



REQUEST FOR PROPOSAL

RFP_2020_09

Subject: Production of video on UNSSC's response to COVID-19

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 **11 October 2020**.
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



ANNEX A – Terms of Reference

The United Nations System Staff College (hereinafter 'UNSSC') was created by the General Assembly to serve as a distinct, system-wide knowledge-management and learning institution. The mission of the UNSSC is to contribute to a more effective, results-oriented and agile United Nations through learning, training and knowledge dissemination. To this end, the UNSSC designs learning and knowledge sharing initiatives, delivers courses and develops tools and services to assist UN organizations and their staff strengthen their capability to achieve the 2030 Agenda and other international agreements.

The goal of the UNSSC is to provide strategic leadership, strengthen interagency collaboration, increase operational effectiveness, encourage cooperation with stakeholders, and develop a more cohesive management culture within the UN System. For more information on the workshops / courses/ programmes, please visit: www.unssc.org

Why this request for proposals?

The purpose of this RFP is to identify a suitably qualified individual or company to produce a motion graphics video of not more than 4 minutes in length which will be presented during a United Nations senior-level meeting in November as well as shared on social media.

What is needed

Relying primarily on motion graphics, the video will describe how the college has responded to the challenge posed by COVID-19, and present UNSSC's vision for the future of learning to enable the UN system to pursue management reform and meet the needs of United Nations Members States.

The video will:

- Capture what the College has done during COVID-19, focusing on how the College has boosted its online learning for the UN system and partners;
- Highlight that the College developed new learning products, and the UN system has responded by signing up for UNSSC's wide array of learning offerings;
- Incorporate key infographics and visuals capturing participation in our online learning offerings;
- Highlight key recent online learning experiences
- Feature how UNSSC is in demand to train UN entities on how to design and deliver online training;
- Communicate specific messages that will resonate with senior UN leaders
- Conclude with a vision for learning and training for the UN system and beyond.

Mode of work

Working under the guidance of the UNSSC Communication Team, the vendor's primary tasks will include:

- Meet with the UNSSC and develop an understanding of the concept of the relevant project;
- Put together the concept and storyboard of the video based on a storyline, basic script and data provided by UNSSC;
- Develop the script together with UNSSC
- Produce a motion graphics video, possibility utilizing other animation techniques
- Include music, subtitles and creative graphics



- The video must be produced in line with the UNSSC branding guidelines.

Deliverable

A video produced in HD of not more than 4 minutes. Lower resolution also shall be provided for web purposes.

Additional information

Official logo will be provided by UNSSC.

Music shall be selected and provided by the vendor, including copyright permissions

The video might require some voice narration.

Deadline for completion: 13 November 2020

Required skills of the professionals involved in the production of the video:

Education:

- A University degree, preferably in Film/Video Production, Art or other related discipline or an additional 3 years' experience in lieu of a degree.

Experience:

- At least 3 years of working experience in the field of animation and video production;
- Excellent skills and experience with graphic design and video-making software such as (Adobe Premiere Pro or Apple Final Cut Pro, Adobe Illustrator, Adobe Photoshop);
- Experience in working in a multicultural environment, preferably within the context of the United Nations system.

Language:

- Fluency in English;
- Knowledge of other UN languages is an asset.

ANNEX B – Terms and conditions to submit a proposal

Submission of Proposals

- Proposals must be submitted in English and shall be expressed in the form described in the table below:

1. DULY COMPLETED, UPDATED AND SIGNED CV / P11 or COMPANY PROFILE	<p>For individual consultants: please provide a comprehensive CV or a P11 form The P11 form can be found at http://www.unssc.org/sites/unssc.org/files/p11un.doc</p> <p>For companies: please provide company profile and individual CVs of the professionals involved in the production of the video</p>
2. TECHNICAL PROPOSAL	<ol style="list-style-type: none"> Please provide a short narrative (max 800 words) on your suggested approach to producing the video including timeline. Please submit or provide a link to your professional portfolio, demonstrating advanced skills and competence, particularly in motion graphics video production. Your portfolio shall include at least 3 samples of relevant previous work. If applicable, please list the key staff that will be involved in video production for the UNSSC. Please provide at least three references in support of the quality of your work.
3. FINANCIAL PROPOSAL	<p>Please provide a lump sum quotation for the production of the video, expressed in EUR.</p> <p>PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.</p> <p>Please do not include any potential travel expenses. Travel expenses will be reimbursed in accordance with UN Travel Rules.</p>

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. However, 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 Staff College 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 the UNSSC to consider any proposal, 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 the Staff College 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 delivery of goods or 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 not otherwise 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 on the basis of the evaluation criteria set in the table below:

PREREQUISITE	Excellent speaking and writing skills in English	
TECHNICAL PROPOSAL	CV and previous experience in the video production field within multicultural environments	15% of total score
	Narrative of suggested approach	25% of total score
	Quality of portfolio (creativity, style, relevance, quality of videos) and of references presented (minimum 3)	20% of total score
	TOTAL TECHNICAL PROPOSAL	60% of total score
FINANCIAL PROPOSAL		40% of total score