



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 24, 2022
	REFERENCE: DRH/YOUTH/002/2022/

Dear Sir / Madam:

We kindly request you to submit your Proposal **RECRUITMENT OF A FIRM TO PROVIDE CAPACITY TRAINING FOR YOUNG INNOVATORS IN THE WEST AND CENTRAL AFRICA REGION ON VISUAL ANIMATION**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, June 07, 2022, 4:pm, Dakar Time** and via email, courier mail or fax to the address below:

United Nations Development Programme
Dakar Regional HUB
Procurement Unit

rcd.soumissions@undp.org

Under the Reference : DRH/YOUTH/002/2022 : **RECRUITMENT OF A FIRM TO PROVIDE CAPACITY TRAINING FOR YOUNG INNOVATORS IN THE WEST AND CENTRAL AFRICA REGION ON VISUAL ANIMATION**

Your Proposal must be expressed in **English or French**, and valid for a minimum period of 90 days

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 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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Deputy Representative
Resident/Operations
5/24/2022

Description of Requirements

Context of the Requirement	<p><i>See Terms of Reference (TOR) below:</i></p> <p>PROVIDE CAPACITY BUILDING TRAINING FOR YOUNG INNOVATORS IN THE WEST AND CENTRAL AFRICA REGION ON VISUAL ANIMATION</p>
Brief Description of the Required Services ¹	<p><i>See Terms of Reference below:</i></p> <p>The UNDP programme “Regeneration” will invest in young people as the key to transformative development in the Sahel by prioritizing digitization. Through UNDP’s Accelerator Labs and YouthConnekt Sahel initiative and partnerships with the Tony Elumelu Foundation, the Sahel Youth Entrepreneurship Programme will be implemented to train, mentor, and financially support 100,000 young entrepreneurs over Decade of Action. To showcase the entrepreneurial minds of young people in the region, UNDP Dakar Hub has organized an innovation challenge during the YouthConnekt Sahel 2021, to identify innovative ideas. In terms of digitization, the field of visual animation has the potential to provide employment for young people. Moreover, it can result in positive behavioral changes of people irrespective of local languages by raising awareness of good attitudes, preventing behaviors perceived and labeled as “negative”, as well as influence perception on migration, marginalization, and radicalization.</p> <p>With that in mind, UNDP Dakar Hub seeks to provide young people access to opportunities for skills development in ICTs. Through its Youth empowerment project, the Hub is training and building the capacities of 30 young people from the West and African region, including young Sahelians on visual animation. This training will facilitate peer-to-peer learning of this innovation, on a wider scale. In addition, this activity will also support the initiatives of the young innovators from the region to reach more people. This training will offer local opportunities by focusing on youth socio-economic empowerment in line with the SDG 8 specifically target 8.2 to achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value-added and labor-intensive sectors.² This activity will be held in May for one week in Nigeria. This programme is one of the follow-ups of the Sahel YouthConnekt Forum 2021 recommendations. The objectives of this activity are to:</p> <p>Build young people’s soft skills and digital competencies (Visual Animation) from West and Central African youth.</p> <p>Train young people to utilize visual animation skills to create economic opportunities.</p> <p>Encourage young people to scale up their skills in visual animation to train their peers in their home country</p>
List and Description of Expected	<p>EXPECTED OUTPUTS / DELIVERABLES</p> <p>The training center is expected to:</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.

² <https://unric.org/en/sdg-8/>

Outputs to be Delivered	<ul style="list-style-type: none"> • Prepare and deliver a comprehensive programme the training in Visual Animation for young people from the West and Central Africa in Nigeria; • Organize all the logistics matters for the participants from their arrival to their departure; • Launch the open application and select the participants in collaboration with the UNDP youth team; • Provide a final report on the activity; • Organize post-training consultations with participants, to train their peers in their home country • Produce a communication plan (design and print banners, posters, streamers, plan the photography and videography coverage of the training, use of social networks). • Organize all preventive measures and operational procedures against COVID-19 																		
Person to Supervise the Work/Performance of the Service Provider	Technical Project Officer																		
Frequency of Reporting	<i>See below (TOR)</i>																		
Progress Reporting Requirements	See below (TOR)																		
Location of work	<input checked="" type="checkbox"/> Nigeria																		
Expected duration of work	<table border="1"> <tr> <td>25 days</td><td></td><td></td></tr> <tr> <td></td><td>Timeframe</td><td>Deliverables</td></tr> <tr> <td>Inception Phase</td><td>5 days</td><td>Inception report, presentation and approval</td></tr> <tr> <td>Implementation stage</td><td>15 days</td><td>Produce reports at each stage on achievements and ongoing actions.</td></tr> <tr> <td>Final reporting and post-training</td><td>05 days</td><td>Post-training final report and communication products; approved copy of the final report with accomplishments, recommendations, lessons learned and ongoing actions.</td></tr> <tr> <td>Total days</td><td>25 days</td><td></td></tr> </table>	25 days				Timeframe	Deliverables	Inception Phase	5 days	Inception report, presentation and approval	Implementation stage	15 days	Produce reports at each stage on achievements and ongoing actions.	Final reporting and post-training	05 days	Post-training final report and communication products; approved copy of the final report with accomplishments, recommendations, lessons learned and ongoing actions.	Total days	25 days	
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Total days	25 days																		
Target start date	20 juin 2022																		
Latest completion date	31 Juillet 2022																		
Travels Expected	NA																		
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 <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 checked="" type="checkbox"/> NIGERIA
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required See TOR below for details on the requirement of key personnel
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Franc CFA <input type="checkbox"/> Other * For any offer submitted in other currencies, the UNDP rate on the day of the deposit will be applied for conversion. https://treasury.un.org/operationalrates/OperationalRates.php
Value Added Tax on Price Proposal ³	<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 checked="" type="checkbox"/> 90 days 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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁴	

³ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

⁴ 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.

Person(s) to review/inspect / approve outputs/completed services and authorize the disbursement of payment	Technical Project Officer																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services																	
Criteria for Contract Award	<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><u>Technical Proposal (70%)</u></p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th> <th>Score Weight</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Expertise of Firm / Organization</td> <td>30</td> </tr> <tr> <td>2</td> <td>Proposed Methodology, Approach and Implementation Plan</td> <td>40</td> </tr> <tr> <td>3</td> <td>Management Structure and Key Personnel</td> <td>30</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>100</td> </tr> </tbody> </table> <p><i>(Details below in the TOR))</i></p> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Your bid, including a technical bid and a financial bid (password protected), in separate documents</p>			Summary of Technical Proposal Evaluation Forms		Score Weight	1	Expertise of Firm / Organization	30	2	Proposed Methodology, Approach and Implementation Plan	40	3	Management Structure and Key Personnel	30	TOTAL		100
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UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider																	
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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]																	

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.

Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Procurement team</i> rsc.info@undp.org 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>		
Documents constituting the Offer	Documents	Description	Form
	Technical proposal for the execution of the expected mission	<ul style="list-style-type: none"> A letter of motivation A methodology of the implementation of the mission with an indicative chronogram of the activities. Documented evidence of qualifications and references of any publications and works cited; 	Form for Submission of Proposal (Annex 2)
	Curriculum Vitae	CV of the trainers demonstrating the qualifications and skills required for the assignment;	
	Legal Statuts Document	Certified copies	

EVALUATION CRITERIA

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect the implementation <ul style="list-style-type: none"> - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control 	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience in Similar Programme / Projects - Experience in Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes 	120
SUB TOTAL		300
Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20

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.

2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of the task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task/Project Manager / Team Leader / General Qualification Suitability for the Project	
	- International experience	25
	- Training experience	20
	- Professional experience in the area of specialization: A professional experience of at least 4 years in creative strategy and storytelling spanning Strategic communication, management, and development and creating of various animated films, changing the narrative of African storytelling and shining the spotlight on African animation and entertainment in general	45
	- Knowledge of the region	30
	- Language qualification	20
SUB TOTAL		140
3.2	Senior Expert(s) / Lead Consultant(s) General Qualification Suitability for the project	
	- International experience	15
	- Training experience	15
	- Professional experience in the area of specialization: A minimum of 4 years of proven experience working in communications preferably in an international development context	45
	- Knowledge of the region	25
	- Language qualification	20
SUB TOTAL		120
3.3	Project Staff/ Associate Consultants / Team Members General Qualification Suitability for the project	
	- International experience	5
	- Training experience	5
	- Professional experience in the area of specialization: A minimum of 3 years of professional experience and proven expertise and experience in, communications, 3D illustrator, character designer, digital content creation, graphic design, animation, and other related fields preferably in the context of communication for development.	10
	- Knowledge of the region	10
	- Language qualification	10
SUB TOTAL		40
	Aggregate	1000

