



**REQUEST FOR PROPOSAL
(RFP_015_2020)**

TERMS OF REFERENCE

ASSIGNMENT TITLE:	Unexploded Ordnance (UXO) Promotion Video in Lao PDR
AGENCY/PROJECT NAME:	United Nations Development Programme (UNDP) / Moving towards achieving SDG 18 – Removing the UXO obstacle to Development in Lao PDR
TYPE OF CONTRACT:	Professional Service Contract
CONTRACT PERIOD:	30 working days within 3 months (December 2020 – February 2021)
LOCATION:	Vientiane Capital and Xiengkhouang Province
COUNTRY	LAO PDR
STARTING DATE:	28 December 2020 (or as early as possible)
DEADLINE FOR SUBMISSION	21 December 2020 (noon)
SUBMISSION EMAIL ADDRESS	lao.procurement@undp.org

A. BACKGROUND AND CONTEXT

Lao PDR is among the most heavily bombed countries per capita in the world, with over two million tons of munitions dropped on it during the Indochina War (1964-1973). This includes 270 million sub-munitions from cluster bombs, up to which 30% could have failed to detonate. While the number of accidents has dropped markedly from 302 in December 2008 to 25 in December 2019, Unexploded Ordnance (UXO) contamination still remains a threat for rural populations in poor and remote areas. It reduces safe access to their agricultural land and increases the amount of time, in many cases, that farmers have to spend on cultivating their land, as they are required to move more carefully and cautiously in light of the risk of accidents. Accidents often affect the main breadwinners in families and communities, which damages their families' economic security and independence. In addition, UXO contamination impedes the safe use of land for socio-economic development activities, and where these activities can take place, it increases their costs. Around 80% of people in Lao PDR live in rural areas, where livelihood opportunities are often uncertain, and food and nutrition security indicators are particularly poor. Many of the poorest districts in the country are also the most-contaminated, UXO contamination can lead to loss of livestock, restricted access to land, food insecurity, insufficient basic infrastructure, reduce crop production, increased transport costs, disability, employment shortages, and other negative socio-economic outcomes. The exact total extent and location of contamination in the country is currently unknown. Although Lao PDR's ratification of the Convention of Cluster Munitions (CCM) obliges the country to clear known UXO contamination by 2025, without a clear baseline it is difficult to plan properly and to indicate timeframes for clearance throughout the country. Survey activities are underway to establish the extent of known contamination for clearance and to establish a national baseline.

The promotional video that instills conviction, educates all concerning the hazards associated with the UXO threat, enthalls all viewers, provides inspiration and appeals to donors both existing and new. Additionally, there will be an increased awareness of the UXO issue in Lao PDR with a specific focus on Xiengkouang Province where New Zealand earmarks its funding. Additionally, the UXO Promotional Video will allow the NRA and UXO Lao to promote its activities and hard-earned accomplishments in a cost-effective way. Marketing and promotional products are a cost-effective means of reaching out to inform people and draw people's attention to a particular message and holistic theme. To promote UXO issues in Lao PDR both internally and externally, UNDP and the NRA are looking for a qualified consultant to produce UXO promotion video.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

The firm will be responsible for producing an educational and influential promotional video that endorses the astounding work of both the NRA and UXO Lao with an emphasis on the Xiengkouang Province focusing on UXO sector.

Under the overall supervision of the Director General of the NRA, UNDP UXO Unit head, and UXO project team, the firm will perform the following tasks:

- Preparatory review of relevant documents and background material on UXO promotion, and hold discussion with the project team and other involved stakeholders for producing a story board;
- Produce a draft story board outline content, scripts, planned visuals and interview partners with the consultation with the project team;
- Produce a schedule for video production, including planned interviews, interview questions, travel plans, locations for filming and appropriate music (if require);
- Produce 05-06 minutes' video clip for the educational and promotion Corporate Social Responsibility with Subtitle, Video, photograph and graphic production in producing the complete video;
- The video shall illustrate the introduction to UXO, what is UXO, why is it important, what are the achievements of the NRA and UXO Lao in UXO sector and what contribution the UXO clearance make to the society and what we expect out of the organization in term of impactful investments.

The consultant is expected to deliver the followings outputs in Lao and English.

