

TERMS OF REFERENCE

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| Location | Honiara with provincial travels |
| Application deadline | 15 September 2020 |
| Type of Contract | Individual Contractor |
| Title | Consultancy to produce documentary (including photo reportage) |
| Languages required: | English and Pidgin |
| Duration of Initial Contract: | 50 working days until January 31, 2021 |

BACKGROUND

Background

The “Inclusive Governance of Natural Resources for Greater Social Cohesion in the Solomon Islands” (IGNR) Project provides technical assistance through timely reform of Solomon Islands’ legislation and policy with the regard to the private sector land ownership for natural resource exploitation. The IGNR Project’s focus areas are: Support the government with the Constitutional amendment which is necessary to enable the amendment to the Land and Titles Act to reflect the customary and traditional land tenure systems of the country. The amendment will provide the anchor for the TGB which will unlock economic and business development opportunities in the Solomon Islands. Furthermore, based on consultations, the Project will assist with the development of legal frameworks on natural resources and land ensuring gender sensitivity and compliance with CEDAW. The Project will assist in aligning the Traditional Governance Bill to the Amended Land and Titles Act and will ensure that it reflects the concerns of women and youth. The activities will include an anthropological analysis of customary law, facilitation of wider consultations to include women, youth and people with disabilities, and an overall analysis of the draft legislation through the gender and conflict lens to ensure maximum inclusion going forward. The Tradition Governance bill was withdrawn by parliament as the consultations were fully consistent with the desires and commitments of key stakeholders including the judiciary, the Bar Association, Churches and marginalized groups, women and youth were not meaningfully consulted. The Traditional Governance Bill will not be possible without inclusive consultations, anthropological analysis and effectively legislating. Also, the IGNR Project will support the Ministry of Lands, Housing and Survey to improve the Government’s recording of customary land titles under the amended Land and Titles Act as well as support the revival of the National Youth Congress and Provincial Youth Councils.

Aim/Objectives:

The UNDP "Inclusive Governance of Natural Resources for Greater Social Cohesion in the Solomon Islands" (IGNR) Project is looking for a professional documentary producer consultant who will provide the requested services on a retainer basis, in charge of producing a high-quality series of documentary videos and photo reportage for the project and UNDP peace building work.

DUTIES AND RESPONSIBILITIES**Scope of Work**

The following are the scope of key activities to be carried out for purposes of this consultancy work. The Consultant is expected to:

Under the guidance of the IGNR Project Manager and Communication Specialist, the documentary producer consultant will work closely with the UNDP Solomon Islands/ UN Women IGNR Project to produce high quality video and photo products.

- Conduct research on background footage
- Plan and execute footage collecting / coverage activities
- Develop scripts incorporating interviews, new footage, background footage, logos/graphics/job titles, and background music;
- Based on the script (work closely with the Communications Specialist), produce a FIRST DRAFT;
- Deliver short and long videos (2 to 10 minutes)
- Provide the IGNR Project Manager and Communications Specialist with photo reportage
- Use high quality multimedia equipment and software
- Providing up to 5 video files of the FINAL VERSION in full resolution HD and converted to H264 for web
- Provide the IGNR Project Manager and Communications Specialist with photo reportage

Expected Outputs and Deliverables:

| Expected outputs /deliverables | Payment milestones | Deadline |
|--|---------------------------|-------------------|
| Provide the Project team with first 3 video stories (deliver short and long videos) Provide the Project team with photo reportage | | November 15, 2020 |
| Provide the Project team with other 2 video stories (deliver short and long videos) Provide the Project team with photo reportage | | January 30, 2021 |

Institutional Arrangement

- The documentary producer consultant will work closely with colleagues in the IGNR project team, especially with IGNR Communications Specialist and SOI UNDP Communications officer to design and execute visual and interactive storytelling documentary (a series of videos about project's activities).

COMPETENCIES

- Creativity and innovation in video production;
- Ability for teamwork and ability to work autonomously;
- Ability to work under pressure and in difficult situations;
- Enjoy working in a demand-driven environment, motivated by a willingness to respond rapidly and effectively to the needs of clients;

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

A recognized diploma/degree in social sciences, communication, media, development or a related subject

Experience

- At least 5 years of experience in professional photo reportage, video production and editing (or film-making, direction, shooting etc.) required
- Professional photographer and video editor/producer with demonstrated experience in photo shooting and video production relating to development issues with experience using professional video editing software such as Final Cut Pro, Adobe Premiere or similar;
- Longstanding experience in covering subject in a sensitive context and challenging environment;
- Previous experience in working with an UN agency is an asset;
- **SAMPLES:** For the quotation to be considered, the content producer must submit the following samples. Samples can be submitted as attached files, web links or as hard copy;
- 2 examples of short videos
- 1 example of long format video
- 2 examples of photo reportages

Language requirements

- Fluency of English language is required;
- Knowledge of Pidgin and/or other local language would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1: -Submit 3 video stories (deliver short and long videos and photo reportage: 70% of total contract amount.
- Deliverable 2 – Submit other 2 video stories and photo reportage (deliver short and long videos and photo reportage: 30% of total contract amount.

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria: Lowest price and technically compliant offer

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as both: a) responsive/compliant/acceptable, and b) offering the lowest price/cost.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 – At least 5 years of experience in professional photo reportage, video production and editing (or filmmaking, direction, shooting etc.) required: Max 20 points
- Criteria 2 - Professional photographer and video editor/producer with demonstrated experience in photo shooting and video production relating to development issues with experience using professional video editing software such as Final Cut Pro, Adobe Premiere or similar. - Max 20 Points
- Criteria 3- Longstanding experience in covering subject in a sensitive context and challenging environment – Max 20

- Criteria 4: **SAMPLES:** For the quotation to be considered, the content producer must submit the following samples. Samples can be submitted as attached files, web links or as hard copy;
- 2 examples of short videos
- 1 example of long format video
- 2 examples of photo reportages
- – Max 40 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal, SAMPLES:** For the quotation to be considered, the content producer must submit the following samples. Samples can be submitted as attached files, web links or as hard copy;
 - ✓ 2 examples of short videos
 - ✓ 1 example of long format video
 - ✓ 2 examples of photo reportages
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in Solomon Islands Dollars (SBD).

Incomplete proposals may not be considered.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to
procurement.sb@undp.org