

**REQUEST FOR PROPOSAL (RFP-BD-2020-043)**  
**(For Low-Valued Services)**



NAME & ADDRESS OF FIRM	DATE: November 10, 2020
	REFERENCE: RFP-BD-2020-043

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring Firm for Designing and Development of Instructional Video for Online Course on Human Rights for Police.**

**Proposals shall be submitted on or before 04.30 pm (local BD Time) on Monday, November 23, 2020**

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

Proposals may be submitted on or before the deadline indicated by UNDP e-Tendering system. Bid must be submitted using online e-Tendering system at the link furnished below:

<https://etendering.partneragencies.org>; by using your username and password. If you have not registered in the system before, you can register now by logging in using

**Username:** event.guest

**Password:** why2change

And follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of **120 days**. You kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted into the system within deadline. e system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents *(with file name less than 60 characters)* in PDF format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, will not be considered for evaluation.

**The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage.** Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.**

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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/cond uct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/cond uct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

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**Krishna Raj Adhikari**  
**Senior Operations Manager**  
**November 10, 2020**

## Annex 1

## Description of Requirements

Context of the Requirement	Hiring Firm for Designing and Development of Instructional Video for Online Course on Human Rights for Police
Implementing Partner of UNDP	Human Rights Project Project
Brief Description of the Required Services	<p><b>E-Learning Course on Human Rights</b> will be appropriate for the police officials who are involved and engaged in enforcing laws at different tiers including field level. By participating in this course, participants will learn the theory and practice of human rights relevant for delivering their day to day jobs.</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Background research and consultation with designated team and professional experts.</li> <li>• Concept development based on given content modules (18 nos of instructional and learning videos).</li> <li>• Prepare a plan of action for developing instructional learning video content and 1 short promo video;</li> <li>• Design video-based Instructional content /Course outline in consultation with experts.</li> <li>• Script writing based on the available training module, finalization and submission.</li> <li>• Arrange a validation workshop to finalize the developed scripts</li> <li>• Video recording for instructional content development, if necessary outdoor shooting can be included within Dhaka city (interview/lecture nos 10, case study/simulation maximum 6 nos, screen shot, contextual photo, infographics, animation etc.)</li> <li>• Prepare 1 short (40 seconds-60seconds) promo video on this e- learning course</li> <li>• Professional recording voice overs for audio instructions for all contents (if needed).</li> <li>• Language of the course will be in Bangla</li> <li>• Subtitle for the each video content will be in English</li> <li>• Edit high-standard instructional and learning videos</li> <li>• Provide updates on regular interval with the relevant team.</li> </ul> <p>Validate the final production of the e- course contents/ instructional and learning videos with the relevant stakeholders</p> <p><b>Specific Objectives:</b> Introduce e- course containing 18 numbers of Instructional/Tutorial Videos on human rights and 1 short promo video with proper ideation, concept &amp; script development based on already developed training manual, shooting, editing with required new shoots, screen shot, animation, text, graphics, Voice over and other necessary things related audio-visual production.</p>
List and Description of Expected Outputs to be Delivered	<p>The following outputs will have to be delivered within a maximum period of 3months after signing the contract requiring the following deliverables:</p> <ul style="list-style-type: none"> <li>• An Instructional outline for the online/e-learning course based on consultation.</li> </ul>

- A detail action plan for instructional video content development;
- All concept and scripts developed for the instructional/ e-learning videos.
- Master copy of completed 18 nos. of instructional/e-learning video contents (5-7 minutes each)
- Master copy of completed 1 nos. of short promo video or animations (40-60 Sec.)

Sl.	Module	No of Videos
1	Introduction	01
2	Concept of Human Rights and UN Human Right Mechanisms	02
3	UN Standards for Police	01
4	National Human Rights Mechanisms	02
5	Application of Human Rights in Policing (Complaint, Arrest, Investigation, Detention, Force & Firearms)	05
6	Police Role to Protect Women's Rights	01
7	Police Role to Protect Child Rights	01
8	Police Role to Protect Excluded Minorities Rights	01
9	Drugs and Human Rights	01
10	Extremisms and Human Rights	01
11	Human Rights of Police Officials	01
12	Assessment and Certificate	01
	Total	18

**Tentative Output of the Assignment:** 18 nos. of Instructional/video tutorials and 1 promo video on one online course on Human Rights for Police Officials.