- Electronic files of video both high and low solution for uploading in IPD website (in format of mp4, .avi, .flv)

C. EXPERTISE and EXPERIENCES

The successful bidder/firm should have the following expertise, qualifications and experiences:

1. Well-known film production firm with at least 5 years of experience in video production in development and private sector;
2. Excellent knowledge of video editing and design software (e.g. [optionally mention software]) and MS Office package. Knowledge on corporate social responsibility is an asset.
3. Have experience working with the Government of Laos, and with international contractors.
4. Ability to collaborate with other team members and a broad range of stakeholders.
5. Fluency in Lao & English (writing, editing, reporting and speaking).

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

Survey Ethics

The survey must be undertaken in accordance with the UNEG Ethical Guidelines for Evaluation, which are available here: <http://www.unevaluation.org/document/detail/102>

Management Arrangements

UNDP will contract the company on behalf the National Regulatory Authority for UXO/Mine Action in Lao PDR (NRA). The consultant company will report to both the UNDP and NRA. The company is expected to use its own equipment and other resources required. The company will also maintain close liaison with UNDP and the NRA.

E. DUTY STATION

- The firm will be home-based, and partially work at the NRA office for information collections and consultations.

The firm will closely work with assigned government officers at the NRA and UXO Lao team as well as UNDP UXO unit to carry out the works.

- In case of travelling to other provinces related to this assignment, the project will support the consultant separately according to NIM SOP rules and regulations.

F. TIMEFRAME

The consultancy will be carried out for 30 working days between **December 2020 to February 2021**.

G. PAYMENT SCHEDULE

Interested bidders/firms are requested to submit their financial proposals quoting their daily fees noting the following conditions:

a) Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the supervisor

Deliverables No.	Description of Deliverables/Payment	Timeline	Indicative number of days inputs
1	<ul style="list-style-type: none"> Final approved story board (20% of total consultancy payment) 	08 Jan. 2021	8 working days
2	<ul style="list-style-type: none"> First draft of UXO promotion video (40% of total consultancy payment) 	29 Jan. 2021	15 working days
3	<ul style="list-style-type: none"> Final UXO promotion video (40% of total consultancy payment) 	05 Feb. 2021	7 working days

H. RECOMMENDED PRESENTATION OF OFFER

Interested bidders/firms are required to submit the following documents as part of their bidding proposal:

1. Form A : Technical Proposal Submission Form
2. Form B : Bidder Information Form
3. Form E : Technical Proposal Format (with CVs of Key Personnel)
4. Form G : Financial Proposal (with protected password)

The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

I. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Summary of Technical Proposal Evaluation Forms		Points Obtainable	Points Awarded
1.	Bidder's qualification, capacity and experience	25	
2.	Proposed Methodology, Approach and Implementation Plan	25	
3.	Management Structure and Key Personnel	20	

Total	70
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Section 1. Bidder's qualification, capacity and experience		Points obtainable	Points Awarded
1.1	Reputation of Firm or Consultant	8	
1.2	Relevance of specialized knowledge and experience on similar engagements done in the region/country	7	
1.3	Experience working with the Government of Lao PDR or Development partners	5	
1.4	Ability to collaborate with other team members and a broad range of stakeholders.	5	
Total Section 1		25	

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable	Points Awarded
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	8	
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	6	
2.3	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	8	
2.4	Quality assurance procedures and risk mitigation measures	3	
Total Section 2		25	

Section 3. Management Structure and Key Personnel			Points obtainable	Points Awarded
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		10	
3.2	Qualifications of Team Leader		10	
	- General Experience	6		
	- Specific Experience relevant to the assignment	3		
	- Regional/International experience	1		
Total Section 3			20	

Combined Scoring Method:

- Where the Technical Proposal will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:

- All Technical Proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the bidders/firm to carry out the assignment. The bidders/Firms who obtain a minimum of 49 points of the full mark (70 points) will be considered technically compliant, and the "password" for opening their

Financial Proposal will be asked. Then, their Financial Proposals will be evaluated thereafter.

Financial Evaluation of Proposals:

- The Financial Proposals of all bidders/firms who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$. The contract shall be awarded to the applicant who receives the highest cumulative score.

J. APPROVAL

This TOR is approved by:

MR. Chomyaeng Phengthongsawat
Director General

Shigeyuki Ito
Team Leader, Governance and UXO Unit

Signature: _____

Signature: _____

Date:

Date: