



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11 October 2021

Reference: LBN-CO-IC-248-21

Country: Lebanon

Description of the assignment: National Animation video services for the new platform of the Peace Building in Lebanon News Supplement.

Project name: Peace Building in Lebanon

Period of assignment/services: 14 Months from Contract signature

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org> no later than; **25 October 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. 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.

1. BACKGROUND

The UNDP “Peace Building in Lebanon” project aims at enhancing mutual understanding and promoting social cohesion by (1) addressing root causes of conflict in Lebanon, (2) addressing the impact of the Syrian crisis on social stability in Lebanon; and (3) supporting different groups from local leaders and local actors, educators, journalists, youth and civil society activists, in developing medium and long-term strategies for peace building, crisis management and conflict prevention.

The project focuses on addressing the new challenges to civil peace and peace building in the country posed by the Syrian crisis throughout the following four outputs:

1. Education promoting social cohesion supported;
2. Media empowered to promote balanced and conflict sensitive media coverage;
3. Local level peace building strategies to mitigate tensions developed in selected conflict prone areas of Lebanon hosting Syrian refugees;
4. NGO platform promoting nation-wide truth and reconciliation supported ex-fighters’ role in promoting peace building supported.

Since 2012, UNDP has been supporting the participation of many journalists, writers, senior and well-known media professionals, researchers and artists residing in Lebanon, in its published “Peace Building in Lebanon” News Supplements.

These supplements provide hate-free media spaces and promote rational discourse in addressing controversial topics. They also encourage journalists, writers and media practitioners residing in Lebanon to adopt objective approaches free of stereotyping and misconceptions, and to offer conflict-sensitive media coverage. In a country known for its polarization, these supplements succeeded in bringing together participants from different backgrounds using one common platform to debate issues in a constructive way.

During several discussion sessions, participants shared recommendations regarding turning the printed supplement into an electronic version with a dedicated website to the supplement itself where audio-visual materials can be shared in addition to live feed and live broadcast section from the discussion sessions.

In 2021, UNDP will cease the print publication of the supplement and will shift to an online digital platform.

On this platform/website, UNDP will offer a space to share different topics including written articles, storytelling video reports, interviews, animation videos, and selected media and TV reports prepared by prominent journalists from local TV stations.

In addition, and for this purpose, UNDP will partner with New TV on the content of 2 short reportages for each issue. Thus, reporters from New TV will be working on these reportages with the production house and will be in charge of the content.

In this context, UNDP intends to procure the services of a video animator for the production of short animation videos for different topics to be published on the new platform of the Peace Building News Supplement

2. Scope of work, responsibilities and description of the proposed analytical work

The consultant is required to provide animation video services for the platform of the Peace Building in Lebanon news supplement of 2021/22 as follows:

- Design and refine intro-animations for the storytelling reports in English, Arabic, and French;
- Design and refine intro-animations for the podcast in English, Arabic, and French;
- Design and refine moving animation videos per issue in English, Arabic, and French;
- Liaise with the media and communication officer and the journalists in the different stages of the creative process;
- Develop the concept notes and story boards to be used in the short movies in coordination with the reporters, based on the overall theme of the issue, different topics and scripts prepared by the reporters;
- Present a draft short movie to the journalists and UNDP project for comments about contents;

- Produce the final short animation videos including text, music, and three language adaptation adapting the social media and website formats

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- At least Bachelor's degree in related field to graphic design, animation, computer graphics, fine arts or any other related field

Years of Experience:

- A minimum of 2 years of relevant experience in animation and motion graphics.

Competencies:

- Fluency in Arabic and English

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.

5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all inclusive;
- ii. An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the 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. 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.

The candidate shall submit documents as evidence that allow **the evaluation panel to assess and score each criterion mentioned below** (Such documents are not limited to previous written reports, publications, and other decent proofs etc.)

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Criteria A: Academic Qualifications At least Bachelor's Degree in related field to graphic design, animation, computer graphics, fine arts or any other related field <ul style="list-style-type: none"> - Less than Bachelor's: 0 points - Bachelor: 28 points - Master and above: 40 points 		40
Criteria B: Technical Experience		30
At least 2 years of relevant experience in animation and motion graphics <ul style="list-style-type: none"> - Less than 2 years of experience = 0 points - 2 Years of experience = 15 points - 3 Years of experience = 21 points - 4 years and above of experience = 30 points 		30
Criteria C: Competencies		30
Fluency in Arabic and English <ul style="list-style-type: none"> - English: 15 points - Arabic: 15 points 		30
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

*** Only candidates obtaining a minimum technical score of 70 points would be considered for the financial evaluation.**

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.

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

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 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