**Deliverable Methods:**

For each AV the vendor should deliver the followings:

1. Master output as .avi. mov format in portable hard drive.
2. All the clips must be delivered in HD resolution.
3. Separate audio track except music and graphic in case of repackaging
4. All the raw/rush (without reprocessing), & master files during production process in portable storage drive.
5. All the CG and graphic project in editable format including the source materials in a folder.
6. All the raw footage, project file, output, CG and graphic including the source materials in a portable 2TB or higher hard drive.

**Expected Period of Assignment:** The duration of the assignment is 12 weeks from the date of signing the contract.

	No.	Topic	No of Weeks
	1.	Introduction, Concept of Human Rights and UN Human Right Mechanisms, UN Standards for Police	2 weeks
	2.	National Human Rights Mechanisms, Application of Human Rights in Policing (Complaint, Arrest, Investigation, Detention, Force & Firearms)	4 weeks
	3.	Police Role to Protect Women's Rights, Police Role to Protect Child Rights, Police Role to Protect Excluded Minorities Rights	3 weeks
	4.	Drugs and Human Rights, Extremisms and Human Rights	2 weeks
	5.	Human Rights of Police Officials	1 weeks
	Total		12 weeks
Person to Supervise the Work/Performance of the Service Provider	The firm shall report to National Programme Coordinator of Human Rights Project (HRP) UNDP. Technical guidance will be provided jointly by Gender Expert, HRP and Policy Specialist (Educational Innovation), a2i Project.		
Frequency of Reporting	<input checked="" type="checkbox"/> As indicated in the TOR		
Progress Reporting Requirements	<input checked="" type="checkbox"/> As indicated in the TOR		
Location of work	<input checked="" type="checkbox"/> As indicated in the TOR		
Expected duration of work	The duration of this assignment is for 12 weeks /03 months.		
Target start date	December 01, 2020		
Latest completion date	February 28, 2021		
Travels Expected	As indicated in the TOR		
Special Security Requirements	<input checked="" type="checkbox"/> Not Applicable		
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	All costs related to this assignment including logistics, office arrangements, accommodation, travel etc. shall be borne by the contractor. Whereas UNDP will pay the lump sum amount as per contract shall be paid as achievement of milestones as per the ToR.		
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	<input checked="" type="checkbox"/> Required		

completing the services											
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency BDT										
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b>										
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 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	<table border="1"> <thead> <tr> <th>Outputs and deliverables</th><th>Payments (% of total)</th></tr> </thead> <tbody> <tr> <td>1st payment will be paid after submission of detail action plans, contents, and handover of 2 number of contents/modules - 2 weeks from the date of awarding the contract</td><td>30%</td></tr> <tr> <td>2nd payment will be paid after handover of total 6 number of contents/modules - 4 weeks from the date of awarding the contract</td><td>40%</td></tr> <tr> <td>3rd payment will be paid after handover of total 4 number of contents/modules along with master copy of total 18 number of instrumental and learning videos. - 8 weeks from the date of awarding the contract</td><td>30%</td></tr> <tr> <td><b>Total</b></td><td><b>100 %</b></td></tr> </tbody> </table>	Outputs and deliverables	Payments (% of total)	1st payment will be paid after submission of detail action plans, contents, and handover of 2 number of contents/modules - 2 weeks from the date of awarding the contract	30%	2nd payment will be paid after handover of total 6 number of contents/modules - 4 weeks from the date of awarding the contract	40%	3rd payment will be paid after handover of total 4 number of contents/modules along with master copy of total 18 number of instrumental and learning videos. - 8 weeks from the date of awarding the contract	30%	<b>Total</b>	<b>100 %</b>
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<b>Total</b>	<b>100 %</b>										
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Chief Technical Advisor and National Programme Coordinator of Human Rights Project (HRP).</p> <p>Payment for services of the contractor will be made upon satisfactory certification by the contract administrator.</p>										
Type of Contract to be Signed	<input checked="" type="checkbox"/> Professional Contract										
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 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.</b>										
Criteria for the Assessment of Proposal	Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:										

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	<p><b><u>Minimum Eligibility Criteria:</u></b></p> <p><b><u>The Firm</u></b></p> <ul style="list-style-type: none"> <li>• Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured</li> <li>• Written Self-Declaration that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List</li> <li>• Business Registration Certificate</li> <li>• Tax clearance certificate</li> <li>• VAT clearance certificate</li> <li>• Latest Audited Financial Statement (2019 and 2020)– income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc</li> <li>• The firm must have professional teams including in-house professional Editing Stations with graphics/GFX facilities to complete course on time.</li> <li>• The firm should have all necessary basic shooting gear in-house or in close affiliation to fulfill any immediate requirement that also include professional camera set-up, microphones, Edit suit, GFX suit.</li> <li>• The ideal firm should have sufficient track record of producing educational/instructional videos and services to accumulate the Script Writer, Voice over artists, Graphic Designer, Animator including all associated production and post-production crew. (E.g: Sample of previous works must be attached with the proposal.</li> <li>• Proven quality in studio Narration with professional Voice over Artist (sample of works/links to be provided).</li> <li>• Minimum 2 years' experience in designing and development of instructional Video for Online Course;</li> <li>• The firm must have shooting unit, studio facility, high standard</li> <li>• Specific sample of at least 2 previous works must be attached with the proposal</li> </ul> <p>Along with other manpower required for carrying out the assignment, the firm should provide detailed information and curriculum vitae of the following key personnel with the Proposal:</p> <p><b><u>Key personnel</u></b></p> <p>The team lead should clearly understand instructional video and instructional design which shall be reflected in technical proposal. Team consist with having clear understanding of specific domain knowledge on <b>Human Rights</b> is essential He/she will work with the experts closely to do preliminary research, develop contextual concepts, write scripts and report time to time where necessary</p> <p><b><u>Team Leader (01)</u></b></p> <ul style="list-style-type: none"> <li>• The Team leader must have a graduate degree in Communication/ Media/Marketing or any other relevant field</li> <li>• Minimum 5 years' proven experience in the relevant field.</li> <li>• Minimum 3 years' in leading creative teams</li> <li>• Relevant working experience with UN/ International Organizations/ NGO/ Government.</li> </ul>
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**Resource Person/Consultant (01)**

- She/he must be University level graduate in Law/Human Rights or any relevant field
- She/he should have minimum 3 years' relevant experience.
- Proven experience of effectively communicate research, insights, recommendations to the client and vendor.

**Editor/Graphic Artist – as per requirements**

- Minimum bachelor's degree in graphic designing, art, or any other relevant field
- Minimum 3 years of experience in editing/graphic designing/ animation

**Technical Proposal (70%)**

☒ Expertise of the Firm *[indicate percentage]*

☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan

☒ Management Structure and Qualification of Key Personnel

Criteria	Weight	Max. Points
<b>Technical</b>	70%	
<b>1. Background experience/ Expertise of organization/Firm</b>		<b>20</b>
1.1 Track record of producing educational/instructional videos and services to accumulate the Script Writer, Voice over artists, Graphic Designer, Animator.		10
1.2 In-house capacity of meeting the requirements according to the ToR		10
<b>2. Adequacy and Comprehensiveness of the proposal (concept, approach, work plan)</b>		<b>30</b>
2.1 Overall understanding of the assignment, Proposed project plan, work plan and timeline relevant to the assignment as mentioned at the RFP, Change Management Plan.		10
2.2 Risk Management & Overall flexibility		10
2.3 A seven minutes presentation needs to be pitched by the proposer with the technically qualified bidder(s)		10
<b>3. Management Structure &amp; Skills and experience of Key Personnel</b>		<b>20</b>
<b>3.1 Team Leader – 1 Person</b>		10
<ul style="list-style-type: none"> <li>• Educational Qualification <ul style="list-style-type: none"> <li>• Proven experience in the relevant field.</li> <li>• Experience in leading creative teams.</li> <li>• The team lead should clearly understand online course and instructional design which shall be reflected in technical proposal.</li> <li>• Relevant working experience with UN/International Organization/NGO/Government</li> </ul> </li> </ul>		
<b>3.2 Resources Person/Consultant – 1 Person</b>		5



