



**REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)**

To: Interested Bidders	DATE: June 8, 2020
	REFERENCE: RFP/BPPS/2020/2526 – Video Production Services: User Guidance for IATI Query Builder

Dear Sir / Madam:

We kindly request you to submit your Proposal for **RFP/BPPS/2020/2526 – Video Production Services: User Guidance for IATI Query Builder**. Please be guided by the form attached hereto as Annex 2, in preparing your proposal.

Proposals may be submitted on or before **3 July 2020** via email to margarita.bernardo@undp.org indicating the below references in the subject of the emails. Proposals sent to other UNDP email addresses will not be accepted and the Purchaser will not be responsible for the confidentiality of such offer.

Your Proposal must be expressed in the **English language**, and valid for a minimum period of 120 days.

Proposers must take into account the following:

Proposers must indicate the below in the e-mail subject box while submitting the Technical proposal and other documents related to this bid:

Technical Proposal (items A, B and C of Annex 2). *RFP/BPPS/2020/2526 – Video Production Services: User Guidance for IATI Query Builder*

Proposers must indicate the below in the e-mail subject box while submitting the Financial proposal:

Financial Proposal (items D and E of Annex 2). *RFP/BPPS/2020/2526 – Video Production Services: User Guidance for IATI Query Builder*

(Both financial and technical proposals must be submitted as separate files).

Upon finalizing the technical evaluation, only technically qualified bidders will be requested to provide the password of the financial proposal. The technically qualified proposers will have 24 hours to respond to UNDP's request for the password.

Proposers may send as many e-mails as needed; however, the size of each e-mail should not exceed seven megabytes (7 MB). As an e-mail can take some time to arrive after it is sent, we advise all Proposers to send e-mail submissions well before the deadline. Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.

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. Kindly ensure that your proposal documents 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/unscconduc_t_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Margaret Thomas

Margaret Thomas
Chief, Effectiveness Group
Bureau for Policy and Programme Support

ANNEX 1

Description of Requirements

Context of the Requirement	The International Aid Transparency Initiative's <u>IATI Datastore</u> is a cornerstone of the IATI technical infrastructure: it is the interface providing users with access to the wealth of data published by organizations using the latest version of the IATI Standard. UNDP/IATI is seeking to contract a service provider to create a package of videos which will guide users through the functionalities of the new IATI Datastore.
Implementing Partner of UNDP	Direct Implementation
Brief Description of the Required Services	Under the guidance of the IATI Outreach and Partnerships Specialist, the service provider is expected to develop storyboards based on scripts provided by UNDP for each of the videos, produce a prototype version of the video guidance and finalize and deliver the final suite of videos. The videos should be delivered in English, French, Spanish and Portuguese. The full description of the expected deliverables are detailed in the Terms of Reference (Annex 3).
List and Description of Expected Outputs to be Delivered	Please refer to the Terms of Reference (Annex 3)
Person to Supervise the Work/Performance of the Service Provider	IATI Outreach and Partnerships Specialist
Frequency of Reporting	The proposed contractor is expected to be in regular contact with the IATI Outreach and Partnerships Specialist to provide progress updates as well as discuss and agree on the approach to resolve unforeseen challenges that may arise.
Progress Reporting Requirements	Formal progress reports are not required and an iterative approach is preferred. To provide progress updates, the proposed contractor is expected to be in regular contact with the IATI Outreach and Partnerships Specialist. Any issues that pose a risk to contract delivery must be submitted in writing, ahead of any deadlines indicated on the contract.
Location of work	At Contractor's Location
Expected duration of work	3 Months
Target start date	20 July 2020
Latest completion date	20 November 2020
Travel Expected	Not Applicable
Special Security Requirements	Standard security requirements apply, that are governed by the local and international laws.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not applicable. Contractor is expected to have access to communication equipment and facilities in order to deliver the assignment. All associated costs shall be reflected in the financial proposal.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required and should be part of the technical proposal

