



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

Strategic Counter-Narrative Content Production for ExtremeLives	DATE: April 4, 2021
	REFERENCE: RFP-2021-10

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Online Data Collection and Analysis for Counternarrative Campaigns: Developing a blueprint to monitor and measure digital impact.**

Please be guided by the form attached hereto as Annex 2,3,and 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in the **English language**, and valid for a minimum period of **120 days**

You are requested to indicate whether your company intends to submit a proposal by clicking “Accept Invitation” in the system.

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. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files

The Technical Proposal and the Financial 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. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

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

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.

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Keshini', with a horizontal line underneath.

Keshini Wijesundera
Manager, Transactional Services Team, BRH
5 April 2021

Description of Requirements

Context of the Requirement	UNDP is seeking the Contractor to conduct “Strategic Counter-Narrative Content Production for ExtremeLives in Southeast Asia”
Implementing Partner of UNDP	NA
Brief Description of the Required Services ¹	<p>The prevalence and form of violent extremism in Southeast Asia varies significantly from country to country, and responses must be carefully tailored to national contexts. Factors that contribute towards conditions that lead to radicalization include a lack of knowledge and understanding between communities of different socio-economic and cultural backgrounds, as well as a lack of tools to build the resilience of communities to violent extremism, especially youth. Despite these varying contexts, across the world evidence points towards a consistent link between violent extremism and the online space. The access that social media provides to individuals and groups to express opinions, share ideas, and news online has led to new social pressures. Radical groups such as IS and Al-Qaeda are known to leverage online spaces and networks to promote their violent worldviews and recruit people across borders.</p> <p><i>Counter- and alternative-narratives</i></p> <p>The concept of creating counter-narratives in order to push back against extremist messages and propaganda has become well established in recent years. According to the London-based Institute of Strategic Dialogue, “A small amount of funding and guidance for counter-narrative campaigners, in terms of deploying social media advertising tools to reach ‘target audiences’ could dramatically improve the awareness, engagement, and impact of counter-narratives and NGOs working in this space.” The Asia Pacific region is estimated to have 1.7 billion active Facebook users which makes Facebook (including Instagram and WhatsApp which were both acquired by Facebook in recent years) one of the most important private sector partners when it comes to tackling harmful online cultures and messages.</p> <p>The proliferation of digital technologies and platforms globally as well as in Asia offers a unique opportunity to engage directly with the region’s youth on issues such as violent extremism on platforms that can reach into their lives and circles at an unprecedented scale. In developing any intervention to prevent violent extremism in Southeast Asia, it is clear that operating in the world of social media is a key tactic that can be used to promote peace and tolerance, and that the power of youth can and should be harnessed in order to achieve this.</p> <p><i>ExtremeLives</i></p>

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.

	<p>Since August 2017, UNDP and the European Union together with the support of Facebook have established a partnership culminating in ExtremeLives. ExtremeLives is a project that focuses on digital storytelling, uncovering the personal insights and stories of people who have been affected by violent extremism, violent conflict, issues of identity, and related topics. The project disseminates positive narratives on social media thereby using creative means to provide youth and local-level communities in Asia with knowledge and relatable information on violent extremism. The project’s signature products are video documentaries of around 5-10 minutes in length. To accompany these videos, the project also provides guidance for local CSOs, NGOs, and youth groups in the form of toolkits that hope to encourage constructive conversations and promote understanding.</p> <p><i>The objective of this contract is</i> to strengthen the resilience of youth in local communities in Southeast Asia, as well as across the Asia region, through the production of eight affective, informative, high-quality videos and corresponding trailers for dissemination on social media. These eight videos will be divided into two ‘seasons’ and produced over the course of 18 months. UNDP seeks a creative, resourceful, and critically minded video production company with experience in producing counter- or alternative-narrative films to assist in the creation of these videos.</p>	
List and Description of Expected Outputs to be Delivered		
	Deliverables	Timeline
	1. Develop a strategy and methodology for ExtremeLives new seasons in close collaboration with UNDP.	30 July 2021
	2. Develop a creative treatment for the first season of 4 videos for ExtremeLives, focusing on Thailand and the Philippines.	01 October 2021
	3. Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between 5-10 minutes in length for ExtremeLives, focusing on Thailand and the Philippines. Travel to both countries is anticipated.	30 January 2021
	4. Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Thailand and the Philippines.	30 February 2022
	5. Develop a creative treatment for the second season 4 videos for ExtremeLives, focusing on Indonesia and Malaysia.	15 April 2022
	6. Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between	01 July 2022

