



REQUEST FOR PROPOSAL (RFP)

UNDP, FOURAH BAY CLOSE, OFF MAIN MOTOR ROAD WILBERFORCE, FREETOWN , SIERRA LEONE.	DATE: September 10, 2021
	REFERENCE: SLE/RFP/2021/005

Dear Sir / Madam:

We kindly request you to submit your Proposal for: **Multimedia Production Company** . Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday, September 17, 2021 5:00p.m Sierra Leone Time (1700hrs GMT) and via email, courier mail or fax to the address below:

United Nations Development Programme
Fourah Bay Close, Off Main Motor Road, Wilberforce
Procure.sle@undp.org
Yona Samo
Yonah.samo@undp.org

Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 days (One Hundred and Twenty Work Days (Mondays to Fridays)).

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

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

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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, herein attached as Annex 3.

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,



Yonah Samoh
Procurement Specialist
9/10/2021

Description of Requirements

Context of the Requirement	Development of Media Products
Implementing Partner of UNDP	Accelerator Lab
Brief Description of the Required Services ¹	<p>United Nations Development Programme (UNDP) for the past 8 years annually supports/joins the Ministry of Youth Affairs and other partners in the celebration of the Social Good Summit, a global event that is locally customized to continue to raise awareness, inspire national actions and explore accelerating means of achieving the Sustainable Development Goals (SDGs) by 2030.</p> <p>Series of activities have been collectively identified to commemorate this year's event that continues to focus on identifying young positive deviants living within communities and motivating them to play a more active role in identifying possible innovative means of fast tracking the achievement of national development objectives and the SDGs by 2030. This celebration will be climaxed with the "National Youth Recognition Awards" that will be given to outstanding young Sierra Leoneans across the country.</p> <p>The Government of Sierra Leone through the Ministry of Youth Affairs in collaboration with National Youth Commission, National Youth Service, Directorate of Science Technology and Innovation, United Nations Agencies and Private Sector Partners is using this national platform to:</p> <ul style="list-style-type: none"> ❖ Give young people the opportunity to showcase their ideas, creativity and use of technology to solve community development challenges. ❖ Recognize young people who with their merger resources have invested in developing community support programmes/interventions that have created a positive change in the lives of people around them. <p>This year's event theme is aligned with the Global International Youth Day theme 'Transforming Food Systems: Youth Innovation for Planetary Health, locally identified as 'Leh we fen idea pan Agriculture 4 make Salone Food & Environment Secure'. This theme couldn't be better suited to the current situation we find ourselves as a nation and requires young people to take deliberate actions to address the challenges of low productivity, lack of improved agricultural practices, the lack of use of technology and the adverse effects of traditional agricultural practices on the environments has led to inefficient food systems and food insecurity affecting predominantly youthful population.</p> <p>In the interest to ensuring that high quality and youth captivating media products are timely produced before, during and at event closure, UNDP seeks to engage the services of an experienced, local multimedia firm to brainstorm with the SGS organizing team to develop concepts, support the promotion of the event to ensure that maximum visibility is achieved both local and international.</p>
List and Description of Expected Outputs to be Delivered	<p>Basic objectives of consultancy/contractor (assignment) services:</p> <p>The main objectives of this assignment are to 1) Lead the development of all media product for this year's Social Good Summit from concepts to final products. 2) Provide technical advises to the organizing team on media</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.

channels that are to be engaged and when to ensure maximum visibility and engagement

Methodology, Procedures and Management Arrangements

The assignment ranges from conceptualization to presentation of final products for the different items that would be required to manage media engagement before during and at event closer.

Specifically, the successful firm is expected to deliver the following services:

- a) Phase I: Pre-Launch
- b) Phase II: Roll-Out
- c) Phase III: Bootcamp

Phase IV: Award Ceremony and closure

Deliverables

The consulting firm will accomplish the following deliverables in accordance with the stipulated timelines covering a total period of sixty (60) days.