	<ul style="list-style-type: none"> <li>• Educational Qualification</li> <li>• Relevant working experience</li> <li>• Proven experience of effectively communicate research, insights, recommendations to the client and vendor.</li> </ul>		
	<b>3.3 Editor/Graphic Artist – 1 Person</b>		5
	<ul style="list-style-type: none"> <li>• Educational Qualification</li> <li>• Experience in editing/graphic designing/animation</li> </ul>		
	<b>Financial</b>		<b>30</b>
	<b>Total</b>		<b>100</b>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<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)</b> <input checked="" type="checkbox"/> <b>Detailed TOR (Annex 4)</b> <input checked="" type="checkbox"/> <b>Others [Written Self-Declaration] (Annex 5)</b>		
Contact Person for Inquiries (Written inquiries only)	<p>UNDP Procurement Cluster, UNDP Bangladesh  <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a>            If any potential company has any query about the RFP document, that has to be submitted to the UNDP contact person mentioned above through email ID <a href="mailto:bd.procurement@undp.org">bd.procurement@undp.org</a> within <b>November 16, 2020 by 4.30 pm.</b></p> <p><b><u>“Attn. BD Procurement- Queries on RFP-BD-20220-042- National Institutions/Firms for developing Policy Briefs and Policy Consultations to integrate urban poverty in the policy tools</u></b></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 [pls. specify]	<p><b>* For attention:</b>            The Financial Proposal and the Technical Proposal files <u>MUST BE SEPARATE</u> and uploaded <u>SEPARATELY</u>. Financial proposal must be ‘password’ protected.</p> <p><b>A pre-bid meeting</b> will be held through Zoom on <b>16 November 2020 at 11:30 PM</b>. Please click the link below  <a href="https://undp.zoom.us/j/81571553241?pwd=VVloc0NrRGRjbjRQUy9sVmg4QW8vdz09;">https://undp.zoom.us/j/81571553241?pwd=VVloc0NrRGRjbjRQUy9sVmg4QW8vdz09;</a></p>		

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## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[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****Minimum eligibility criteria of the consultancy firm:**

The key qualifications of the institution/firm, Team Leader, Resource Person, Editor/Graphic Artist are listed below. Firms are welcome to propose additional team members in order to meet the objectives of the assignment within the allotted time period. CVs must be tailored to demonstrate competence against these requirements. Failure to demonstrate the experience of the firm and individual team members against these eligibility criteria will result in proposals being discarded.

- Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured
- Written Self-Declaration that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List
- Business Registration Certificate
- Tax clearance certificate
- VAT clearance certificate
- Latest Audited Financial Statement (2019 and 2020)– income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc
- The firm must have professional teams including in-house professional Editing Stations with graphics/GFX facilities to complete course on time.
- The firm should have all necessary basic shooting gear in-house or in close affiliation to fulfill any immediate requirement that also include professional camera set-up, microphones, Edit suit, GFX suit.
- The ideal firm should have sufficient track record of producing educational/instructional videos and services to accumulate the Script Writer, Voice over artists, Graphic Designer, Animator including all associated production and post-production crew. (E.g: Sample of previous works must be attached with the proposal.
- Proven quality in studio Narration with professional Voice over Artist (sample of works/links to be provided).
- Minimum 2 years' experience in designing and development of instructional Video for Online Course;
- The firm must have shooting unit, studio facility, high standard
- Specific sample of at least 2 previous works must be attached with the proposal

**Minimum eligibility criteria of key personnel:**

Minimum Eligibility Criteria for the Human resource:

This assessment requires senior and professional advice based on substantive experience and qualifications of the contracting entity, that call for a professional team that comprise of Team Leader, Resource Person, Editor/Graphic Artist. The firm will be invited to submit a detailed proposal alongside CVs for the team leader, experts and any associate/assistant staff/s (see below).

