



REQUEST FOR PROPOSAL

RFP_2018_05

Subject: Production of video nuggets on leadership and management topics

1. The United Nations System Staff College (UNSSC) hereby solicits your proposal for the above subject, in accordance with this document and annexes attached hereto. Proposals must be received by the UNSSC no later than **4 May 2018**.
2. This request for Proposal (RFP) consists of this document and the following annexes:

Annex A: Terms of Reference
Annex B: Terms and Conditions to Submit a Proposal
Annex C: Evaluation Criteria
3. Your proposal must include information in sufficient scope and detail to allow the UNSSC to consider whether the proposer has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.
4. Your technical and financial proposal must be submitted via email to procurement@unssc.org
5. **You are kindly requested to acknowledge receipt of this RFP.**



ANNEX A – Terms of Reference

Background:

Based in Turin, Italy, the UN System Staff College (UNSSC) has been running courses and delivering learning initiatives to United Nations (UN) personnel for more than a decade, reaching on average 10,000 beneficiaries across the globe every year. Through its programmes and services, the UNSSC aims to support United Nations organizations and their staff to develop the skills and competencies needed to meet the global challenges faced by the UN.

The UNSSC experiments with different methodologies to meet the leadership and management related training needs of its audience, including both online and face-to-face approaches. It is now experimenting with a new way of addressing the immediate learning needs of the UN staff as part of its work with the Office of Human Resource Management of the UN Secretariat. The solution entails providing leaders with subject matter resources and support on a website to allow for easy access at the point of need.

Keeping in mind the tendency of people to “google” and “YouTube” information in their time of need, this website aims to build similar resources, which provide clear frameworks, action points and how-to guides for staff on various management and leadership topics. One of the key resources for this website are videos. The UNSSC is looking to get 8-9 videos produced by the end of June 2018.

Videos:

The videos envisioned as resources for this project can be of different formats – interviews, role-plays, action videos, animated, etc. of up to 2 to 8 minutes in length. The aim of the video is to provide more insights and information into a specific leadership and management related topic. The concept of the video to be created based on the needs analysis that has already been conducted for the audience, addressing specific challenges and concerns on identified topics. Videos would be posted on a specific learning platform website and used by UN professionals across the globe.

Expected Deliverables:

Against this background, the UNSSC would like to engage a vendor to help produce high quality videos to augment the resources on the Leadership and Management website.

Video Conceptualization

1. Thoroughly review the Needs Analysis Reports to understand the issues to be addressed through the video
2. Based on the specific issue and topic, put together the concept and storyboard of the video (tips and tricks, dos and don'ts, how-to, etc., interview people across the UN, use actors, etc.)
3. Create the script for the video as applicable, identify the setting for filming and coordinate the availability of the people being interviewed with the UNSSC focal point
4. Continuous collaboration with UNSSC focal point to finalise the concept and script

Video Production

- Final videos are expected to be 2 to 8 minutes long depending on the concept, learning objectives, script and format of the videos.
- Location of the filming could be global, across the various office of the UN system. The production team would have to leverage the support of UN staff present in the location to do the filming to avoid travel, in collaboration with UNSSC.



- Each video needs to have a complete transcript/option of subtitles.
- The video should include music and creative graphics, as well as the logos of the UN institutions involved.
- Final video file formats – MPEG-4 Part 14 (or MP4).
- Final video quality – High Definition (1440p and above) and colour grading of videos based on the type of video.
- Sound quality in high-resolution (preferably uncompressed 24-bit/192kHz). All learning components, especially interviews and testimonies, must be audible.
- All the original footage from the production to be handed over to UNSSC in the hi-definition format.
- Video must be able to be reduced in size without sacrificing quality.

Required skills:

- Experience in creating learning and development videos on leadership and management related topics.
- The Video Producer will be expected to produce all elements of the video, which may include, but are not limited to scripting, voicing, lighting, graphics, animation, editing, coding, and music.

Work Assignment:

The selected consultants will be contracted for this specific project. Any additional projects and work will require a second contract can be instated subject to satisfactory performance appraisal of this contract.

Location and supervision:

Considering the nature of the work, the successful candidate could be based anywhere on the globe, however, would need to be conversant in English in order to coordinate with the course coordinator. Within reasonable limits, the consultant may need to also make themselves available for review discussions during the working hours of the Turin office (9 am – 6 pm Italy, i.e. GMT +2).

