



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 June 2021

Reference: LBN/CO/IC/147/21

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**Country:** Lebanon

**Description of the assignment:** Creative Video Clip Director

**Project name:** Lebanese Host Communities Support Project– Guarantee Fund – Youth Activity

**Period of assignment/services:** 32 working days spread over 5 weeks

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **06 July 2021 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org). The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

In recognition of the vital role youth play in achieving development goals, UNDP RBAS launched the Youth Leadership Programme (YLP) in 2015. YLP aims to empower change-makers and support the young women and men to design and implement innovative, impactful, and sustainable development solutions, whether in the form of social enterprises, non-profits, NGOs, initiatives, or campaigns. The YLP specific objectives are to:

Promote and support innovative thinking and leadership among youth;

Accelerate implementation of pioneering solutions for sustainable development;

Build networks of young men and women who are able to create change and have a positive sustainable impact in their communities, countries, and region;

Showcase the achievements of young men and women as change-makers in their communities.

Within the framework of the YLP, UNDP Lebanon is working with the youth to accelerate the implementation of their ideas for social change, develop their leadership potential, and improve their skills in various social innovation approaches and methodologies. YLP also aims to strengthen their gender sensitive lens and skills, improve their advocacy and presentation skills, and help them become part of a dynamic network of young leaders and innovators.

In the light of the current pandemic that we suddenly found ourselves in, youth were among the most affected by this outbreak and many of them lost their jobs, stopped their education and suffered from anxiety caused by misinformation, fake news and many young people suffered from loneliness and isolation due to social distancing.

On 4 August 2020, one of the most powerful explosions has ripped through our beloved city Beirut caused by a large amount of ammonium nitrate stored at Beirut port and causing more than 200 deaths, thousands of injuries, and large property damages, and leaving an estimated 300,000 people homeless. This crisis brought Lebanese people together again and thousands of the Lebanese including youth in their twenties, rushed to the streets, masks on, shoveling, sweeping, fixing damaged neighborhood, helping injured people, and feeding workers and affected people after the explosion. Hence, many of our YLP'ers created initiatives and relief efforts to support Beirut and many volunteered with NGOs to help their people during the hardest times of this year and these efforts are always recognized and appreciated by the team. Therefore, we will be working on launching a YLP Song (Youth Song) on the youth international day that is taking place in August 2021.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The main objective of this project is directing a video clip around youth topic featuring the main singer Manal Mallat and chorale consisting of the YLP alumni. The director/consultant will be responsible to **brainstorm creative ideas** for the video clip within the youth context, submit a detailed work plan, attend the shooting days, and **edit** the video clip content whenever needed. The content of the video is to be discussed and agreed on with the UNDP team.

The four phases of video direction are as per the following:

- 1- The director/ consultant will be responsible to brainstorm ideas along with UNDP focal points about the main ideas of the video clip and bring them together into a cohesive script of actions where the goals and objectives of the video are recognized taking into consideration that the target audience are people living in Lebanon and outside Lebanon;
- 2- After submitting the work plan, the director/consultant will control the video's artistic and dramatic aspects as per the song vibes and will visualize the script of actions while guiding the technical crew and actors;
- 3- The director/consultant will be responsible for all the creative aspects of the videoclip;
- 4- The director/consultant will be responsible for video editing and ensure that the version submitted is compatible to be published and posted on social media platforms.

**For additional information, please refer to ANNEX I – Terms of Reference**

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

Bachelor's degree in communication and TV production or similar field

### II. Years of experience:

Relevant experience of not less than 3 years as a video director and editor.

### III. Technical experience:

Have at least 3 years of previous experience in producing video clips, awareness videos, documentaries and creative script writing

### IV. Other Assets:

Fluent in writing and spoken English and Arabic (French is a plus)

Computer literate

Good communication skills

Teamwork spirit

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

### **(I). Technical Proposal:**

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the **references' e-mails addresses**.

(iv) Methodology as indicated on the selection criteria Annex 1.