**Team Leader:**

The Team Leader will be a key liaison point between LIUPCP and the selected organization. It is expected he/she will have overall responsibility for the assignment, oversight of the team and oversee qualitative analysis and reporting.

- Educational Qualification
- Proven experience in the relevant field.

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- Experience in leading creative teams
- Relevant working experience with UN/ International Organizations/ NGO/ Government.

**Resource Person/Consultant:**

- Educational Qualification
- Relevant working experience.
- Proven experience of effectively communicate research, insights, recommendations to the client and vendor.

**Editor/Graphic Artist**

- Educational Qualification
- Working experience in editing/graphic designing/ animation.

**Note:** Proposers must submit necessary documents to substantiate above eligibility criteria. Proposals which shall not submit/meet above mentioned eligibility criteria will not be considered for further evaluation.

**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.*

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## D. Cost Breakdown per Deliverable (The file with the "FINANCIAL PROPOSAL" must be encrypted with a password)

SL No.	Outputs and deliverables	Payments (% of total)	Value
1.	1st payment will be paid after submission of detail action plans, contents, and handover of 2 number of contents/modules - 2 weeks from the date of awarding the contract	30%	
2.	2nd payment will be paid after handover of total 6 number of contents/modules - 4 weeks from the date of awarding the contract	40%	
3.	3rd payment will be paid after handover of total 4 number of contents/modules along with master copy of total 18 number of instrumental and learning videos. - 8 weeks from the date of awarding the contract;	30%	
	<b>Total</b>	<b>100 %</b>	

## E. Cost Breakdown by Cost Component (The file with the "FINANCIAL PROPOSAL" must be encrypted with a password)

No	Items	Unit name	Qty	# Units	Unit Cost (BDT)	Total (BDT)
1	2	3	4	5	6	7
<b>A Human Resources</b>						
1	Team Leader	person-day	1			
2	Resource Person/Consultant	person-day	1			
3	Editor/Graphic Artist					
4	Add more, if required	person-day	1			
<b>Sub Total</b>						
<b>B Programme Cost</b>						
1		Nos.				
2		Nos.				
<b>Sub Total</b>						
<b>C Other cost</b>						
1						
<b>Sub Total</b>						
<b>D Total Programme Cost (A+B+C)</b>						
<b>E Overhead/Management Cost</b>						

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F	VAT & Other Indirect Applicable Tax	
Grand Total Grand Total (D+E+F)		1,158,300

In Word:

Note: Where necessary, please provide detail estimate of some of the line items in separate tables.

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

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**Annex 3*****General Terms and Conditions for Services*****1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

**2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

**3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

**6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

**8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the

provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

**9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

**11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

### **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient ("Recipient") of such information shall:

- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
- 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

- 13.2.1** any other party with the Discloser's prior written consent; and,
- 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

*ans*



- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

## **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

**17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

**21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

*ans*

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

*ans*

**Terms of Reference (TOR)****Hiring Firm for Designing and Development of Instructional Video for Online Course on Human Rights for Police**

<b>AGENCY/PROJECT NAME:</b>	<b>Human Rights Programme</b>
<b>DURATION:</b>	<b>12 Weeks / 3 months</b>
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Bangladesh</b>

**TERMS OF REFERENCE****Project Title:**

Human Rights Programme (HRP), UNDP

**Description of the Assignment****Background Information and Rationale, Project Description:**

The Human Rights Programme is an initiative undertaken by UNDP supported by a consortium of donors. The Programme supports State based institutions, with a special focus on the National Human Rights Commission (NHRC), Law Enforcing Agencies (LEAs), Civil Society Organizations (CSOs), Community Based Organizations (CBOs) Academic Institutions, Youth etc.

The Programme focus on the following outputs:

1. Strengthened capacity of the National Human Rights Commission to deliver on its mandate
2. Enhanced capacity of civil society and community-based organizations to engage in human rights advocacy and awareness raising
3. Enhanced capacity of law enforcement agencies, in particular police, on human rights issues
4. Strengthened capacity of national stakeholders to better protect and promote women's rights
5. Strengthened capacity of national stakeholders to better protect and promote the rights of ethnic minorities.