TERMS OF REFERENCE

RECRUITMENT OF A FIRM TO PROVIDE CAPACITY BUILDING TRAINING FOR YOUNG INNOVATORS IN THE WEST AND CENTRAL AFRICA REGION ON VISUAL ANIMATION

Position Title:	Visual Animation Specialist(s) Training Center
Duty station:	Nigeria
Type of Contract:	Service delivery
Expected start date:	Immediately
Duration of the mission:	25 days
Application deadline	juin 07, 2022

I. BACKGROUND

The African content has been undergoing a slow digital revolution that is transforming economies and driving innovation across several sectors. However, some basic digital infrastructures are still needed such as solid connectivity, digital tools, access to investments and financing which will allow consumer information, networking, financial inclusion, and more. With a predominantly young population, that is at the forefront of this digital revolution, there is an urgent need to close the infrastructure gap to allow African youth to achieve their full potential and be the drivers of digital transformation on the continent.

In the Sahel, the fragile political, security and economic context make the region a difficult, almost unfertile, ground for digital innovation and transformation to take root. Nonetheless, we see efforts by governments to have digital strategies and policies in place. It is without a doubt that the Covid-19 pandemic had a role to play in this new beginning. The health crisis altered the way stakeholders addressed development issues, whilst providing a new opportunity to re-imagine the future. Most importantly, it forcibly increased and showed the importance of technologies in a time when the world was crippled and business as usual could not continue.

Today we have seen how digital technologies are predominant in the work of the development and communication sectors, and the predominant workforce in the digital world is young people. The Sahel region has the most youthful population in the world, with 65% of the population under the age of 35. Investing in young people's digital skills is an avenue that can propel young people's social force.

UNDP's Sahel Offer, a Regeneration is a \$3.6 billion programme, which focuses on three main areas Governance, Energy and Youth, which are the domains of influence that will transform and sustain prosperity in the Sahel. The Offer will leverage UNDP's capacities in partnership with UN sister agencies and roll out transformative interventions to break cycles of need.⁹

II. RATIONALE

The UNDP programme "Regeneration" will invest in young people as the key to transformative development in the Sahel by prioritizing digitization. Through UNDP's Accelerator Labs and YouthConnekt Sahel initiative and partnerships with the Tony Elumelu Foundation, the Sahel Youth Entrepreneurship Programme will be implemented to train, mentor, and financially support 100,000 young entrepreneurs over Decade of Action. To showcase the entrepreneurial minds of young people in the region, UNDP Dakar Hub has organized an innovation challenge during the YouthConnekt Sahel 2021, to identify innovative ideas. In terms of digitization, the field of visual animation has the potential to provide employment for young people. Moreover, it can result in positive behavioral changes of people irrespective of local languages by raising awareness of good attitudes, preventing behaviors perceived and labeled as "negative", as well as influence perception on migration, marginalization, and radicalization.

⁹ [UNDP launches Sahel Offer, seeking largest joint commitment to regenerate the region - Burkina Faso | ReliefWeb](#)

With that in mind, UNDP Dakar Hub seeks to provide young people access to opportunities for skills development in ICTs. Through its Youth empowerment project, the Hub is training and building the capacities of 30 young people from the West and African region, including young Sahelians on visual animation. This training will facilitate peer-to-peer learning of this innovation, on a wider scale. In addition, this activity will also support the initiatives of the young innovators from the region to reach more people. This training will offer local opportunities by focusing on youth socio-economic empowerment in line with the SDG 8 specifically target 8.2 to achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value-added and labor-intensive sectors.¹⁰ This activity will be held in May for one week in Nigeria. This programme is one of the follow-ups of the Sahel YouthConnekt Forum 2021 recommendations. The objectives of this activity are to:

- Build young people's soft skills and digital competencies (Visual Animation) from West and Central African youth.
- Train young people to utilize visual animation skills to create economic opportunities.
- Encourage young people to scale up their skills in visual animation to train their peers in their home country

III. OBJECTIVE

Engage a training center that is specialized in 2D and 3D animation training to prepare, organize and conduct the training in Visual Animation of young people from West and Central Africa. The Visual Animation training will be held in Nigeria.

