

Re-Advertisement

REQUEST FOR QUOTATION (RFQ)
(Photography and Videography Services)

Vendor's information:	DATE: 11 October 2015
	REFERENCE: RFQ/JOR/2015/10
	Re-Advertisement

Dear Sir / Madam:

We are seeking the **Photography and Videography Services** and kindly request you to submit your quotation as per terms of reference/specifications, detailed in Annex 1 of this RFQ.

Quotations as outlined in Annex I may be submitted on or before **15 October 2015** and via e-mail, courier mail or facsimile to the address below:

UN Women Country Office for Jordan
6 Jeddah Street, Um-Uthaina
Amman, Jordan 11195
P.O. Box 830896
Attn. Procurement Section
jordan.procurement@unwomen.org

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. They must be signed and in .pdf format, free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN WOMEN after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Conditions		
Payment Terms	30 days upon invoice	
Validity of Quotation	<input type="checkbox"/> 90 DAYS	<input checked="" type="checkbox"/> 120 DAYS
Preliminary Examination - Completeness of quotation.	<input checked="" type="checkbox"/> Partial bids permitted.	<input type="checkbox"/> Partial bids not permitted
Value Added Tax on Price Quotation	Must be <u>exclusive</u> of VAT and other applicable indirect taxes	
Contact Person for Inquiries (Written inquiries only)	Mahasin Quza jordan.procurement@unwomen.org	
General Conditions of Contract	- For Goods and Services	

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN WOMEN after it has received the quotation. At the time of award of Contract or Purchase Order, UN WOMEN 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 RFQ shall be subject to the General Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN WOMEN herein attached.

The UN Women has set out a vendor protest procedure intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected.** 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.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Giuseppe Belsito
Representative

Annex I: Terms of Reference
Videographer/Photographer for EU funded programmers (Financing for gender equality & Spring Forward for Women)

A. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and participants of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women is implementing two European Union funded projects in Jordan. In support of women's political and economic empowerment, UN Women is rolling out a regional programme entitled, ***Spring Forward for Women***. The programme, launched in October 2012, supports the economic empowerment of women in the Southern Mediterranean region and enhances their participation in the political and decision-making spheres. In Jordan the programme has focused on women's political participation at the community level, and on enhancing opportunities for women's economic empowerment. Two consultants are being sought to document the lessons learned to date by the programme and produce visibility and communication materials from this. One will focus on photography, videography and graphic design; the second will focus on the production of written material. This TOR seeks the consultant who will focus on the visual – photography, videography and graphic design – aspects of this work.

Complementary to this, UN Women is implementing a global programme called "***Increasing Accountability in Financing for Gender Equality***" which seeks to strengthen accountability for the implementation of gender equality commitments in financing decisions of national governments and funding partners in 16 countries/areas.¹ The aim of the programme is to "increase the volume and effective use of aid and domestic resources to implement national commitments to gender equality and women's empowerment" with a view to achieving the following outcomes:

1. National action plans for gender equality have defined targets, financing and implementation arrangements and are aligned with national planning and budgeting processes;
2. Strengthened capacity of national governments to implement gender equality commitments and address women's priorities in national planning, budgeting systems and programming;

¹ Bolivia, Cameroon, Ethiopia, Haiti, Honduras, Jordan, Kyrgyzstan, Nepal, Nicaragua, Peru, Rwanda, Senegal, Ukraine, United Republic of Tanzania, Zambia, and the State of Palestine.

3. Strengthened capacity (through knowledge, tools and technical assistance at country level) and accountability of funding partners and stakeholders in aid coordination mechanisms to achieve commitments towards gender equality in stable and post-conflict contexts; and
4. Feminist economists and gender equality advocates have engaged effectively in contributing to stronger policy coherence on gender equality in economic and development effectiveness policy forums.

This Request for Quotations is to solicit media and communication support for both projects.

B. Objectives:

The selected contractor will assist the UN Women Country Office to implement its mandate within the priorities of *Spring Forward for Women* and *the Financing for gender equality* programmes. The contractor will work in tandem with a reporting consultant on:

- Developing a photo bank of high quality images from UN Women's Spring Forward for Women programme.
- Developing a documentary video on the lessons learned and success stories of the *Spring Forward for Women* programme.
- Developing a documentary video to highlight the key role that *financing for gender equality* will play in the implementation of gender equality, women's empowerment commitments and the achievements of the sustainable development goals. The video will also be showcasing Gender Responsive Budgeting (GRB) experience in Jordan.