The output 3 of the Human Rights Programme is focused to enhance capacity of law enforcing agencies, in particular police on human rights issues. HRP has been working with police on human rights specially to provide training to them on human rights covering relevant international and national human rights standards. As part of this initiative a human rights training manual has been developed for Bangladesh Police and will be followed to implement the capacity development efforts. Now UNDP is planning to develop an e learning training course based on the contents which has been produced by HRP for Bangladesh police to cover higher numbers of officials through online platform.

Aspire to Innovate (a2i) is another flagship Programme of UNDP having special expertise on developing number of e learning course for multiple government entities. They have innovated an online knowledge platform called MuktoPaath ([www.muktopaath.gov.bd](http://www.muktopaath.gov.bd)) and uploaded number of e-course to enhance the skills and education of relevant stakeholders.

However, therefore, the Human Rights Programme of UNDP in collaboration with a2i is going to introduce the Online Course on Human Rights for Police.

- **Specific Objectives:**

Introduce e- course containing 18 numbers of Instructional/Tutorial Videos on human rights and 1 short promo video with proper ideation, concept & script development based on already developed training manual, shooting, editing with required new shoots, screen shot, animation, text, graphics, Voice over and other necessary things related audio-visual production.

- **Scope of Work:**

**E-Learning Course on Human Rights:** This course will be appropriate for the police officials who are involved and engaged in enforcing laws at different tiers including field level. By participating in this course, participants will learn the theory and practice of human rights relevant for delivering their day to day jobs.

*ans*

**Activities:**

- Background research and consultation with designated team and professional experts.
- Concept development based on given content modules (18 nos of instructional and learning videos).
- Prepare a plan of action for developing instructional learning video content and 1 short promo video;
- Design video-based Instructional content /Course outline in consultation with experts.
- Script writing based on the available training module, finalization and submission.
- Arrange a validation workshop to finalize the developed scripts
- Video recording for instructional content development, if necessary outdoor shooting can be included within Dhaka city (interview/lecture nos. 10, case study/simulation maximum 6 nos, screen shot, contextual photo, infographics, animation etc.)
- Prepare 1 short (40 seconds-60seconds) promo video on this e- learning course
- Professional recording voice overs for audio instructions for all contents (if needed).
- Language of the course will be in Bangla
- Subtitle for each video content will be in English
- Edit high-standard instructional and learning videos
- Provide updates on regular interval with the relevant team.
- Validate the final production of the e- course contents/ instructional and learning videos with the relevant stakeholders

**Deliverables /Expected Outputs:**

The following outputs will have to be delivered within a maximum period of 3months after signing the contract requiring the following deliverables:

- An Instructional outline for the online/e-learning course based on consultation.
- A detail action plan for instructional video content development;
- All concept and scripts developed for the instructional/ e-learning videos.
- Master copy of completed 18 nos. of instructional/e-learning video contents (5-7 minutes each)
- Master copy of completed 1 nos. of short promo video or animations (40-60 Sec.)

Sl.	Module	No of Videos
1	Introduction	01
2	Concept of Human Rights and UN Human Right Mechanisms	02
3	UN Standards for Police	01
4	National Human Rights Mechanisms	02
5	Application of Human Rights in Policing (Complaint, Arrest, Investigation, Detention, Force & Firearms)	05
6	Police Role to Protect Women's Rights	01
7	Police Role to Protect Child Rights	01
8	Police Role to Protect Excluded Minorities Rights	01
9	Drugs and Human Rights	01
10	Extremisms and Human Rights	01
11	Human Rights of Police Officials	01
12	Assessment and Certificate	01
	Total	18

**Tentative Output of the Assignment:** 18 nos. of Instructional/video tutorials and 1 promo video on one online course on Human Rights for Police Officials.