S/N	Deliverable	Timelines	Payments
1	Phase I Pre-Launch Component 1: <ul style="list-style-type: none"> Development of SDG awareness jingles for both radio & TV -Krio & English versions Component 2: <ul style="list-style-type: none"> Development of SGS jingles both radio & TV (English & Krio versions) Creation of launching digital flyer Design SGS 2021 roll-up banners, and billboard banners 	10days	20%
2	Phase II Roll-Out Component 1: <ul style="list-style-type: none"> Development of 17 customized SDG flyers (to target local audience) 3-5mins video interviews with young people across the regions on < What does the SDG means to them> Component 2: <ul style="list-style-type: none"> Production of 3 brand ambassadors promotional video clips Development of digital flyers for all regional winners 	20 days	30%
4	Phase III Bootcamp Component 1:		40%

	<ul style="list-style-type: none"> Development of Youth SDG book – local version <p>Component 2:</p> <ul style="list-style-type: none"> Recording of 4 bootcamp sessions (video extract 3-5mins) Recording of 24 regional winners' pitches (provide lighter versions for social media sharing) Recording of Q&A sessions to be shared with selected TV by end of Q&A day Develop Radio & TV jingles to promote public voting 	15 days	
5	<p>Phase IV Final Award Ceremony</p> <ul style="list-style-type: none"> SGS 2021 Memory Video 10mins SGS Winners interview video Digital flyers for all Winners Submission of all event materials 	15days	10%
Total		60 days	100%

Corporate Competencies

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations.
- Strong communication, team building, interpersonal, analysis, and planning skills.

Professionalism

- Effective communication
- Problem Solving skills
- Demonstrated ability to negotiate and apply good judgment.
- Shows pride in work and in achievements.
- Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results.

Planning & Organizing

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships.
- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds, and maintains effective working relationships with staff, partners, and beneficiaries to achieve the planned results.

Required Institutional Arrangement

- The successful firm will be directly supervised and is expected to collaborate with on a day-to-day basis by the Social Good Summit organizing team that comprises of key stakeholders-UNDP Accelerator Lab, UNICEF Communications Representative, MOYA Director and Communication Team
- The firm will report to UNDP as the contracting authority upon the completion of each phase of assignment in line with the set deliverables.
- UNDP will not provide any facilities, support personnel, support services, or logistics to the successful firm during implementation. It's expected that the successful firm will use its personnel, services and logistics to deliver on the deliverables as outlined in these ToRs.

Qualifications of the consulting firm

The following are the required qualifications of the prospective firm:

- a) Any type of organization (commercial for-profit firms, educational institutions, and non-profit organizations)
 - b) At least 12 months in operations
 - c) A **local firm** with demonstrable experience in managing fast-tracked production of high quality innovative digital products for all social media platforms etc.
 - d) Have a team of at least 3 technical experts in (Creative Media Manager, Graphics Designing and Videographer) and 2 support staff dedicated to cover all planned/required activities of the assignment.
- Technical experts (preferably the Creative Media Expert shall be a team leader) should possess the following:
 - At least 5 years of relevant professional experience at the national or international level
 - Demonstrate experience in conducting similar assignments
 - Possession of specialized skills in developing targeted creative contents and implementing activities/tasks of the similar time sensitive nature and scope

Support staff should possess at least one year working experience in supporting assignments of similar nature and magnitude.

Duration of Assignment and Payment terms

Qualified firms are required to submit both technical and financial proposals through the link provided.