Names and curriculum vitae of individuals who will be involved in completing the services	Required			
Currency of Proposal	United States Dollar			
Value Added Tax on Price Proposal	Must be exclusive of VAT and other applicable indirect taxes.			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 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	Not permitted			
Payment Terms	Outputs	Percent	Timing	Condition for Payment Release
	Delivery of the work and outputs as defined in the Terms of Reference (TOR) - Annex 3, and approval of the IATI Secretariat Coordinator	100%	After completion of the assignment	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	IATI Outreach and Partnerships Specialist			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services <input checked="" type="checkbox"/> Purchase Order			
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 criteria 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	<u>Technical Proposal (70%) (Minimum pass score is 49 points out of 70 total obtainable)</u> Proposals will be evaluated separately and based on the below criteria.			

	<p><u>Qualifications of Company (50 points):</u></p> <ul style="list-style-type: none"> • Overall quality of the portfolio of previous work submitted as part of the application process. (35 points) • Extensive experience producing videos of a learning / training / "how-to" nature. (10 points); • Minimum 3 years of demonstrated expertise developing video clips for the UN or other international organization (5 points) <p><u>Approach and Proposed Methodology (10 points):</u></p> <ul style="list-style-type: none"> • Proposed methodology and timeline for the completion of services (10 points); <p><u>Qualifications of Key Personnel (10 points):</u> The Team Leader should have the following qualifications and experience:</p> <ul style="list-style-type: none"> • 10+ years' experience in designing videos for training purposes, especially in a development/international organization context (10 points) <p><i>Bidders may offer additional personnel (for research and support work, for example) in their proposal. While UNDP expects that the scope for the assignment can be delivered, bidders may offer more experts in their proposal. Those personnel need to meet the requirements for the assignment.</i></p> <p>Language</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills in English. Oral and written communication skills of an additional UN language is desirable. <p><u>Financial Proposal (30%)</u> (Only bidders which get minimum of 49 points on technical evaluation will be technically responsive and considered for financial evaluation)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u> (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g. 30%) Total Combined and Final Rating of the Proposal</p>
<p>UNDP will award the contract to:</p>	<p>One company or university.</p> <p>Any proposer can submit an offer however a proposer cannot submit at the same time its own proposal and be a subcontractor with another proposer. This situation will raise a conflict of interest.</p> <p>However, two or more companies can form an association and submit ONE proposal. In this case the companies have to select a leading company amongst them and with whom will sign the contract with UNDP.</p>

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions ¹ (Annex 4)
Contact Person for Inquiries (Written inquiries only) ²	<p><i>Focal Person in UNDP: Anna Whitson, Outreach and Partnerships Specialist</i> <i>Email address: anna.whitson@undp.org</i></p> <p>Last day to submit questions to UNDP is 7 days before the submission date. UNDP will provide responses on a rolling basis for each.</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>

¹ 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.

² 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.

ANNEX 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ 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***

Outputs	Price Per Output in USD
Total	USD

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement/ Unit price*	No. of Personnel	Total Rate in USD
1. Key Personnel				
1- Team Leader				
2. Other experts (indicate the cost for each personnel separately:				
# proposed				
II. Other Costs (As applicable)				
Travel (city location, purpose)				
Round trip tickets				
Allowances				
Communications				
Others (kindly specify)				
Total Price in USD				USD

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

ANNEX 3

TERMS OF REFERENCE

Video production services: user guidance for IATI Query Builder

Background:

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work, carried out at HQ, Regional, and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains, in support of the signature solutions and organizational capabilities envisioned in the UNDP Strategic Plan.

The Effectiveness Group assists UNDP and its partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. It seeks to do so by enabling UNDP and others to be more innovative and knowledge and data-driven by identifying, testing, learning, sharing, and institutionalizing what works. It acts as a hub on quality UNDP programming, all aspects of results-based management and development performance monitoring and analysis, South-South cooperation, and global effectiveness partnerships.