	5-10 minutes in length for ExtremeLives, focusing on Indonesia and Malaysia. Travel to both countries is anticipated.	
	7. Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Indonesia and Malaysia	30 August 2022
(Detailed TOR attached as Annex 2)		
Person to Supervise the Work/Performance of the Service Provider	Consultant will work under supervision of Project Manager as Supervisor and with close coordination/ collaboration with Digital Communication Specialist	
Frequency of Reporting	<i>As indicated in the TOR attached as Annex 2</i>	
Progress Reporting Requirements	<i>As indicated in the TOR attached as Annex 2</i>	
Location of work	<input checked="" type="checkbox"/> At Contractor's Location	
Expected duration of work	<i>1.5 years</i>	
Target start date	1 st May 2021	
Latest completion date	30 th September 2022	
Travels Expected	<i>As indicated in the TOR attached as Annex 2</i>	
Special Security Requirements	<input checked="" type="checkbox"/> Others No requirements	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<i>As indicated in the TOR attached as Annex 2</i>	
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"/> United States Dollars
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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 ³	<i>As indicated in the TOR attached as Annex 2</i>
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	PVE Project Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <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.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm [300] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [400] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [300] Financial Proposal (30%)

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.

	<p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The following formula will be used to evaluate financial proposal:</p> $p = y (\mu/z), \text{ where:}$ <p>p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ=price of the lowest priced proposal; z = price of the proposal being evaluated.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p><i>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.</i></p>
Annexes to this RFP ⁵	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>procurement.th@undp.org</i></p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>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.</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.

<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p> <p>(failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> ☒ Technical Proposal submission form as per the Template Annex 3; ☒ Password protected Financial proposal Annex 4; ☒ Organization Profile ☒ Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; ☒ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; ☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years ☒ Document Establishing Eligibility & Qualification of the Bidder <ul style="list-style-type: none"> • List of similar projects completed in last five years with value, client name and contact details; • Statement of Satisfactory Performance from the Top Clients on similar works; ☒ Completed and signed CVs for the Proposed Key personnel; ☒ Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;
	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy organization:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Business/ Organization Licenses – Registration papers;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- At least 12 years' experience in documentary film making, video production, digital journalism, communications content creation, or related work of a similar nature
- Specialized knowledge and experience in producing strategic counter-narrative video-work to prevent violent extremism in youth audience in Asia region
- Previous engagement with UNDP or other UN Agencies on video work of a similar nature

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	<p>At least 12 years' experience in documentary film making, video production, digital journalism, communications content creation, or related work of a similar nature</p> <ul style="list-style-type: none"> • Every additional 2 years experience in documentary film making, video production, digital journalism, communications content creation, or related work of a similar nature will obtain 10 more points, with maximum score of 100 points • Bidder demonstrates 12 years' experience in documentary film making, video production, digital journalism, communications content creation, or related work of a similar nature [70 points] • Bidder demonstrates less than 12 years' experience in documentary film making, video production, digital journalism, communications content creation, or related work of a similar nature [30 points] 	100
1.2	<p>Demonstrate specialized knowledge and experience in producing strategic counter-narrative video-work to prevent violent extremism in youth audiences in Asia region through submission of sample of video strategies.</p> <ul style="list-style-type: none"> • Every additional 2 samples of video strategies will obtain 20 more points, with maximum score of 130 points • Bidder demonstrates 5 samples of video strategies [70 points] • Bidder demonstrate 3-4 samples of video strategies [40 points] • Bidder demonstrates 1-2 samples of video strategies [20 points] • Bidder demonstrates 0 sample of video strategies [0 point] 	130
1.3	<p>At least submission of one completed project with previous engagement with UNDP or other UN Agencies on video work of a similar nature</p> <ul style="list-style-type: none"> • Submission of two completed projects (or more) with previous engagement with UNDP or other UN Agencies on video work of a similar nature [70 points] • Submission of one completed project with previous engagement with UNDP or other UN Agencies on video work of a similar nature [49 points] • Submission of 0 completed project with previous engagement with UNDP or other UN Agencies on video work of a similar nature [0 point] 	70
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Understanding of the requirement: Have the important aspects of the task been addressed in enough detail? Are the different components of the project adequately weighted relative to one another?</p> <ul style="list-style-type: none"> • Bidder demonstrates an excellent approach exceeding requirements from Terms of Reference [100 points] • Bidder demonstrates a satisfactory approach equivalent to requirements from Terms of Reference [70 points] • Bidder demonstrates an incomprehensive approach partially equivalent to requirements from Terms of Reference [0 point] 	100
2.2	<p>Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference</p> <ul style="list-style-type: none"> • Bidder demonstrates clearly how they will exceed the requirements of the Terms of Reference [100 points] • Bidder demonstrates some efforts to exceed the requirements from Terms of Reference, but clearly demonstrates how the approach and methodology will meet the requirements [70 points] • Bidder demonstrates a no efforts to exceed the requirements of the Terms of Reference and does not meet the requirements [0 point] 	100
2.3	<p>Details on how the different service elements shall be organized, controlled and delivered</p> <ul style="list-style-type: none"> • Bidder clearly demonstrates organization of the service provided [70 points] • Bidder partially demonstrates organization of the services provided and how these will be controlled and delivered [49 points] • Bidder provides no or limited evidence to show how the service elements would be organized, controlled and delivered [0 point] 	70
2.4	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement</p> <ul style="list-style-type: none"> • Bidder demonstrates a excellent description of how M&E will be conducted [50 points] • Bidder demonstrates a satisfactory description of how M&E will be conducted [35 points] • Bidder demonstrates limited or unsatisfactory description of how M&E will be conducted [10 point] 	50