The Visual Animation training is expected to host about 30 interested and selected young participants from the West and Central Africa region in physical training sessions. The training sessions will be organized by a professional training center specializing in Visual Animation with the appropriate and recommended software on several digital platforms in English and French.

IV. Expectations

The training center is expected to:

- Prepare and deliver a comprehensive programme the training in Visual Animation for young people from the West and Central Africa in Nigeria;
- Organize all the logistics matters for the participants from their arrival to their departure;
- Launch the open application and select the participants in collaboration with the UNDP youth team;
- Provide a final report on the activity;
- Organize post-training consultations with participants, to train their peers in their home country
- Produce a communication plan (design and print banners, posters, streamers, plan the photography and videography coverage of the training, use of social networks).
- Organize all preventive measures and operational procedures against COVID-19

V. Work Framework and Contract Execution

The mission of the training center that specializes in 2D and 3D animation training will essentially be to organize the training in Visual Animation for young people from West and Central Africa. The training center's bid will cover the following: (i) before the training work including the selection and invitation of participants and facilitators, travel, hotel and other logistics, agenda and content, participants' expectations survey...; (ii) training delivery: sessions facilitation, logistics management, training evaluation, reporting and participants certification...; (iii) post-training work including coaching, mentorship and support to the trained visual animators to thrive in the industry and share their skills with fellow young people.

¹⁰ <https://unric.org/en/sdg-8/>

The eligible participants for this training are the young people that are: between the ages of 18-35; interested in the program; proficient in the use of computers and own one with which they can practice (required to come along with); speak and write English and/or French fluently, and national in one of the West and Central African countries namely Benin, Burkina Faso, Cameroon, Cape Verde, The Central African Republic, Chad, DRC, Republic of Congo, Cote d'Ivoire, Equatorial Guinea, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.

Global management

- Participate in the planning, organization, review and evaluation meetings of the Visual Animation training with UNDP and contribute to their success.
- Develop the work plan, the Visual Animation training program and put in place the various technical organizing committees (coordination, programmatic, logistics and communication);
- Work with the organizing committee for the approval of all objectives.
- Deploy the adequate staff required, monitor the accomplishment of their tasks, carry out periodic performance evaluations and take the necessary appropriate measures, in order to carry out all the specific tasks of the activity in an effective and efficient manner, including preparations and setting up before the training sessions, activities during the programme, including ensuring uninterrupted post-training online session and follow up
- Produce after the event: reports, etc.
- Manage technical site visits (location/capacity/room) and necessary rehearsals.

NB: Undertake any other activities that may be formally agreed upon from time to time between the committee and UNDP.

VI. Expertise, Qualifications and Skills Required

The contractor must have the required expertise, qualifications and skills.

Specific requirements for the Firm

- Be based in Nigeria or from the West and Central Africa region
- At least 3 years of proven (certification/contract attestations) experience in the field of high-level Visual Animation training including conducting such a training (nationally or internationally)
- Animation Expert (Motion Graphics Designer, etc): with proven experience in brand development and the animation of the project/program or the success for a diverse audience.
- Good understanding of the technology ecosystem and the emerging trends in the animation industry.
- Excellent knowledge, experience, and skills in producing animated stories, short videos
- Experience working with communities, the private sector, and the donor community.
- The team needs to have all the necessary equipment to carry out the quality training
- A dedicated team to meet all the qualities and requirements as mentioned in the TOR

Qualifications :

- Have at least 3 letters of recommendation from clients (national, regional and/or international level);
- Have staff fluent in English and French and possibly Portuguese and proficient in Microsoft, e-mail and web search;

- Experience working with UNDP or any UN agency.

The competencies of the team must include:

- Excellent interpersonal skills with a high degree of professionalism, e-mail and telephone communication;
- Ability to complete projects with minimal supervision;
- Ability to provide excellent customer service;
- Excellent attention to detail ;
- Public relations skills;
- Ability to coordinate multiple trainings at the same time ;
- Ability to work in a highly creative team ;
- Self-motivated, energetic and enthusiastic approach to work ;
- Proven ability to meet deadlines and work under pressure.