*ans*

**Deliverable Methods:**

For each AV the vendor should deliver the followings:

- Master output as .avi. mov format in portable hard drive.
- All the clips must be delivered in HD resolution.
- Separate audio track except music and graphic in case of repackaging
- All the raw/rush (without reprocessing), & master files during production process in portable storage drive.
- All the CG and graphic project in editable format including the source materials in a folder.
- All the raw footage, project file, output, CG and graphic including the source materials in a portable 2TB or higher hard drive.

**Expected Period of Assignment:** The duration of the assignment is 12 weeks from the date of signing the contract.

No.	Topic	No of Weeks
1.	Introduction, Concept of Human Rights and UN Human Right Mechanisms, UN Standards for Police	2 weeks
2.	National Human Rights Mechanisms, Application of Human Rights in Policing (Complaint, Arrest, Investigation, Detention, Force & Firearms)	4 weeks
3.	Police Role to Protect Women's Rights, Police Role to Protect Child Rights, Police Role to Protect Excluded Minorities Rights	3 weeks
4.	Drugs and Human Rights, Extremisms and Human Rights	2 weeks
5.	Human Rights of Police Officials	1 weeks
Total		12 weeks

**Schedule of Payments:**

Payments will made against time bound deliverable as specified in this ToR. HRP, UNDP shall affect payments, by bank transfer to the proposer's bank account. Financial proposal should be made on module-based deliverables wise. HRP and a2i will reserve the right to deduct any module from the assignment.

Deliverables	Percentage of payment
Submission of detail action plans, contents, and handover of 2 number of contents/modules 2 weeks from the date of awarding the contract	30 %
Handover of total 6 number of contents/modules - 4 weeks from the date of awarding the contract	40%
Handover of total 4 number of contents/modules along with master copy of total 18 number of instrumental and learning videos. - 8 weeks from the date of awarding the contract	30%

**Institutional Arrangement:**

The firm shall report to the Chief Technical Advisor and National Programme Coordinator of Human Rights Project (HRP). Technical guidance will be provided jointly by Gender Expert, HRP and Policy Specialist (Educational Innovation), a2i Project.

**Minimum eligibility criteria of the consultancy firm:**

The Firm must have adequate technical ability, resources, human resources and processes. To deliver the above products the ideal vendor should be capable of completing mentioned tasks: As such, following are defined as minimum eligibility criteria:

- Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured
- Written Self-Declaration that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List
- Business Registration Certificate

- Tax clearance certificate
- VAT clearance certificate
- Latest Audited Financial Statement (2019 and 2020)– income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc
- The firm must have professional teams including in-house professional Editing Stations with graphics/GFX facilities to complete course on time.
- The firm should have all necessary basic shooting gear in-house or in close affiliation to fulfill any immediate requirement that also include professional camera set-up, microphones, Edit suit, GFX suit.
- The ideal firm should have sufficient track record of producing educational/instructional videos and services to accumulate the Script Writer, Voice over artists, Graphic Designer, Animator including all associated production and post-production crew. (E.g: Sample of previous works must be attached with the proposal.
- Proven quality in studio Narration with professional Voice over Artist (sample of works/links to be provided).
- Minimum 2 years' experience in designing and development of instructional Video for Online Course;
- The firm must have shooting unit, studio facility, high standard
- Specific sample of at least 2 previous works must be attached with the proposal

**Minimum eligibility criteria of the key personnel:**

The team lead should clearly understand instructional video and instructional design which shall be reflected in technical proposal. Team consist with having clear understanding of specific domain knowledge on **Human Rights** is essential He/she will work with the experts closely to do preliminary research, develop contextual concepts, write scripts and report time to time where necessary

**Team Leader – 1 person**

- The Team leader must have a graduate degree in Communication/ Media/Marketing or any other relevant field
- Minimum 5 years' proven experience in the relevant field.
- Minimum 3 years' in leading creative teams
- Relevant working experience with UN/ International Organizations/ NGO/ Government.

**Resource Person/Consultant – 1 person**

- She/he must be University level graduate in Law/Human Rights or any relevant field
- She/he should have minimum 3 years' relevant experience.
- Proven experience of effectively communicate research, insights, recommendations to the client and vendor.

**Editor/Graphic Artist – as per requirements**

- Minimum bachelor's degree in graphic designing, art, or any other relevant field
- Minimum 3 years of experience in editing/graphic designing/ animation.

**Note the following:**

The selected firm would be required to work in collaboration with the focal point of a2i & HRP-UNDP and provide a regular communication to communicate outcomes on completion of each stage of the production process highlighting how it was implemented, the timeline, the key-people involved.

**Progress Controls:**

The Chief Technical Advisor, National Programme Coordinator and Gender Expert from HRP and e-Learning Expert from a2i will control the progress, approval/acceptance of deliverables. CTA will also carry out a performance evaluation at the end of the assignment.

**Facilities to be provided by UNDP:**

HRP/a2i will provide the following support:

- E-Learning course design
- Human Rights training module/contents developed for Police
- Technical guidance for e-learning content development

**Terms & Conditions**

- Copyrights reserved by UNDP

- Any requirement for change should be addressed by the vendor if needed including post development support service period.
- The selected vendor should allow 3<sup>rd</sup> party audit on product development/maintenance environment as appointed by HRP- UNDP and a2i.
- The selected vendor should allow HRP-UNDP, a2i on product testing.

#### **Technical Proposal:**

The Technical Proposal needs to contain a detail description of the process the contractor intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon in consultation with project team in the early stages of the commencement.

Detailed CV needs to be submitted for the above-mentioned .key personnel.

The selected vendor will also maintain the contingency plan during the pre-production & production phase to maintain the necessary attention for audio contents for radio broadcast and repackaging

#### **Evaluation**

*The consulting firm/organization will be evaluated based on the following methodology:*

- **Evaluation and comparison of proposals:** Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria:

**Note: All Proposers must submit necessary documentations to substantiate above qualifications/criteria. Proposals that will not meet above qualifications/criteria shall not be considered for the next step of the procurement process".**

#### **Evaluation Criteria:**

##### **BASIS OF TECHNICAL EVALUATION**

Criteria	Weight	Max. Points
<b>Technical</b>	70%	
<b>3. Background experience/ Expertise of organization/Firm</b>		<b>20</b>
1.1 Track record of producing educational/instructional videos and services to accumulate the Script Writer, Voice over artists, Graphic Designer, Animator.		10
1.2 In-house capacity of meeting the requirements according to the ToR		10
<b>4. Adequacy and Comprehensiveness of the proposal (concept, approach, work plan)</b>		<b>30</b>
2.1 Overall understanding of the assignment, Proposed project plan, work plan and timeline relevant to the assignment as mentioned at the RFP, Change Management Plan.		10
2.2 Risk Management & Overall flexibility		10
2.3 A seven minutes presentation needs to be pitched by the proposer with the technically qualified bidder(s)		10
<b>3. Management Structure &amp; Skills and experience of Key Personnel</b>		<b>20</b>
<b>3.1 Team Leader – 1 Person</b>		10
<ul style="list-style-type: none"> <li>• Educational Qualification <ul style="list-style-type: none"> <li>• Proven experience in the relevant field.</li> <li>• Experience in leading creative teams.</li> <li>• The team lead should clearly understand online course and instructional design which shall be reflected in technical proposal.</li> <li>• Relevant working experience with UN/International Organization/NGO/Government</li> </ul> </li> </ul>		
<b>3.2 Resources Person/Consultant – 1 Person</b>		5
<ul style="list-style-type: none"> <li>• Educational Qualification</li> <li>• Relevant working experience</li> </ul>		



<ul style="list-style-type: none"><li>Proven experience of effectively communicate research, insights, recommendations to the client and vendor.</li></ul>		
3.3 Editor/Graphic Artist – 1 Person		5
<ul style="list-style-type: none"><li>Educational Qualification</li><li>Experience in editing/graphic designing/animation</li></ul>		
Financial		30
Total		100

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**Annex 5**

**Declaration**

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon  
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: **Hiring Firm for Designing and Development of Instructional Video for Online Course on Human Rights for Police**

**Reference:** RFP-BD-2020-043

Dear Sir,

I declare that ..... is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

*ans*