



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

	DATE: May 7, 2021
	REFERENCE: 37935

Dear Sir / Madam:

United Nations Volunteers administered by United Nations Development Programme (UNV) kindly requests you to submit your Proposal for **Creation and production of UNV Corporate Videos**.

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

Proposals must be submitted on or before the deadline indicated by UNV in the eTendering system. Bids must be submitted in the online eTendering 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  
username: event.guest  
password: why2change  
and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in English and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation".

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

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, UNV shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

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 UNV 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 UNV, 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 UNV'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 UNV after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNV 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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNV 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/protestandsanctions/>

UNV encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNV 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.

UNV implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNV, as well as third parties involved in UNV activities. UNV expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours, *Julie Spiller*

*Julie Spiller*

*Team Leader, Procurement, Travel and Administration Unit*  
5/7/2021

**Annex 1****Description of Requirements**

Context of the Requirement	<p>UNV requires a set of new up-to-date corporate videos in the UN languages, to use for different audiences and outreach events. UNV also requires a library of B-roll and raw footage, along with high quality photographs, for use in ongoing communications assets. The current corporate video can be viewed here: <a href="https://www.youtube.com/watch?v=pkzUsSScG_k">https://www.youtube.com/watch?v=pkzUsSScG_k</a></p> <p>The service provider must have the ability to design a video concept (in agreement and approval of UNV), film in at least six geographically diverse countries and carry out the complete production, including sub-titles, voice-over and language translations.</p>
Implementing Partner of UNV	N/A
Brief Description of the Required Services	<p>The service provider(s) will produce a series of short and longer films showcasing UNV and UN Volunteers in action in their deployment locations. The concept includes a story board adapted for each film location.</p> <p>Please see also detailed Terms of Reference (Annex 3)</p>
List and Description of Expected Outputs to be Delivered	<p>Deliverable 1: Video project schedule and workplan</p> <p>Deliverable 2: Story boards and narrative</p> <p>Deliverable 3: Filming</p> <p>Deliverable 4: Draft videos submitted</p> <p>Deliverable 5: Final corporate video submitted</p> <p>Deliverable 6: Final regional videos submitted</p> <p>Please see also detailed Terms of Reference (Annex 3)</p>
Person to Supervise the Work/Performance of the Service Provider	Communications Specialist External Relations and Communications Section
Frequency of Reporting	Please see Terms of reference
Progress Reporting Requirements	Please see Terms of reference

Location of work	<input checked="" type="checkbox"/> At Contractor's Location Film at least two hours of raw footage in at least six geographically diverse countries . Locations to be confirmed on or before start of contract ( <u>tentative countries: Turkey, Afghanistan, Sudan, Zambia, Benin and Colombia</u> ).
Expected duration of work	7 months
Target start date	07 June 2021
Latest completion date	22 December 2021
Travels Expected	Six locations in various regions throughout the world. Locations to be confirmed on or before start of contract (tentative countries: Turkey, Afghanistan, Sudan, Zambia, Benin and Colombia). Local videographers can be subcontracted by the vendor to shoot at the different agreed geographical locations.
Special Security Requirements	N/A
Facilities to be Provided by UNV (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Euro
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNV may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

<i>submission of quotes)</i>	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</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Video project schedule and workplan submitted</td><td>10%</td><td>14.06.2021</td><td rowspan="7">Within thirty (30) days from the date of meeting the following conditions: a) UNV's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr> <tr> <td>Draft videos submitted</td><td>40%</td><td>01.11.2021</td></tr> <tr> <td>Final corporate video submitted</td><td>25%</td><td>22.11.2021</td></tr> <tr> <td>Final regional videos submitted</td><td>25%</td><td>22.12.2021</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Video project schedule and workplan submitted	10%	14.06.2021	Within thirty (30) days from the date of meeting the following conditions: a) UNV's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Draft videos submitted	40%	01.11.2021	Final corporate video submitted	25%	22.11.2021	Final regional videos submitted	25%	22.12.2021			
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Communications Specialist External Relations and Communications Section																				
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 criteria 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	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm 10% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%																				

	<b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNV.
UNV will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNV
Contract General Terms and Conditions <sup>1</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed Terms of reference (Annex 3)
Contact Person for Inquiries (Written inquiries only)	<i>procurement@unv.org</i> Any delay in UNV's response shall be not used as a reason for extending the deadline for submission, unless UNV determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information	

