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| **REQUEST FOR QUOTATION (RFQ)** |

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| Supplier  | DATE: 11 May 2021 |
| REFERENCE: RFQ/25 year/review |

Dear Sir / Madam:

You are kindly requested to send the Quotation indicated below:

**Background**

With the Government’s conduit of its 25 years review of progress and challenges since its first election, the United Nations Development Programme (UNDP) also reassessed its work and support of the Government during this period. This is especially important and pertinent given the development of the Government’s new five years implementation plan 2019-24 and the UNDP’s Country Programme Document (CPD) 2020-25 and the UN’s wider programme of support, the United Nation Sustainable Development Cooperation Framework (UNSDCF) 2020-2025. All these programme documents are anchored and aligned to the National Development Plan, Vision 2030 and the Sustainable Development Goals, Agenda 2030 and the African Union’s Agenda 2063. With the implementation of the SDGs and in adherence to the principles of Leave No One Behind, it is crucial that the UNDP took stock of its work in South Africa.

**2. Scope of Work:**

To complete this task, the UNDP Communications team will provide the vendor with the 25 years report and from this, the consultant will update the report to include 2019 and 2021 UNDP support and produce two short documentary style videos, two 10 -15 page infographics booklet, as well as social media card.

**3. Expected Outputs:**

The selected service provider will work closely with *UNDP Communications team* under the following timelines:

1. 25 Years of UNDP Support to Government of South Africa 1994-2021 (Updated) and reflecting recent interviews, high quality site pictures – acceptable report available by end May.
2. Infograhics – will carry key messages/quotes from the report. Innovative, succinct and visually reader friendly content finalised by 7 June 2021.
3. Two documentary videos – finalised by 7 June 2021.
4. **Required Skills and Experience:**
* Expertise in video editing. Please provide URLs to video products together with the financial proposal; expert knowledge of Adobe Premier CC or Final Cut X preferred.
* Expertise in titles (text/graphics onscreen). Knowledge of Adobe After Effects an asset.
* Expertise in sound mixing. Knowledge of sound repair (iZotope RX) an asset.
* Experience of working on issues related to international development, such as poverty reduction and environmental sustainability; and
* Ability to deliver against tight deadlines.

**N.B: Detailed specifications are attached here as ANNEX 2**

**Completed quotations must be submitted to:** bid.pretoria@undp.org **by close of business Friday the 21st of May 2021**

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| **UNDP****Name, Function Title:** Nozika.Moasa (Procurement Associate) **Signature**: **Date** 11/05/2021**Physical Address**:9thFloor Metro Park Building,351 Francis Baard Street, Pretoria,0001Tel:012-354-8006Email: nozika.moasa@undp.org  |