Drawing on the comparative advantages of UNDP in strengthening country capacities to manage and coordinate development cooperation, the Effectiveness Group also hosts coordination responsibilities for the Secretariat of the International Aid Transparency Initiative (IATI). IATI, a coalition of more than ninety members including donor and partner country governments, foundations, multilateral and civil society organizations, among others, seeks to address challenges facing a range of development stakeholders in the sharing and use of information on development cooperation resources. It was launched at the Accra High Level Forum on Aid Effectiveness (2008) and since September 2013, UNDP has co-hosted the IATI Secretariat in a Consortium together with UNOPS (which leads on financial management and logistics) and UK-based NGO Development Initiatives (which administers the development of the IATI Standard as well as IATI's website, tools, and technical support). UNDP leads day-to-day management / coordination of the Secretariat and outreach and engagement with IATI stakeholders. UNDP also provides substantive support and policy advice to IATI's governing bodies, including its annual Members' Assembly and its Governing Board.

At the heart of IATI is its data Standard. The IATI Standard was created to deliver timely, comprehensive, and forward-looking information on aid and humanitarian resources in order to improve their coordination, accountability, and effectiveness, and to maximize their impact on the world's poorest and most vulnerable people. In short, the Standard is a set of rules and guidance about what data organizations should publish and what format it should be presented in. All data published to IATI using the Standard is then available to explore and download through a number of online portals and tools, for example through d-portal.org or the IATI Datastore Query Builder.

Context:

More than 1,100 organisations have now published data using IATI's data Standard, and IATI aims to continually improve the quality of this data to support stakeholders to use this information for better decision-making. While IATI has been successful in increasing the supply of data, there is still a need to increase and diversify the usage of the data. IATI stakeholders have also continually highlighted that strengthening the "demand side," e.g. the use of IATI data, especially from partner countries, should be a strategic priority for IATI programming.

In order to address data use challenges and implement the recommendations from the independent evaluation, in 2017 the IATI Governing Board established a IATI Data Use Fund (DUF). The DUF is administered by UNDP on behalf of the IATI Data Use Task Force (DUTF). The 2020 DUTF workplan aligns data use activities to five objectives:

1. Improve data quality and usability of IATI data in order to assure users of its reliability.
2. Improve existing tools and make new tools user friendly for multiple users.
3. Improve guidance, training and support for specific user groups, leading to greater confidence in using IATI data.
4. Promote data integration and data use (including AIMS) to promote, find, and showcase new ways of applying IATI data in planning, communication, dialogue, analysis, and reporting.
5. Raise awareness of IATI as a source of data for different user needs.

This **Request for Proposals** focuses on Objective 3 of the 2020 DUTF workplan: improving guidance, training, and support for specific user groups.

Scope of Work:

The IATI Datastore is a cornerstone of the IATI technical infrastructure: it is the interface providing users with access to the wealth of data published by organizations using the latest version of the IATI Standard. The IATI Datastore offers two ways to access IATI data: through the Datastore API, where technical data users can return IATI data from across all data fields (referred to as elements) of the IATI Standard; or by using the new Datastore Query Builder, which provides a less technical way to build data queries and export them for their users' own data needs. Due to its multitude of filters and abilities to interrogate the data in multiple ways, the Query Builder will be key for driving increased and diversified use of IATI data. UNDP/IATI is therefore seeking to contract a service provider to create a package of videos which will guide users through the functionalities of the new IATI Datastore.