<sup>1</sup> 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.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>2</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>3</sup>)*

[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 UNV 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 UNV 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 UNV, 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.*

<sup>2</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>3</sup> 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.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*

**Annex 3\_Terms of reference****UNV CORPORATE VIDEO PROJECT****A. Title: Creation and production of UNV Corporate Videos****B. *Project Description***

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism. UNV is administered by the United Nations Development Programme (UNDP).

a) Project rationale / background and the objectives of the project

UNV requires a set of new up-to-date corporate videos in the UN languages, to use for different audiences and outreach events. UNV also requires a library of B-roll and raw footage, along with high quality photographs, for use in ongoing communications assets. The current corporate video can be viewed here: [https://www.youtube.com/watch?v=pkzUsSScG\\_k](https://www.youtube.com/watch?v=pkzUsSScG_k)

b) Context of the required contracting of services

The service provider must have the ability to design a video concept (in agreement and approval of UNV), film in at least six geographically diverse countries and carry out the complete production, including sub-titles, voice-over and language translations.

**C. *Scope of Services, Expected Outputs and Target Completion***

The service provider(s) will produce a series of short and longer films showcasing UNV and UN Volunteers in action in their deployment locations. The concept includes a story board adapted for each film location. All corporate videos must be completed by 22 November 2021, and the regional versions by 22 December. Film at least two hours of raw footage in each of the six locations in various regions throughout the world. Locations to be confirmed on or before start of contract (tentative countries: Turkey, Afghanistan, Sudan, Zambia, Benin and Colombia).

Local videographers can be subcontracted by the vendor to shoot at the different agreed geographical locations. The vendor should include all production related costs into the price proposal: fees of video production crew (if any), technical equipment, travel, accommodation and living costs on the footage locations, and related costs.

The vendor is to submit a full list of its team members (and their functional descriptions) who will be working on the UNV video project.

Footage will be owned (and stored) by UNV. For each location an agreed scene sequence will be shot, according to an agreed narrative and story board. At least 20 top-quality vetted still images (photos with embedded captions in high resolution and low resolution) will also be produced per location. Samples of similar work conducted need to be submitted by the vendor.

### Specifications:

#### CAPTIONS

In Proxima Nova Bold, size 75 to 83 + 100-120 for titles and lower thirds with drop shadow effect for better visibility.

Note that all videos must be disability-inclusive and social mobile video first (with large chunky text and subtitles easily readable on mobile phone screens).

#### LENGTH and RESOLUTION

1) Three videos: one of up to 4 minutes (long version); one of up to 2:20 minutes (short version); and one of up to 1 minute (teaser) – in the following sizes:

- a) The **long version** in **1920 x 1080 pixels (1080p)**.
- b) The **short version** in **1920 x 1080 pixels (1080p)**, in **1920 x 1200 pixels**, and in **1080 x 1920 pixels**.
- c) The **teaser** in **1920 x 1080 pixels (1080p)**, in **1920 x 1200 pixels**, in **1080 x 1920 pixels**, and in **1080 x 1080 pixels**.

<b><i>Service required</i></b>	<b>Description</b>	<b>Delivery date</b>
<b><i>Deliverable 1: video project schedule and workplan</i></b>	Video project workplan and scheduled developed and approved by UNV.	14 June 2021
<b><i>Deliverable 2: Story boards and narrative</i></b>	The video concepts developed, including scripts and story boards, adapted for each film location.	19 July 2021
<b><i>Deliverable 3: Filming</i></b>	Filming in 6-8 locations and delivery of raw footage to UNV.	4 October 2021
<b><i>Deliverable 4: Draft videos</i></b>	Draft videos (in English) produced and vetted with	1 November 2021

<i>submitted</i>	UNV.	
<i>Deliverable 5: Final corporate video submitted</i>	Final corporate video with captions and subtitles in 6 UN languages to UNV.	22 November 2021
<i>Deliverable 6: Final regional videos submitted</i>	Final regional videos with captions and subtitles in 6 UN languages to UNV.	22 December 2021

*Copyright*

The copyright on all materials supplied is the property of UNV.

**REQUIREMENTS:**

**Please send a full proposal including a creative brief on ideas for the video project, introduction of the team and sub-contractors in the 6 filming locations and examples (via link) of previous video projects.**