2.5	<p>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic</p> <ul style="list-style-type: none"> • Bidder provides a thorough and comprehensive description of an implementation plan that clearly shows activities sequenced and how services will be provided to realistic timeframe [80 points] • Bidder provides a satisfactory description of an implementation plan that clearly shows activities sequenced and how services will be provided to realistic timeframe [56 points] • Bidder provides a limited description of an implementation plan that clearly shows activities sequenced and how services will be provided to realistic timeframe [30 points] 	80
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Director		130
	<p>10 years' experience in directing and producing projects relating to documentary film making, video production, digital journalism, or related work</p> <ul style="list-style-type: none"> • 15 years's experience in directing and producing projects relating to documentary film making, video production, digital journalism, or related work [40 points] • 11-14 year's experience in directing and producing projects relating to documentary film making, video production, digital journalism, or related work [34 points] • At least 10 years' experience in directing and producing projects relating to documentary film making, video production, digital journalism, or related work [28 points] • Less than 10 years of experience in directing and producing projects relating to documentary film making, video production, digital journalism, or related work [0 point] 	40	

	<p>At least Master's degree in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentation, or related subjects</p> <ul style="list-style-type: none"> • Ph.D degree in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentation, or related subjects [30 points] • Masters degree or equivalent in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentation, or related subjects [21 points] • Bachelor degree in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentatio, or related subjects [0 point] 	30	
	<p>At least 3 completed projects as evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, and/or related subjects</p> <ul style="list-style-type: none"> • 5 completed projects (or more) as evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, and/or related subjects [40 points] • 4 completed projects as evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, and/or related subjects. [32 points] • 3 completed projects as evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, and/or related subjects [28 points] • 1-2 completed projects as evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, and/or related subjects [10 points] • 0 completed project as evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, and/or related subject. [0 point] 	40	

	<p>At least submission of two completed projects with previous engagement with UNDP or other UN Agencies on video work of a similar nature</p> <ul style="list-style-type: none"> • Every additional submission of one completed project with previous engagement with UNDP or other UN Agencies on video work of a similar nature, will obtain 2 more points, with maximum score of 20 points • Submission of two completed projects with previous engagement with UNDP or other UN Agencies on video work of a similar nature [14 points] • Submission of one completed project with previous engagement with UNDP or other UN Agencies on video work of a similar nature [7 points] • Submission of 0 completed project with previous engagement with UNDP or other UN Agencies on video work of a similar nature [0 point] 	20	
3.1 b	Videographer/Producer	90	
	<p>8 years' experience in the production of documentary films, video, digital journalism, or related work</p> <ul style="list-style-type: none"> • Every additional 2 years of experience in the producing of documentary films, videos, digital journalism, or related work, will obtain 6 more points, with maximum score of 40 points • 8 years of experience in the producing documentary films, videos, digital journalism, or related work [28 points] • Less than 8 years of experience in the producing documentary films, videos, digital journalism, or related work [0 point] 	40	

	<p>Evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, and/or related subjects</p> <ul style="list-style-type: none"> CV provides clear evidence of specialized knowledge and experience on production video-work on social justice, human rights, conflict, violent extremism, displacement, an/or related subjects [30 points] CV provides some evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, or provides strong evidence of having worked on video projects that only tangentially relate to social justice, human rights, conflict, violent extremism, displacement, and/or related subjects [21 points] CV provides no evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, or related subject of a sensitive nature, or provides some evidence of having worked on video projects that do not relate to conflict, extremism, displacement, and/or related subject. [0 point] 	30	
	<p>At least submission of two completed projects with previous engagement with UNDP or other UN Agencies for video production assignments or a similar nature</p> <ul style="list-style-type: none"> Every additional submission of one completed project with previous engagement with UNDP or other UN Agencies for video production assignments or a similar nature, will obtain 2 more points, maximum score of 20 points Submission of two completed projects with previous engagement with UNDP or other UN Agencies for video production assignments or a similar nature [14 points] Submission of one completed project with previous engagement with UNDP or other UN Agencies for video production assignments or a similar nature [7 points] Submission of 0 completed project with previous engagement with UNDP or other UN Agencies for video production assignments or a similar nature [0 point] 	20	
3.1 c	Script Writer/Researcher		80

