Description	Quantity	Unit Rate	Total
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 65 years of age and involve travel – (required before issuing contract).			
2.4	Others (pls. specify)			
	TOTAL			

** Individual Consultants/Contractors who are over 65 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

(The costs should only cover the requirements identified in the Terms of Reference (TOR) Travel expenses are not required if the consultant will be working from home).