The below are the key requirements for the suite of videos:

1. The video package should encompass the following videos, which may range in length from 3-5 minutes:
 - Query Builder 101: What is the Query Builder and how does it work?
 - Navigating the Query Builder Interface
 - Building a Query and Understanding the Output (Example 1)
 - Building a Query and Understanding the Output (Example 2)
2. The video package will largely pull from live footage of the Query Builder in action (screen grab videos), however UNDP will also provide access to its suite of development-related stock footage, if useful. The contractor should also prepare to develop around two minutes of animations across the four videos, which should be costed in the bid.
3. The videos should be delivered in English, French, Spanish, and Portuguese. Voiceover and translation work should be costed in the bid, and should also include quality assurance checks for translation.
4. The video package should be produced and delivered as HTML5 and MP4 files, or other widely-used format. Final products, including animations, should be shared with UNDP and will be under UNDP copyright. They should be delivered to UNDP in a format that allows for easy editing by UNDP at a later date, using affordable, commonly-available video editing software.

Provision of materials by UNDP/IATI:

UNDP/IATI will make the following materials available to the contractor:

- IATI institutional graphics (.ai or .png).
- Access to the UNDP suite of stock development footage (video).
- Scripts for each of the videos.

Expected Outputs and Deliverables:

The service provider is expected to deliver the following:

1. Under the guidance of the Outreach and Partnerships Specialist, **develop storyboards for each of the videos (based on scripts provided by UNDP)**. The storyboard should be a visual outline for each video made up of a series of thumbnail images that convey what happens in each frame. Up to three rounds of edits to the storyboards may be required, based on UNDP feedback.
2. **Produce a prototype version of the video guidance**, for review by UNDP and Data Use Task Force. This should be a strong first draft of each video (in English only).
5. **Finalize and deliver the video guidance package**, including translation in French, Spanish, and Portuguese. The final file should be delivered in a format that allows for easy edits to be made by UNDP as changes to the Datastore occur in the future, using affordable, commonly-available video editing software, and should include at a minimum, raw files and graphics, full translations of the script, etc.

Actions / Deliverables	Indicative Date
<i>Based on a script provided by UNDP, produce final storyboards for the package of videos (note: up to three rounds of edits to the storyboards may be required, based on UNDP feedback)</i>	3 weeks after script provided by UNDP
<i>Prototype version of videos delivered</i>	6 weeks after script provided by UNDP
<i>Final suite of videos delivered (note: up to three rounds of edits to the video may be required, based on UNDP and Data Use Task Force feedback)</i>	8 weeks after script provided by UNDP

Institutional Arrangements

- The service provider will work under the guidance of the Outreach and Partnerships Specialist and may occasionally liaise with other members of the IATI Secretariat.
- The service provider will be responsible for providing software and other equipment to be used, with the exception of the materials listed above.
- Payments will be made upon submission of the deliverables with approval and confirmation by UNDP.

Required Skills and Experience:

- 3+ years expertise developing video clips for the UN or other international organizations. (required)
- Extensive experience producing videos of a learning / training / “how-to” nature. (required)
- Ability to provide at least 3 sample videos similar in nature that the consultant has developed for other organizations. (required)
- Proficiency in written and spoken English. Ability to provide quality assurance on translated videos in French, Spanish, and Portuguese.

Competencies:

Technical

- Communicates effectively to a variety of audiences.
- Excellent client orientation and interpersonal skills.
- Capable of working in a highly pressured environment with extreme deadlines, managing many tasks simultaneously.

- An excellent team player, projecting a positive image and ready to take on a wide range of tasks to create an enabling environment for the supervisor, focusing on results for the client and responds positively to feedback.

Corporate

- Demonstrates integrity and fairness, by modelling the UN/UNDP's values and ethical standards.
- Promotes the vision, mission and strategic goals of UN/UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Respect for diversity and understanding of the United Nations system, operations and structures, this includes demonstrating keen political awareness, particularly in relation to the principles of development effectiveness and transparency.

Payment Terms:

Outputs	Percent	Timing	Condition for Payment Release
Delivery of the work and outputs as defined in the Terms of Reference (TOR) - Annex 3, and approval of the IATI Secretarial Coordinator	100%	After completion of the assignment	Within thirty (30) days from the date of meeting the following conditions: c) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and d) Receipt of invoice from the Service Provider.