	<p>3 years' experience in producing research for film production, video scriptwriting, video storyboarding, and/or other work of a similar nature</p> <ul style="list-style-type: none"> • 4 years' experience (or more) in producing research for film production, video scriptwriting, video storyboarding, and/or other work of a similar nature [30 points] • At least 3 years' experience in producing research for film production, video scriptwriting, video storyboarding, and/or other work of a similar nature [21 points] • Less than 3 years' experience in producing research for film production, video scriptwriting, video storyboarding, and/or other work of a similar nature [0 point] 	30	
	<p>At least Master's degree in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentation, or related subjects</p> <ul style="list-style-type: none"> • Ph.D degree in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentation, or related subjects [30 points] • Masters degree or equivalent in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentation, or related subjects [21 points] • Bachelor degree in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentation, or related subjects [0 point] 	30	

	<p>At least submission of 3 completed projects as evidence of knowledge and experience in conveying issues that include social justice, human rights, conflict, violent extremism, displacement, and/or related subjects in a critical and nuanced fashion</p> <ul style="list-style-type: none"> • Every additional one completed project as evidence of knowledge and experience in conveying issues that include social justice, human rights, conflict, violent extremism, displacement, and/or related subjects in a critical and nuanced fashion, will obtain 2 more points, with maximum score of 20 points • 2 completed projects as evidence of knowledge and experience in conveying issues that include social justice, human rights, conflict, violent extremism, displacement, and/or related subjects in a critical and nuanced fashion [14 points] • 1 completed project as evidence of knowledge and experience in conveying issues that include social justice, human rights, conflict, violent extremism, displacement, and/or related subjects in a critical and nuanced fashion [7 points] • 0 completed project as evidence of knowledge and experience in conveying issues that include social justice, human rights, conflict, violent extremism, displacement, and/or related subjects in a critical and nuanced fashion [0 point] 	20	
Total Section 3			300

Annex 2

Terms of Reference (ToR)

Title: Strategic Counter-Narrative Content Production for ExtremeLives

a. Background Information and Rationale, Project Description

The prevalence and form of violent extremism in Southeast Asia varies significantly from country to country, and responses must be carefully tailored to national contexts. Factors that contribute towards conditions that lead to radicalization include a lack of knowledge and understanding between communities of different socio-economic and cultural backgrounds, as well as a lack of tools to build the resilience of communities to violent extremism, especially youth. Despite these varying contexts, across the world evidence points towards a consistent link between violent extremism and the online space. The access that social media provides to individuals and groups to express opinions, share ideas, and news online has led to new social pressures. Radical groups such as IS and Al-Qaeda are known to leverage online spaces and networks to promote their violent worldviews and recruit people across borders.

Country contexts

The Philippines has witnessed the highest incidence of violent extremism in Southeast Asia over the past three decades. Most of these incidents have taken place in the country's second largest island, Mindanao, concentrated within its Muslim-majority autonomous region. While a peace agreement was signed between the Moro Islamic Liberation Front (MILF) and the Philippines National Government in 2015, the 2017 Marawi Siege by an association of terrorist groups who had pledge allegiance to the ISIL pointed to the growing influence of external drivers in local conflict. Violent extremist activity on social media in the Philippines is a relatively new phenomenon in this complex conflict environment. Online networks replicate offline communities, and extremist messaging is often highly localized, connecting ideology with local grievances that often spring from the municipal or provincial level.

In Indonesia, the past decade has seen an overall decline in the number, scale, and success of extremist attacks. However, Indonesians are known to have traveled to Syria and to the Philippines, drawn by the idea of an existing Caliphate and a sense of righteousness in fighting what they see as threats to Islam. Reports from returnees cite WhatsApp, Facebook, as well as other social media platforms for connecting them with radical groups. Although it has an internet penetration rate of only 53.7% - lower than many countries in Asia Pacific - Indonesia is one of the countries with the highest number of internet users in the world; as of June 2019, 171.26 million out of the country's total population of over 260 million were active internet users.

Malaysia has seen very little extremist violence since the 9/11 attacks in the USA. However, the country has had a well-documented number of foreign terrorist fighters (FTFs) who joined ISIL in Syria and is a key node in complex terrorist networks between Indonesia, Philippines, and the Middle East. Little is understood about Malaysian FTFs motivations, though Malaysian fighters have been effective at generating large followings on social media. It is difficult to separate growing concerns over extremism from Malaysia's longstanding ethnic divisions, particularly perceived exclusivity and dominance of ethnic Malay identity, pointing to the need to link social cohesion with Preventing Violent Extremism efforts in the country. As Islamic consciousness has risen globally, over time Malaysia's brand of Sunni Islam has fused with an increasingly intolerant and exclusive Malay nationalism.

