



REQUEST FOR PROPOSAL (RFP)

Ref: RFP/FJI10-013-2020

Dear Sir / Madam:

We kindly request you to submit your proposal for **documenting and producing video to capture traditional knowledge in the Kingdom of Tonga**.

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

Proposals must be submitted on or before Friday September 25th 2020, by 11.59pm (Fiji Time) etenderbox.pacific@undp.org:

**United Nations Development Programme
Pacific Office in Fiji
Attention: Vimal Pillay**

Your Proposal must be expressed in the English, 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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the pdf. format, and free from any virus or corrupted files.

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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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/business/protest-and-sanctions.html>

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 :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Vimal Pillay
Procurement Associate
10September 2020

Description of Requirements

Context of the Requirement	<p>From a tsunami preparedness point of view, the Tonga group of Islands is characterized by its proximity to the Tonga trench, the second largest and in some parts, similar to the Mariana Trench which is the largest in the world. With barely 200km separating the islands from the trench, the population in the islands are very susceptible to the threat of a major tsunami. For example, the Niuatoputapu tsunami of 2009 resulted in 9 people losing their lives (mostly the very old and the very young). There is always the need to be on high alert for this natural hazard among others like tropical cyclones and storm surges.</p> <p>The 2016 census showed that nearly three quarters of the Kingdom of Tonga's population residing on the main island of Tongatapu. The rest (about a quarter) of the population are spread over the other main island groups of Eua, Ha'apai, Vavau and Ongo-Niua. The disproportionate balance of population between Tongatapu and the Outer Islands is a living reality in the Kingdom whereby the young (adolescent) and working age population mostly prefer to migrate to Tongatapu while the elderly and the very young are left behind</p> <p>The Tonga Meteorological Services (TMS) oversees issuing tsunami alerts in the Kingdom and will be conducting advocacy visits to the outer island groups. As part of their effort to improve resilience and The TMS will be visiting the following communities as part of their effort to collect information on traditional knowledge including:</p> <ul style="list-style-type: none"> I. 2 small island communities of the Tongatapu district ('Atataa and 'Eueiki); II. 10 small island communities of the Ha'apai District (including Nomuka, Mango, Fonoi, 'O'ua, Matuku, Tungua, Kotu, Fotuha'a, Lofanga and Ha'afeva); III. 11 small island communities of the Vava'u District (including Olo'ua, Ofu, Kapa, Falevai, Otea, Nuapapu, Matamaka, Lape, Taunga, Ovaka, Hunga); IV. Carryout Community and Schools Disaster Awareness visits for 24 schools of the 23 island communities listed. <p>Due to the vulnerability of the elderly and the very young in these remote island locations TMS intends to distribute 425 sets of AM/FM rechargeable radios, as per specifications provided below to assist these island communities (especially schools, elderly and womens groups) in receiving early warning information on tsunami that will reduce their vulnerability.</p> <p>Target population 25 Schools * 2 radios = 50 15 sets per community * 23 villages = 345 30 radios per Mothers Group = 30</p>
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	<p>Objective</p> <p>The key objectives of the RFP is to procure the services of a specialist Media and Communications Expert or Firm who will then be tasked to design an effective communications and advocacy plan that captures traditional knowledge on climate and how it has evolved in Tonga over the years. Specifically, the major outputs of this assignment will be to:</p> <ol style="list-style-type: none"> Promote greater understanding of the work that the Tonga Meteorology Services does and the influence of traditional knowledge in the day to day thinking; Collate visual materials from the sites visited and assist TMS to set up a systematic online and cloud-based archiving structure to store these materials for future reference; Explain through short videos and other advocacy materials on the approach taken by TMS and the traditional elders to explain weather and climate phenomenon. Support the design of advocacy materials that could be used in resource mobilization and funding of new initiatives Acknowledge the contribution of the principal donors, i.e. the Government of the Russian Federation and the Govt. of Japan.
Implementing Partner of UNDP	UNDP RESPAC Team
Brief Description of the Required Services ¹	<p>The design firm will assist in developing content/collateral in mainly audio-visual format however will also include online story catalogue that will depict traditional knowledge and how it has influenced communal thinking and response to natural disasters and climate change.</p> <p>The topics to be covered will be sourced from the following indicative activities which have been undertaken by RESPAC in the countries identified below:</p> <ul style="list-style-type: none"> promoting a greater understanding of the work that the TMS has done to support remote and vulnerable communities on the issue of Tsunami, Earthquake, and Climate Change events.. how meteorological services has contributed in pre and post disaster preparedness in Tonga. importance of Post Disaster Needs Assessment (PDNA) and Disaster Recovery Framework (DRF) Training in the region. And acknowledge the contribution of the principal donor - the Govt. of the Russian Federation that has made it possible to carry out the RESPAC projects.