Requirement of key personnel

1- Task Manager / Team Leader

Academic Qualification:

- At least a master's degree in Communication, Media, graphic design or related fields

Experience:

- A professional experience of at least 4 years in creative strategy and storytelling spanning Strategic communication, management, and development and creating of various animated films, changing the narrative of African storytelling and shining the spotlight on African animation and entertainment in general.

Competencies:

- Ability to provide general leadership and direction to the communications strategy, structure and practice;
- Excellent management and resource allocation skills in relation to the consultancy
- Strong organizational skills;
- Strong communication skills;
- Proficiency should be in English and proficiency in French language will be an added advantage;

2- Lead Consultant / Senior Expert

Academic Qualification:

- A master's degree in communication, computer science, business and entrepreneurship journalism, graphic design or a related discipline.

Experience:

- A minimum of 4 years of proven experience working in communications preferably in an international development context.

Competencies:

- Ability to undertake technical Business and Entrepreneurship, Animation work.
- Ability to work under pressure and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Strong team management skills;
- Proficiency should be in English and proficiency in the French language (if any) will be an added advantage.

3- Project Staff / Associate Consultants / Team Members

Academic Qualification:

- A minimum of a University Bachelor of Arts degree in Mass Communication, journalism, graphic design, in Electronic Engineering or a relevant field.

Experience:

- A minimum of 3 years of professional experience and proven expertise and experience in, communications, 3D illustrator, character designer, digital content creation, graphic design, animation, and other related fields preferably in the context of communication for development.

Competencies:

- Training and hands-on experience in 3D Sculpting, Storyboarding, Rigging, character designer and look development artist, communications strategy and execution.
- Ability to work under pressure, and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Strong teamwork and ability to work in a multi-cultural context
- Proficiency should be in English and proficiency in the French language (if any) will be an added advantage;

VII. Deliverables

N°	Deliverables	Description	Deadline
1	Inception report: presentation and approval of the work plan of the training	Presentation of a work plan, indicating how the training center will organize this activity, a calendar of activities, the deadlines and the overall approach and practical aspects of the training.	
2	Progress reports on work plan (weekly)	Weekly meetings (including meeting minutes) on the status of registration, branding, communication, and overall organization, including but not limited to the ground plan, communication plan, implementation of online participation, and updates on all other aspects of the training.	
3	Final training and activities report	UNDP approval of the final activity report with detailed achievements, results, lessons learned and post-training activities of the Visual Animation plan.	

VIII. Duration of the contract

The service provider's contract will be for a period of 25 days from the signing of the contract.

	Timeframe	Deliverables
Inception Phase	5 days	Inception report, presentation and approval
Implementation stage	15 days	Produce reports at each stage on achievements and ongoing actions.
Final reporting and post-training	05 days	Post-training final report and communication products; approved copy of the final report with accomplishments, recommendations, lessons learned and ongoing actions.
Total days	25 days	

IX. Institutional Arrangement

- The service provider must fulfill its mandate in a professional manner, in accordance with the terms of reference given by the client and the approved technical proposal.
- The UNDP Dakar Hub youth team will follow up on the various deliverables with the training provider on the various developments. The training center will report directly to the Technical Project Officer.

- To ensure UN communication standards, the UNDP communication team will be involved in the production/revision process.
- The service provider will be responsible for producing all deliverables well in advance of the planned activities and making them available for approval. No last-minute arrangements are acceptable.
- The service provider will be expected to be working closely with the youth team for the smooth running of the event and will be expected to be frequently communicating with the UNDP team. Specifically, the firm will be reporting to the Technical Project Officer and Youth Analyst at the UNDP Dakar Hub or anyone delegated by UNDP Nigeria. All deliverables submitted by the training center must be reviewed and approved by UNDP prior to payment.
- All information related to the training activity will be kept confidential by the training center, recognizing that ownership of the information belongs to UNDP. The training center will not, without the written permission of the client, disclose the information to any third party.

X. Place of work

The place of assignment for the work is Nigeria. All expenses related to the performance in Nigeria must be reflected in the financial offer of the service provider.

XI. Terms of payment

The fee of the service provider will be paid following the below scheme:

- 40% after submission and acceptance of the inception (work plan) report (deliverable N°1)
- 40% after submission and acceptance of the progress reports (meeting minutes) (deliverable N°2)
- 20% after submission and acceptance of the final report (deliverable N°3).