Technical proposal comprising of the following:

- **Company & Staff Profiles-** brief description of the company, registration documents, detailed catalogue of past experience for similar digital branding work

	<p>done contact details (email and telephone number) including CVs or P11 of the 3 technical experts.</p> <ul style="list-style-type: none"> ▪ Methodology - Submission of proposed 2021 SGS branding package that should include 1) Pictorial samples of the firm's proposed design concept for the SGS 2021 digital flyer, roll-up, t-shirts, caps, pens & books design concept 2) Share links to client published a) videos produced for previous clients b) to company YouTube channel/ page 3) any additional benefit for adopting proposed approach will be an added advantage. <ul style="list-style-type: none"> ○ Company must confirm availability for immediate engagement the moment they have been notified that they have been selected. <p>Financial proposal: Financial proposals are expected to be realistic indicating the all-inclusive, fixed total contract price, supported by a breakdown of costs. Kindly note that 4 days bootcamp is to be held in the provinces (tentatively planned for Tonkolili) and the firm is expected to include transport and logistics i.e DSA in their financial proposal.</p>
Person to Supervise the Work/Performance of the Service Provider	Head of Experimentation
Frequency of Reporting	<i>Based on successfully completed deliverables.</i>
Progress Reporting Requirements	Successfully achieved deliverables
Location of work	<input checked="" type="checkbox"/> Exact Address/es Freetown, Sierra Leone. <input type="checkbox"/> At Contractor's Location
Expected duration of work	60 days
Target start date	Immediately
Latest completion date	60 days after signing of the contract
Travels Expected	TBD (if any)
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training (not required) <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities (not required) <input type="checkbox"/> Land Transportation (not required) <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
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 <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ³	To Be Determined
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Head of the Planning and Support Unit (PSU) in close consultation with UNDP HACT Focal Points..
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers

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.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<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	<p>Technical Proposal (70%)</p> <input type="checkbox"/> Expertise of the Firm 20% <input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input type="checkbox"/> Management Structure and Qualification of Key Personnel 10% <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	<p>Yona Samo Procurement Specialist Yonah.samo@undp.org</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>
Who can apply	Proposals are invited from institutions/organizations only. Proposal submitted by Individuals will not be accepted.
Other Information [pls. specify]	

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(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. 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.

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

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*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <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]:

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]

Appendix I.

UNITED NATIONS COUNTRY TEAM SIERRA LEONE TERMS OF REFERENCE FOR MULTIMEDIA PRODUCTION COMPANY

1.0 Background

United Nations Development Programme (UNDP) for the past 8 years annually supports/joins the Ministry of Youth Affairs and other partners in the celebration of the Social Good Summit, a global event that is locally customized to continue to raise awareness, inspire national actions and explore accelerating means of achieving the Sustainable Development Goals (SDGs) by 2030.

Series of activities have been collectively identified to commemorate this year's event that continues to focus on identifying young positive deviants living within communities and motivating them to play a more active role in identifying possible innovative means of fast tracking the achievement of national development objectives and the SDGs by 2030. This celebration will be climaxed with the "National Youth Recognition Awards" that will be given to outstanding young Sierra Leoneans across the country.

The Government of Sierra Leone through the Ministry of Youth Affairs in collaboration with National Youth Commission, National Youth Service, Directorate of Science Technology and Innovation, United Nations Agencies and Private Sector Partners is using this national platform to:

- ❖ Give young people the opportunity to showcase their ideas, creativity and use of technology to solve community development challenges.
- ❖ Recognize young people who with their merger resources have invested in developing community support programmes/interventions that have created a positive change in the lives of people around them.

This year's event theme is aligned with the Global International Youth Day theme 'Transforming Food Systems: Youth Innovation for Planetary Health, locally identified as 'Leh we fen idea pan Agriculture 4 make Salone Food & Environment Secure'. This theme couldn't be better suited to the current situation we find ourselves as a nation and requires young people to take deliberate actions to address the challenges of low productivity, lack of improved agricultural practices, the lack of use of technology and the adverse effects of traditional agricultural practices on the environments has led to inefficient food systems and food insecurity affecting predominantly youthful population.

In the interest to ensuring that high quality and youth captivating media products are timely produced before, during and at event closure, UNDP seeks to engage the services of an experienced, local multimedia firm to brainstorm with the SGS organizing team to develop concepts, support the promotion of the event to ensure that maximum visibility is achieved both local and international.