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.

List and Description of Expected Outputs to be Delivered	<p>Output</p> <ul style="list-style-type: none"> • The contractor will be responsible for producing video documentaries that captures the work of the TMS as well as the story telling and traditional knowledge of the village elders. Selection of sites and villages will be consistent with the sites that TMS has selected to collect traditional knowledge data. • The creative concept and scripts must be accompanied by a timeline of activities and a competitive and detailed financial quotation. Quotations must as a minimum cover: <ul style="list-style-type: none"> ○ Script preparation, story board, concepts; ○ Production, design, editing, finishing and filming/footage; ○ Copies of the all the collateral in an agreed file format ○ Any other expenses as to be reasonably incurred in the development of the campaign. These will include any equipment shipping, storage and insurance costs. • Deliver completed campaign materials, that complies with UNDP editorial, social media and video guidelines by the end of November 30, 2020. • Hand over all working file formats and extra footage <p>Deliverables</p> <ul style="list-style-type: none"> • Instructional/informational Videos – 4 in total (2 videos) – 4 * 30 to 60 sec (social media – YouTube type informecial), • Online Story Board – 4 in total • Web Articles (mainly impact stories narrated from the point of view of the beneficiary)
Person to Supervise the Work/Performance of the Service Provider	Andrea Waqa-Montu/Navin Bhan/Noud Leenders
Frequency of Reporting	Fortnightly updates
Progress Reporting Requirements	Fortnightly updates with deliverables to be met
Location of work	<p>The work carried out will be at the Contractor's premises/location.</p> <p>While the whole campaign should be generic so that it can be used across the Pacific, the instructional/informational videos, we would like the footage to come from the following countries:</p> <ul style="list-style-type: none"> • Vava'u • Ha'apai • Tongatapu

Expected duration of work	6 weeks
Target start date	29 September 2020
Latest completion date	20 November 2020
Travels Expected	Shall be agreed upon with UNDP (RESPAC) and made part of the methodology/proposal.
Special Security Requirements	<input checked="" type="checkbox"/> NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<p>Prior to the start of the project, RESPAC will provide initial technical assistance (TA) to the contractor(s). This will include:</p> <ul style="list-style-type: none"> • Identification and mapping out of the concept around the structure of the campaign; • Assistance with the development of the specific content including the participation of meteorology and disaster recovery personnel; • For the videos, provide recommendations to execute an engaging modality to collect footage, images required, which will include face to camera provision of interviewees (from the target audiences), to be filmed in the field at the customer's residence, work places or work environs, such as markets, shops, cafes and other places of manufacturing, processing or other retailing activity; • Provide Audio/Visual release forms that must be filled out by all interviewees; • Provide UNDP Editorial, Social Media and Video guidelines. • Share UNDP Communications Standard Operating Procedures (SOP) that need to be factored in contractors timeline; and • Accompany contractor when filming in the field.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
	<input checked="" type="checkbox"/> United States Dollars

Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (local bidders) Conversion will be based the UN exchange rate applicable on the closing date																	
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<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	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td> Submission of: <ul style="list-style-type: none"> • Workplan & Timeline • Campaign Concept • Scripts for Video and online Story Boards • List containing one on one interviews with Beneficiaries </td><td>20%</td><td>Upon completion</td><td rowspan="3"> 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. </td></tr> <tr> <td>Acquiring raw footage through video shooting in the field</td><td>30%</td><td>Upon completion</td></tr> <tr> <td>Draft of videos and story boards and web</td><td>30%</td><td>Upon completion</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Submission of: <ul style="list-style-type: none"> • Workplan & Timeline • Campaign Concept • Scripts for Video and online Story Boards • List containing one on one interviews with Beneficiaries 	20%	Upon completion	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.	Acquiring raw footage through video shooting in the field	30%	Upon completion	Draft of videos and story boards and web	30%	Upon completion
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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.