XII. Evaluation criteria

The evaluation of offers takes place in two stages. Evaluation of technical proposals is completed before the opening and comparison of the financial proposals. And then, the training center will be evaluated on a combination of technical and financial criteria, using the combined scoring method. The maximum score is 100%, with 70% for the technical criteria and 30% for the financial criteria.

a- The technical evaluation will include the following:

- Demonstrated experience in providing similar Visual Animation training services combined with professional and quality standards: 30%.
- Demonstrated at least 3 years of experience organizing Visual Animation training of comparable scope, including tangible references: 40%.
- Ability of staff and complement of staff to provide the required services (detailed CVs of key personnel to be included): 15%.
- Knowledge, understanding and experience of working in Nigeria: 10%.
- Fluency in English and French : 5%.

The technical proposals that obtain 70% of the maximum score will be considered qualified of 100 points; this technical score will be weighted at 70%.

b- Financial proposals

The firm shall submit a financial proposal in accordance with the Cost Table. They shall propose a lump sum amount and present in the Cost Table the breakdown of this lump sum amount. In a second step of the evaluation process, the financial envelopes will be opened and the financial offers compared. The Firm with the highest cumulative score (Technical + Financial) will be awarded the contract. A financial score will be calculated for each proposal based on the formula:

$$\text{Financial Score A} = [(\text{Lowest Financial Offer}) / \text{Financial Offer of A}] \times 30$$

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect the implementation - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: - Specialized Knowledge - Experience in Similar Programme / Projects - Experience in Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes	120
SUB TOTAL		300
Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of the task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task/Project Manager / Team Leader / General Qualification Suitability for the Project	
	- International experience	25
	- Training experience	20
	- Professional experience in the area of specialization:	45

	A professional experience of at least 4 years in creative strategy and storytelling spanning Strategic communication, management, and development and creating of various animated films, changing the narrative of African storytelling and shining the spotlight on African animation and entertainment in general	
	- Knowledge of the region	30
	- Language qualification	20
SUB TOTAL		140
3.2	Senior Expert(s) / Lead Consultant(s)	
	General Qualification	
	Suitability for the project	
	- International experience	15
	- Training experience	15
	- Professional experience in the area of specialization: A minimum of 4 years of proven experience working in communications preferably in an international development context	45
	- Knowledge of the region	25
	- Language qualification	20
SUB TOTAL		120
3.3	Project Staff/ Associate Consultants / Team Members	
	General Qualification	
	Suitability for the project	
	- International experience	5
	- Training experience	5
	- Professional experience in the area of specialization: A minimum of 3 years of professional experience and proven expertise and experience in, communications, 3D illustrator, character designer, digital content creation, graphic design, animation, and other related fields preferably in the context of communication for development.	10
	- Knowledge of the region	10
	- Language qualification	10
SUB TOTAL		40
Aggregate		1000
Summary of Technical Proposal Evaluation Forms		
		Score Weight
1	Expertise of Firm / Organization	30%
2	Proposed Methodology, Approach and Implementation Plan	40%
3	Management Structure and Key Personnel	30%
TOTAL		100%
		1000

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect the implementation - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15

1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: - Specialized Knowledge - Experience in Similar Programme / Projects - Experience in Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes	120
	SUB TOTAL	300
Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
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2.6	Is the scope of the task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
	SUB TOTAL	400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task/Project Manager / Team Leader / General Qualification Suitability for the Project	
	- International experience	25
	- Training experience	20
	- Professional experience in the area of specialization	45
	- Knowledge of the region	30
	- Language qualification	20
	SUB TOTAL	140
3.2	Senior Expert(s) / Lead Consultant(s) General Qualification Suitability for the project	
	- International experience	15
	- Training experience	15
	- Professional experience in the area of specialization	45
	- Knowledge of the region	25
	- Language qualification	20
	SUB TOTAL	120
3.3	Project Staff/ Associate Consultants General Qualification Suitability for the project	
	- International experience	5
	- Training experience	5
	- Professional experience in the area of specialization	10
	- Knowledge of the region	10
	- Language qualification	10
	SUB TOTAL	40
	Aggregate	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)

[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.

¹¹ This serves as a guide to the Service Provider in preparing the Proposal.

¹² 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]*