



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30th June 2021

Country: South Africa

Type of Contract: Individual Consultant

Description of the assignment: TRAINING FOR GREEN SCREEN VFX PRODUCTION

Period of assignment/services (if applicable): 10 days

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **16h00 South African Time on the 19th July 2021.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit, South Africa will respond in writing or 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.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit, South Africa will respond in writing or 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.

1. BACKGROUND

The green screen studio is currently under construction and will be finished before the consultant's contract commences. The consultant, in close collaboration and supervision of Resident Representative for UNDP South Africa and the UNDP South Africa Communications Team, will be responsible for

1. Physical, technical setup of the green screen studio, with a specific emphasis on lighting/cinematography – and robust training of CO staff in these areas, as well as advising on any necessary, outstanding equipment.
2. Training on composing camera shots including (not limited to Establishing Shots, Rule of Thirds, Centered/ Wide Angle/ Medium Shots/Close Ups, etc), as well as cinematography, composition, and directing these shots specifically for green screen.
3. Training CO staff on VFX software (e.g. Wondershare) for compositing shots, including chroma keying and using video keying effects, like masking, and working with nested sequences and integrating animations – among other fundamental software skills, such as troubleshooting for chroma key challenges.
4. Working with CO staff to create one short video clip, per staff member, using only green screen shots to communicate a simple idea or message.
5. Develop a simplified user manual covering all the key areas covered in the physical training for CO staff to refer from later. The manual should also provide all the tips and tricks on how to utilize the VFX software, lighting, and sound.

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

Informed by a syllabus approved by the CO, during the ten (working) day period, the consultant will:

- I. Set up the green screen studio in the CO, with a special emphasis on the technicals of lighting, and train CO staff in this area
 - II. Train CO staff on theory fundamentals of lighting/cinematography, shot composition, and directing specifically for the CO green screen studio
 - III. Train CO staff on VFX software (e.g. Wondershare) for compositing shots throughout the entire chroma key workflow.
- 6 Work with CO staff to create one short video clip, per staff member, that uses green screen compositions, only (For detailed information be found in the terms of references)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Ability to manage complexities
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humoured even under pressure
- Proven organizational and communication skills

Required Qualifications and Experience

- An advanced degree, or vocational training, in Video Production or related field
- Strong technical competency in Adobe Creative Suite, Microsoft Office, and additional, relevant software for green screen VFX, e.g. Wondershare.
- Strong technical competency in theory fundamentals of lighting/cinematography, shot composition, and directing specifically for green screen studios
- Very strong experience in using green screen technology for creating and composing shots
- Excellent oral and written communication skills
 - Excellent command of English. At least one other South African language is an asset.

Languages: Fluency in English is required.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

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 (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

In case travel is requested, the costs including transport, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP on the basis of UNDP rates.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

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

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

EVALUATION CRITERIA:

- Detailed work plan, including draft syllabus (10 points)
- Academic and professional background as informed by CV (20)
- Samples of video production work, specifically regarding green screen VFX, previously produced (40 points)

Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation

ATTACHMENTS:

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**
- **P11 – PERSONAL HISTORY FORM**