	articles/impact stories submitted.				
	Completed campaign material and handover of all working files and raw footage	20%	Upon completion		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Noud Leenders, Project Manager</p> <p>Andrea Waqa-Montu, Communications Associate</p>				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract				
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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.</p>				
Criteria for the Assessment of Proposal	<p><u>Eligibility</u></p> <ol style="list-style-type: none"> 1. Completeness of Proposal 2. Registered company 3. Acceptance of UNDP General Conditions of Contract (GTC) <p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 15%</p> <ul style="list-style-type: none"> - Registered design and marketing firm with a full suite of services which must include graphic design and video production – (5%) - Minimum 5 years of operation in relevant field (5%) - Minimum 3 similar projects undertaken in the past 5 years preferably in the Pacific region (5%) <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35%</p> <ul style="list-style-type: none"> - Completeness of proposed methodology and appropriateness which includes scripts, concepts, timelines etc (20%) - Submission and quality of portfolio of past work (15%) <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%</p> <ul style="list-style-type: none"> - Team composition - Require a team of minimum of 3 staff to undertake this assignment (5%) 				

	<p>- The lead designer or team leader should have minimum certificate level qualification in graphic design/marketing and 3 years' experience in the fields of studies: marketing, photography, videography, editing, graphics, journalism. (15%)</p> <p><u>Financial Proposal (30%)</u> 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:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <ul style="list-style-type: none"> • Subcontracting may be applicable however must follow UNDP subcontracting rules
Contract General Terms and Conditions ⁴	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>
Annexes to this RFP ⁵	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p>
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Mr. Navin Bhan Associate Project Manager RESPAC Ph: 3227561 Email: navin.bhan@undp.org</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>

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

Other Information	<p>Note:</p> <ul style="list-style-type: none"> • All videos, images or recordings of any form obtained for this project, regardless of whether it was used within the video or not, will become the property of the UNDP (RESPAC) and may not be reproduced in any way or form. • Ensure that all interviewees have filled out a Audio/visual release form and that the originals are submitted to UNDP RESPAC. If any individual below the age of 16 is captured on videos or photography, then permission must also be sought from the guardian or parent of the child. These forms must be submitted to UNDP RESPAC along with the completed collateral at the end of the contract. • Drafts sent to UNDP RESPAC in advance of 2 weeks to ensure timely response from project team and UNDP corporate communications officers. • The service provider can choose to outsource components of the TOR but must consult and seek approval from UNDP RESPAC on their choice of subcontractor
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

To: Ronald Kumar, Head of Procurement and Travel Services
UNDP Pacific Office in Fiji

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 09/09/2020, and all its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider (Provide these documents or written evidence)

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*
- c) *Confirmation of the financial position/health of the company;*
- 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) *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 (Provide these documents or written evidence)

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 (Provide these documents or written evidence)

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.*

D. Cost Breakdown per Deliverable*

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

	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	Submission of: <ul style="list-style-type: none"> • Workplan & Timeline, • Campaign Concept, • Scripts for Video and online Story Boards, • One on one interviews with Beneficiaries 	20%	
2	Acquiring raw footage through video shooting in the field	30%	
3	Submission of <ul style="list-style-type: none"> • Draft of informational videos 10 countries x2 videos) • Script for Online Story board. (10 countries x2) • Web articles/impact stories (beneficiaries) submitted. 	30%	
	Completed campaign material and handover of all working files and raw footage	20%	
	Total	100%	

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

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Team leader				
Lead Graphic designer				
Videographer				
Others (please specify)				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Security cost if applicable				
7. Others				

III. Other Related Costs				
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Note: Bidders are expected to state their travel cost as per the scope of requirement. However, UNDP/TMS may review and decide to facilitate the travel for the selected bidder should that option be cost efficient to UNDP/TMS.

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