In Thailand, national elections in 2019 led to a democratically elected parliament after several years of political instability, coups and violent street protests. Nonetheless, underlying sources of deep fragility remain, revolving around political and identity marginalization, stark regional inequalities, access to justice, natural resource management issues, and perceptions of lack of voice, which, if left unaddressed, may lead to violence. On a sub-national level, violence in the three Southern Border Provinces continues to take its toll, although remains widely misunderstood beyond the South. While efforts continue towards meaningful engagement between the parties, more than 7,000 lives have been lost over 15 years, and formerly peaceful social relations are all the more fractured, particularly between youth. Such factors risk driving radicalizing hate speech and forms of violent extremism against people of different identities, religion, socio economic status and political belief. With a reported 52 million internet users in Thailand as of January 2020, the digital space has emerged as a key area in order to build platforms for constructive conversation and civil society engagement.

Counter- and alternative-narratives

The concept of creating counter-narratives in order to push back against extremist messages and propaganda has become well established in recent years. According to the London-based Institute of Strategic Dialogue, “A small amount of funding and guidance for counter-narrative campaigners, in terms of deploying social media advertising tools to reach ‘target audiences’ could dramatically improve the awareness, engagement, and impact of counter-narratives and NGOs working in this space.” The Asia Pacific region is estimated to have 1.7 billion active Facebook users which makes Facebook (including Instagram and WhatsApp which were both acquired by Facebook in recent years) one of the most important private sector partners when it comes to tackling harmful online cultures and messages.

The proliferation of digital technologies and platforms globally as well as in Asia offers a unique opportunity to engage directly with the region’s youth on issues such as violent extremism on platforms that can reach into their lives and circles at an unprecedented scale. In developing any intervention to prevent violent extremism in Southeast Asia, it is clear that operating in the world of social media is a key tactic that can be used to promote peace and tolerance, and that the power of youth can and should be harnessed in order to achieve this.

ExtremeLives

Since August 2017, UNDP and the European Union together with the support of Facebook have established a partnership culminating in ExtremeLives. ExtremeLives is a project that focuses on digital storytelling, uncovering the personal insights and stories of people who have been affected by violent extremism, violent conflict, issues of identity, and related topics. The project disseminates positive narratives on social media thereby using creative means to provide youth and local-level communities in Asia with knowledge and relatable information on violent extremism. The project’s signature products are video documentaries of around 5-10 minutes in length. To accompany these videos, the project also provides guidance for local CSOs, NGOs, and youth groups in the form of toolkits that hope to encourage constructive conversations and promote understanding.

b. Specific Objectives

The objective of this contract is to strengthen the resilience of youth in local communities in Southeast Asia, as well as across the Asia region, through the production of eight affective, informative, high-quality videos and corresponding trailers for dissemination on social media. These eight videos will be divided into two ‘seasons’ and produced over the course of 18 months. UNDP seeks a creative, resourceful, and critically minded video production company with experience in producing counter- or alternative-narrative films to assist in the creation of these videos.

c. Scope of Services

Pre-production

ExtremeLives has a specific target audience for its video content, namely youth at risk of the drivers of extremism aged between 15 – 35 in Southeast Asia. It is essential that all video content created under this assignment takes this target audience into account and that videos are tailored to this audience. A pre-production phase is therefore anticipated as part of this assignment.

1. Research

The production company, with support from the UNDP Bangkok Regional Hub (BRH), UNDP Country Offices (COs), and a network of CSOs/NGOs and activists, would conduct research into the following areas:

- a. How to best tailor content to reach youth audiences in Southeast Asia (through market research or other necessary means);
- b. Themes relating to violent extremism that can be explored in each video;
- c. The identification of a videography style appropriate for the target demographic;
- d. The identification of at least 1 individual subject to be featured in each video (8 in total);
- e. Other research relating to the production of the videos.

2. Strategy and Methodology

The production company would be expected to provide the Communications Specialist with a comprehensive strategy, detailing how the target demographics would be reached, the agreed style and design concept of the videos, provide an example storyboard and script, and work collaboratively with the Bangkok Regional Hub team, UNDP Country Office focal points, and local-level CSOs/NGOs to ensure all stakeholders approve of the proposed strategy.