## **5. FINANCIAL PROPOSAL**

### **• Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. The payments will be monthly lump-sum issued based on completion and approval of each deliverable

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Number of working Days per Deliverable/s</b>	<b>Review and Approvals Required</b>
<b>Deliverable 1</b>	1 week from contract signature	7 days	The first draft of the work plan should be approved by UNDP Youth Focal Point and Youth Delegate and UNDP Communication team

<b>Deliverable 2</b>	3 weeks after contract signature	7 days	The detailed work plan should be approved by UNDP Youth Focal Point and Youth Delegate and UNDP Communication team
<b>Deliverable 3</b>	4 weeks after contract signature	12 days	The work submitted should be approved by UNDP Youth Focal Point and Youth Delegate and UNDP Communication team
<b>Deliverable 4</b>	5 weeks after contract signature	6 days	The work submitted should be approved by UNDP Youth Focal Point and Youth Delegate and UNDP Communication team

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).**

**The financial proposal shall be presented using the enclosed format of Appendix a - Annex III.**

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

**6. Duty station**

Homebased with the possibility of meetings with involved personnel working on the videos prior and during the shooting days

**7. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; [70%]

\* Financial Criteria weight; [30%]

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<p><b>Criteria A:</b> Bachelor’s Degree in communication and TV production or relevant</p> <p><i>Less than bachelor’s degree = 0 points</i></p> <p><i>Bachelor’s degree = 20 points</i></p> <p><i>Master’s degree or higher = 25 points</i></p>		25
<p><b>Criteria B:</b> Relevant experience of not less than 3 years as a video director and editor</p> <p><i>Less than 3 years = 0 points</i></p> <p><i>3 years of experience = 20 points</i></p> <p><i>More than 3 years = 25 points</i></p>		25
<p><b>Criteria C:</b> Have at least 3 years of previous experience in producing video clips, awareness videos, documentaries and creative script writing</p> <p><i>Less than 3 years = 0 points</i></p> <p><i>3 years of experience = 20 points</i></p> <p><i>More than 3 years = 25 points</i></p>		25
<p><b>Criteria D:</b> Methodology submitted including the concept of the video featuring youth</p> <p>The concept of the video featuring youth, creative ideas, location details are not clear, and the methodology does not include tentative scheduling = 0 points</p> <p>The concept of the video featuring youth, creative ideas, location details are clearly stated, and the methodology includes tentative scheduling= 25 points</p>		25
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

**How to apply:**

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal <https://jobs.undp.org/>.

**Submissions through any other media will not be considered.**

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal
4. Methodology

**All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.**

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. Before you submit your offer please revise that the application is complete and comprises all four (4) documents.

**Incomplete applications will not be considered.**

#### **ANNEXES**

**ANNEX I - TERMS OF REFERENCE (TOR)**

**ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

**ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

ANNEX III

OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date \_\_\_\_\_

**Celine Moyroud**  
**Resident Representative**  
**United Nations Development Programme**  
**Arab African International Bank Building**  
**Riad El Solh Street, NejmeH, Beirut 2011 5211**  
**P.O. Box 11-3216 Beirut, Lebanon**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a **Creative Video Clip Director**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]*:  
  
 A total lump sum of \_\_\_\_\_ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned **all-inclusive amount** is attached hereto as Appendix a;

g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

h) This offer shall remain valid for a total period of 90 days after the submission deadline;

i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

Sign an Individual Contract with UNDP;

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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k) I hereby confirm that *[check all that applies]:*

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount




- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority.

Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF leaning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

\_\_\_\_\_

\_\_\_\_\_

**Annexes *[pls. check all that applies]:***

- Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

**APPENDIX a**

**BREAKDOWN OF COSTS  
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A. Breakdown of Cost by Components:**

Cost Components	Unit Cost	Estimated Working days	Total Amount in USD
<b>I. Personnel Costs</b>			
Professional Fees		<b>32 working days</b>	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

## B. Breakdown of Cost by Deliverables

Please fill the below schedule of payment:

<b>Deliverables/ Outputs</b>	<b>Estimated working days</b>	<b>Target Due Dates</b>	<b>Amount to be paid to the individual in USD</b>
<b>Deliverable 1</b>	7 days	1 week from contract signature	
<b>Deliverable 2</b>	7 days	3 weeks after contract signature	
<b>Deliverable 3</b>	12 days	4 weeks after contract signature	
<b>Deliverable 4</b>	6 days	5 weeks after contract signature	

Full Name and Signature:

Date Signed:

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