3.0 Purposes and Scope of Assignment

The main objectives of this assignment are to 1) Lead the development of all media product for this year's Social Good Summit from concepts to final products. 2) Provide technical advises to the organizing team on media channels that are to be engaged and when to ensure maximum visibility and engagement.

The assignment ranges from conceptualization to presentation of final products for the different items that would be required to manage media engagement before during and at event closer.

Specifically, the successful firm is expected to deliver the following services:

- a) Phase I: Pre-Launch
- b) Phase II: Roll-Out
- c) Phase III: Bootcamp

Phase IV: Award Ceremony and closure

4.0 Deliverables

The consulting firm will accomplish the following deliverables in accordance with the stipulated timelines covering a total period of sixty (60) days.

S/N	Deliverable	Timelines	Payments
1	Phase I Pre-Launch Component 1: <ul style="list-style-type: none">Development of SDG awareness jingles for both radio & TV -Krio & English versions Component 2: <ul style="list-style-type: none">Development of SGS jingles both radio & TV (English & Krio versions)Creation of launching digital flyerDesign SGS 2021 roll-up banners, and billboard banners	10days	20%
2	Phase II Roll-Out Component 1: <ul style="list-style-type: none">Development of 17 customized SDG flyers (to target local audience)3-5mins video interviews with young people across the regions on < What does the SDG means to them> Component 2: <ul style="list-style-type: none">Production of 3 brand ambassadors promotional video clipsDevelopment of digital flyers for all regional winners	20 days	30%
4	Phase III Bootcamp Component 1:		40%

	<ul style="list-style-type: none"> Development of Youth SDG book – local version Component 2: <ul style="list-style-type: none"> Recording of 4 bootcamp sessions (video extract 3-5mins) Recording of 24 regional winners' pitches (provide lighter versions for social media sharing) Recording of Q&A sessions to be shared with selected TV by end of Q&A day Develop Radio & TV jingles to promote public voting 	15 days	
5	Phase IV Final Award Ceremony <ul style="list-style-type: none"> SGS 2021 Memory Video 10mins SGS Winners interview video Digital flyers for all Winners Submission of all event materials 	15days	10%
Total		60 days	100%

Corporate Competencies

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations.
- Strong communication, team building, interpersonal, analysis, and planning skills.

Professionalism

- Effective communication
- Problem Solving skills
- Demonstrated ability to negotiate and apply good judgment.
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Planning & Organizing

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- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds, and maintains effective working relationships with staff, partners, and beneficiaries to achieve the planned results.

Required Institutional Arrangement

- The successful firm will be directly supervised and is expected to collaborate with on a day-to-day basis by the Social Good Summit organizing team that comprises of key stakeholders-UNDP Accelerator Lab, UNICEF

Communications Representative, MOYA Director and Communication Team

- The firm will report to UNDP as the contracting authority upon the completion of each phase of assignment in line with the set deliverables.
- UNDP will not provide any facilities, support personnel, support services, or logistics to the successful firm during implementation. It's expected that the successful firm will use its personnel, services and logistics to deliver on the deliverables as outlined in these ToRs.

5.0 Qualifications of the consulting firm

The following are the required qualifications of the prospective firm:

- e) Any type of organization (commercial for-profit firms, educational institutions, and non-profit organizations)
- f) At least 12 months in operations
- g) A **local firm** with demonstrable experience in managing fast-tracked production of high quality innovative digital products for all social media platforms etc.
- h) Have a team of at least 3 technical experts in (Creative Media Manager, Graphics Designing and Videographer) and 2 support staff dedicated to cover all planned/required activities of the assignment.
 - Technical experts (preferably the Creative Media Expert shall be a team leader) should possess the following:
 - At least 5 years of relevant professional experience at the national or international level
 - Demonstrate experience in conducting similar assignments
 - Possession of specialized skills in developing targeted creative contents and implementing activities/tasks of the similar time sensitive nature and scope

Support staff should possess at least one year working experience in supporting assignments of similar nature and magnitude.

6.0 Duration of Assignment and Payment terms

60 days

Annexes

Attached Terms of Reference