The consultant will report to the UNSSC project manager and coordinator for this project. The consultant may also be required to interact with other members of the UNSSC or other UN organisations on issues related to specific deliverables of the assignment.



ANNEX B – Terms and conditions to submit a proposal

Submission of Proposals

Proposals must be submitted in English and shall be comprised of:

1. DULY COMPLETED, UPDATED AND SIGNED CV / P11 or COMPANY PROFILE	<p>For individual consultants: please provide a comprehensive CV or a P11 form (http://www.unssc.org/home/sites/unssc.org/files/p11un.doc)</p> <p>For companies: please provide a detailed company profile, including key areas of expertise, experience in learning and development, office locations, other relevant experience.</p>
2. TECHNICAL PROPOSAL	<p>Please provide:</p> <ul style="list-style-type: none"> • Samples of past projects, preferably of a similar size and scope. • Used methodology for all stages of video production (pre-production, production and post-production). • Proposed schedule for the project realization. • Proposed “pitch” on the required videos, in any format (script, storyboard, videoboard, etc.)
3. FINANCIAL PROPOSAL	<p>Financial proposals must be submitted in a separate document.</p> <p>Proposed budget for the project. The proposed budget should include a breakdown of fees for activities, professional services, hours, and administrative services.</p>

- Please indicate cost in USD
- Please do not include travel costs

Proposers must provide all information required under this RFP and clearly and concisely respond to all points set out in this RFP. Any proposal, which does not fully and comprehensively address this RFP, may be rejected. Unnecessarily elaborate brochures and other presentations beyond those sufficient to present complete and effective proposals are not encouraged.

Following submission of the proposals and final evaluation, the UNSSC will have the right to retain unsuccessful proposals. It is the proposer's responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly.

No Commitment

This RFP does not commit and oblige UNSSC to award a contract or to pay any costs incurred in the preparation or submission of proposals, or any costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods.



The UNSSC reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of the organization.

This RFP contains no contractual proposal or offer of any kind; any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any proposal or offer by the UNSSC. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of UNSSC and by an authorized officer of the successful proposer(s).

Criteria for Evaluation

All proposals will be evaluated in accordance with the provisions of the UN Financial Regulations and Rules and established procedures of the UNSSC, and the evaluation criteria specified in Annex C.

Payment Terms

The UN Financial Regulations and Rules preclude advance payments or payment by letters of credit. Such provisions in a proposal will be prejudicial to its evaluation by the UNSSC. The normal terms of payment by the UNSSC are 30 (thirty) days (or similarly discounted payment terms if offered by proposers) upon satisfactory performance of services, acceptance thereof by the UNSSC and certification by the UNSSC of the contractor's invoice. Proposers must therefore clearly specify in their proposals the payment terms being offered.

Validity of Proposals

All Proposals shall remain valid and open for acceptance for a period of at least 30 days from the designated closing date indicated for receipt of proposals in this RFP. Proposers must confirm in their proposal that it will remain valid for this period. Once a proposal has been accepted during this period, the prices quoted in the proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP or unless the UNSSC agrees otherwise in writing.

Rejection of Proposals

The UNSSC reserves the right to reject any proposals that, inter alia:

- i. are received after the deadline stipulated in the RFP;
- ii. are not properly marked or addressed as required in the RFP;
- iii. are unsolicited;
- iv. contain an alternate proposal; or
- vii. are otherwise not in compliance with the RFP.

Ethical Standards

All UN vendors shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

Copyright

The UNSSC shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the vendor.



At the request of the United Nations, the vendor shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.

By submitting an offer to this request of proposal the vendor accepts the copyright conditions set in the paragraph above.



ANNEX C - Evaluation Criteria

The offers will be evaluated based on the evaluation criteria below:

TECHNICAL PROPOSAL (evaluated through the brief note presented)	Understanding of the scope of work and the deliverables, mainly based on the "pitch"	20% of total score
	Suitability and sustainability of the methodology	10% of total score
	Quality of previous videos and projects, and timeline proposed	30% of total score
	TOTAL TECHNICAL PROPOSAL	60% of total score
FINANCIAL PROPOSAL		40% of total score