- a. This strategy should demonstrate how the production company will ensure that the project takes into account gender to ensure the project is gender equitable both in terms of production and in terms of content.
- b. The strategy will outline how videos will be tailored to reach youth audiences in Southeast Asia specifying techniques, styles, narrative methods etc. that the videos will adopt in order to do this.
- c. The company should demonstrate how they will integrate good use of local-level talent in Asia in order to complete the project.
- d. The production team will conduct a series of virtual consultation to gain an insight into the kind of themes that each Country Office and their network of CSOs/NGOs on the ground would like to explore, to gain a better understanding of the context of each country, consider resource management and mobilization, solidify methodologies, and to discuss creative ideas on the style and format of the videos. These consultations would also be a key opportunity to discuss at length the kinds of sensitivities the production team would need to be mindful of over the course of production, as well as clarifying terminology.

3. Due diligence

The production company will hire fixers or local guides to provide them with access to subjects to be featured in videos. However, the production company would also be responsible for ensuring that any individual subjects interviewed as part of ExtremeLives and that feature in the videos have been background checked and a due diligence report submitted to UNDP for review and approval prior to shoots.

UNDP BRH and Country Office focal points must be closely consulted in the pre-production stages with regards to planning and methodology, acknowledging that some level of flexibility will be necessary. Documents that comprehensively outline a creative treatment for each video, together with a list of set locations, subject biographies, research and due diligence conducted ahead of the shoots should be submitted to UNDP for review and approval at least 3 weeks before travel to locations.

Production

The company hired under this assignment would lead in the production of 8 documentary videos of around 5-10 minutes in length that explore themes relating to violent extremism in the context of Southeast Asia. The video production will be divided into two 'seasons' with 4 videos focusing on two countries per season (i.e. Thailand and Philippines for the first season, Indonesia and Malaysia in the second). Videos will be in the native language of each country, with subtitles in English.

1. Travel

It is anticipated that the Director of Photography and Videographer/Producer would embark on four field missions (Indonesia, Thailand, Philippines, Malaysia), in order to procure footage of the subjects and appropriate b-roll. Over the course of these missions, no footage is to be shot without the express permission of UNDP and associated partners. The production company would be responsible for procuring visas and necessary permits in order to film, as well as arranging their own travel, accommodation, and expenses over the course of the field missions.

2. Equipment

The company will be responsible for sourcing their own equipment and software necessary in order to complete the contract, and the cost of sourcing this equipment will be borne by the company.

3. Interpretation

The company would be responsible for hiring interpreters to accompany the team on shoots and offer spontaneous translation (if necessary)

4. Consent

The production company would be responsible for ensuring that subjects interviewed as part of ExtremeLives have signed appropriate consent forms and are aware of the ways in which the footage and other content procured under this assignment will be used.

5. Additional Contractors

The company would be responsible for the hire of fixers, audio producers, animators, or any other production-related contractors necessary in order to complete the assignment to a high standard as per the agreed strategy and methodology.

6. Subject stipend

The company would be responsible for providing subjects featured in the videos with a travel and accommodation stipend to facilitate their participation in the videos.

During field missions to shoot footage for these videos, a representative from UNDP BRH and relevant UNDP Country Office will be present to facilitate contact with subjects and local-level communities. The production company should also make good use of local talent during the production of these videos, whether these be in the hiring of local fixers, videographers, guides, etc.

Post-Production

1. Editing

The company would be responsible for editing all footage and audio relating to these videos. The company would be responsible for providing the full-length videos in two versions: (a) rendered in formats and dimensions that complement social media dissemination on Facebook, YouTube, and Instagram (IGTV) with English subtitles and bugs; and (b) rendered in formats and dimensions that complement theatrical release with English subtitles and logos at the end.

No more than 5 rounds of editing is anticipated for the completion of each video under this assignment, however some reasonable flexibility would be anticipated to ensure the videos meet all stakeholders' expectations and requirements.

2. Translation

The company would ensure that all interview footage with subjects procured under this contract in local languages is translated into English. Final videos for social media must be fully captioned in English as per UNDP Social Media Guidelines.

3. Social Media

The company would also lead in the production of the following digital content:

- a. Eight 30-second 'trailers' (one for each individual video) to support in the publicization of the full-length videos. Each trailer should be rendered in formats and dimensions that complement social media dissemination on Facebook, Twitter, and Instagram (Stories and Posts). No more than 3 rounds of editing is anticipated for the completion of each trailer under this assignment.
- b. Two season 'trailers' for each season to support in the publicization of the series using footage procured from the shoots. These trailers should be rendered in formats and dimensions that complement social media dissemination on Facebook, Twitter, and Instagram (Stories and Posts). No more than 3 rounds of editing is anticipated for the completion of these trailers under this assignment.

4. Branding

The company would ensure that videos are appropriately branded to ensure that recognition is provided to partners and donors who have contributed towards the creation of the videos. The company may be called upon to provide some feedback to a branding manager in order to ensure all videos fit the brand and visual identity of the ExtremeLives initiative.

5. Fact-checking

In post-production, the company would be responsible for ensuring the videos are factually correct at the time of production, and that any errors are rectified. The company would also be responsible in ensuring that subtitles in English accurately relay subjects' meaning.

Up to five rounds of edits are anticipated in order to finalize each 5-10-minute video. The assignment is considered complete only once all videos have been approved by all relevant stakeholders and are ready to be disseminated online.

COVID-19 Mitigation

The COVID-19 pandemic has brought significant challenges when it comes to the implementation and completion of development activities on-the-ground. The situation in each country continues to evolve, and some countries may have tighter restrictions to international and national travel than others. The production company will therefore submit as part of their strategy a mitigation plan. If the opportunity for vaccine is made available in the production company's home country, team members will seek out vaccination prior to any travel arrangements, and the company will keep close eye on the COVID restrictions in each country

If key members of the production team are unable to fly into the countries under this contract in order to shoot footage and conduct interviews, the company will bare the cost of subcontracting to local videographers or production vendors in Indonesia, Malaysia, Thailand and/or the Philippines in order to complete the production portion of the contract. The company will provide a full creative brief to the subcontracted team and provide virtual support throughout the shoots. The company will then receive the footage and materials from the subcontracted team and lead the post-production process in order to finalize the videos and trailers. The company will openly communicate with the UNDP team on logistics on a rolling basis in order to ensure the timely delivery of outputs.

d. Approach and Methodology

UNDP is open to different approaches and methodologies in order to leave room for the bidders to propose a more detailed methodology that align with the prescribed scope and objectives.

e. Deliverables and Schedules/Expected Outputs

Deliverables	Percentage worth	Timeline
1. Develop a strategy and methodology for ExtremeLives new seasons in close collaboration with UNDP.	10%	30 July 2021

2. Develop a creative treatment for the first season of 4 videos for ExtremeLives, focusing on Thailand and the Philippines.	15%	01 October 2021
3. Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between 5-10 minutes in length for ExtremeLives , focusing on Thailand and the Philippines. Travel to both countries is anticipated.	20%	30 January 2021
4. Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Thailand and the Philippines.	10%	30 February 2022
5. Develop a creative treatment for the second season 4 videos for ExtremeLives, focusing on Indonesia and Malaysia.	15%	15 April 2022
6. Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between 5-10 minutes in length for ExtremeLives , focusing on Indonesia and Malaysia. Travel to both countries is anticipated.	20%	01 July 2022
7. Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Indonesia and Malaysia	10%	30 August 2022

f. Governance and Accountability

The production company would work closely with the Bangkok Regional Hub Communications Specialist for the Preventing Violent Extremism team as well as key focal points from UNDP Country Offices. The company would seek the expertise and access to networks from local-level CSOs and NGOs who will facilitate in the identification of subjects for videos and ensure their requests and requirements are reflected in the final products. Finally, the company would work closely with subjects whose personal stories would be featured and will ensure that consent forms are processed and submitted to UNDP.

Consistent reporting and relaying updates over the course of this assignment is deemed essential. The production company will have a fortnightly video conference call with members of the UNDP team throughout the process to communicate progress.

g. Facilities to be provided by UNDP

UNDP will not be responsible for providing any facility, support personnel, support service, or logistics for the provision of these services.

h. Expected duration of the contract/assignment

The contract will be from 01 May 2021 to 30 September 2022. UNDP expects the following set deliverables to be completed.

Deliverables	Percentage worth	Timeline	Approval
1. Develop a strategy and methodology for ExtremeLives new season in close collaboration with UNDP.	10%	30 July 2021	UNDP PVE Digital Communications Analyst
2. Develop a creative treatment for the first season of 4 videos for ExtremeLives, focusing on Thailand and the Philippines.	15%	01 October 2021	UNDP PVE Digital Communications Analyst
3. Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between 5-10 minutes in length for ExtremeLives , focusing on Thailand and the Philippines. Travel to both countries is anticipated.	20%	30 January 2021	UNDP PVE Digital Communications Analyst
4. Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Thailand and the Philippines.	10%	30 February 2022	UNDP PVE Digital Communications Analyst
5. Develop a creative treatment for the second season 4 videos for ExtremeLives, focusing on Indonesia and Malaysia.	15%	15 April 2022	UNDP PVE Digital Communications Analyst

6. Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between 5-10 minutes in length for ExtremeLives, focusing on Indonesia and Malaysia. Travel to both countries is anticipated.	20%	01 July 2022	UNDP PVE Digital Communications Analyst
7. Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Indonesia and Malaysia	10%	30 August 2022	UNDP PVE Digital Communications Analyst

i. Duty Station

Home-based with travel to Thailand, Malaysia, Indonesia and the Philippines

j. Professional Qualifications of the Successful Contractor and its key personnel

Qualifications of the successful contractor

- At least 12 years' experience in documentary film making, video production, digital journalism, communications content creation, or related work of a similar nature
- Demonstrate specialized knowledge and experience in producing strategic counter-narrative video-work to prevent violent extremism in youth audiences in Asia region through submission of sample of video strategies
- At least submission of one completed project with previous engagement with UNDP or other UN Agencies on video work of a similar nature

Director

- 10 years' experience in directing and producing projects relating to documentary film making, video production, digital journalism, or related work
 - At least Master's degree in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentation, or related subjects
 - At least 3 completed projects as evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, and/or related subjects
- At least submission of two completed projects with previous engagement with UNDP or other UN Agencies on video work of a similar nature

Videographer/Producer

- 8 years' experience in the production of documentary films, video, digital journalism, or related work
- Evidence of specialized knowledge and experience on producing video-work on social justice, human rights, conflict, violent extremism, displacement, and/or related subjects
- At least submission of two completed project with previous engagement with UNDP or other UN Agencies for video production assignments of a similar nature

Script Writer/Researcher

- 3 years' experience in producing research for film production, video scriptwriting, video storyboarding, and/or other work of a similar nature
- At least Master's degree in Journalism, International Relations, Sociology, Anthropology, Politics, Social Documentation, or related subjects

At least submission of 3 completed projects as evidence of knowledge and experience in conveying issues that include social justice, human rights, conflict, violent extremism, displacement, and/or related subjects in a critical and nuanced fashion

k. Price and Schedule of Payments

The company would be responsible for the coordination, travel and transportation, and participation on four field missions in order to complete the shoots.

The price proposed should therefore include professional fees, travel and living allowances while on missions, taxes, visa and film permits, equipment hire, the hiring of fixers, animators, translators/interpreters, hosts, experts, or any other contractors anticipated as part of this assignment. The company will also be responsible for providing subjects and hosts with a small stipend to assist in their travel and expenses in order to take part in the shoots. Financial proposals should take these additional elements into account.

The method of payment is via an output-based lump-sum scheme. The payments shall be released within 1 week upon submitting the required deliverables to a satisfactory level to the PVE Communications Specialist, UNDP Bangkok Regional Hub, as per agreement for each report in accordance with a set time schedule to be agreed in the contract.

Deliverables	Percentage worth	Timeline
1. Develop a strategy and methodology for ExtremeLives new seasons in close collaboration with UNDP.	10%	30 July 2021
2. Develop a creative treatment for the first season of 4 videos for ExtremeLives, focusing on Thailand and the Philippines.	15%	01 October 2021
3. Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between 5-10 minutes in length for ExtremeLives , focusing on Thailand and the Philippines. Travel to both countries is anticipated.	20%	30 January 2021
4. Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season	10%	30 February 2022

trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Thailand and the Philippines.		
5. Develop a creative treatment for the second season 4 videos for ExtremeLives, focusing on Indonesia and Malaysia.	15%	15 April 2022
6. Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between 5-10 minutes in length for ExtremeLives , focusing on Indonesia and Malaysia. Travel to both countries is anticipated.	20%	01 July 2022
7. Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Indonesia and Malaysia	10%	30 August 2022

m. Additional References or Resources

The ExtremeLives website can be referred to for more information about the project:
<https://www.undp.org/content/extremelives/en/home.html>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[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

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 Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- 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) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *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

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.

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

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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.*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁹ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive)</i>
1	Develop a strategy and methodology for ExtremeLives Season new seasons in close collaboration with UNDP.	10%	
2	Develop a creative treatment for the first season of 4 videos for ExtremeLives, focusing on Thailand and the Philippines.	15%	
3	Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between 5-10 minutes in length for ExtremeLives, focusing on Thailand and the Philippines. Travel to both countries is anticipated.	20%	
4	Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Thailand and the Philippines.	10%	

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

5	Develop a creative treatment for the second season 4 videos for ExtremeLives, focusing on Indonesia and Malaysia.	15%	
6	Produce (coordinate, shoot, edit, and caption/subtitle) 4 documentary videos of between 5-10 minutes in length for ExtremeLives, focusing on Indonesia and Malaysia. Travel to both countries is anticipated.	20%	
7	Produce 4 captioned trailers of no more than 30 seconds for each individual video, and one captioned season trailer of no more than 50 seconds in length for ExtremeLives featuring footage from Indonesia and Malaysia	10%	
	Total	100%	

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

A. 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				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]