The contractor will be responsible for the production of photography, video products and graphic design related to the above.

C. Specifications and deliverables:

I. Spring forward for Women programme: Under the guidance of the Recovery Specialist, the following is being sought -

1. **In line with the objectives of the *Spring Forward for Women* programme, design and deliver the following communication materials. This should include:**
 - Visual documentation of success stories from Spring Forward for Women participants and production of visibility materials – multimedia materials (video and audio)
 - Development of relevant infographics.
 - Engage with UN Women's communication focal point to link materials and findings to UN Women's social and other media outlets and opportunities.

Specific deliverable:

- An agreed workplan outlining the deliverables as articulated in this Specifications.
2. **Create a photo and video bank of Spring Forward for Women implementing partners and participants, to be used by UN Women and partners as needed. This includes.**
 - Identifying themes for photo/video bank.

- Implementation of agreed approach and organization of images, video and audio in an easy to access/locate storage tool for UN Women.

Specific deliverables include:

- A collection of photographs and videos depicting UN Women's work across its *Spring Forward for Women* programme, collected and organized in a photo bank. This should include a minimum of 200 high resolution images and a short video (edited version) of max 2 minutes. Photo size should not be less than 2.5 MB.
- A collection of five photo essays of *Spring Forward for Women* programme participants (where permissions are granted) including edited and captioned pictures to illustrate uploaded stories.
- 20 minutes of finished video products (with the final format and number to be determined), depicting the work of UN Women's *Spring Forward for Women* programme. Scripts, voiceovers and post-production. This should also available on DVD.

3. Prepare multi-media, visibility and advocacy products and campaigns for external distribution to the public, the media, non-governmental agencies and donors, related to the Spring Forward for Women programme.

Specific deliverables include:

- Develop and design at least 5 infographics, capturing the *Spring Forward for Women* programme's progress and achievement.

II. Increasing Accountability in Financing for Gender Equality: Under the guidance of the Gender Responsive Budget Project Manager, the following is being sought -

- 1. Design, film and edit of a brief video documentary (max 5 minutes) presenting the following aspects of UN Women's financing for gender equality work:**
- Financing for gender equality to implement gender equality and achieve sustainable development goals.
 - GRB concept and the existing policy on GRB.
 - Capture key messages in the script related to women's human rights, the impact of the GRB initiative in Jordan and the role that women can have as an engine of development.
 - Impact of GRB in selected sectors in Jordan. Identify key sectors that are gender sensitive and gender blind and propose ideas to mainstream gender in the gender blind sectors.
 - Interviews with key stakeholders.
 - Good practices in integrating gender equality principles and women needs into planning and budgeting process.
 - Why it is important to continue in this initiative?

The aim of the documentary is the following:

- **Knowledge management:** To highlight the role of financing for gender equality in implementation of gender equality and women's empowerment commitments ,to capture knowledge on GRB among relevant stakeholders; share experiences and recognize best practices; to highlight gender blind sectors and proposed methodologies to mainstream gender in different sectors, to provide a dynamic insight on effective GRB strategies-

highlighting challenges and showing the impact of GRB good practices on women's everyday lives.

- **Advocacy to action:** To raise awareness about the potential impact of GRB in advancing gender equality, social justice and human development in Jordan; to demonstrate how GRB could serve as a tool to promote women's human rights. To discuss the importance of allocating domestic fund for gender equality and the importance of funding national women machineries. To capture witnesses of different stakeholders who have been leading GRB initiatives in Jordan and to summarize experiences in some key message.
- **Recognition of good practices and why it is important to continue working on GRB:** To visualize and recognize GRB good practices and develop key messages on why it is important to continue working on GRB.

Specific deliverable:

- Video running 4- 5 minutes in Arabic (both voice-over and text) with standard classic Arabic + English subtitles. Background music should be included and provided by the production company. The format should be the following - 1 HD .MOV QUICKTIME FILE 1920 x 1080 (MP4 COMPRESSION) 1 International version. (Apple 422 Compression, natural sound, no music or titles).

D. Application procedures

Based on the specifications presented above, companies interested in providing quotations for this assignment shall send their financial proposal along with 10 HD pictures samples (preferably related to development field work) and a digital video sample of minimum 1.50 mins. The below table shall be used as a reference to provide the financial quotation:

I. Spring forward for women:

Deliverables	Quotation
Finalization of an agreed communication plan for the assignment	
200 HR pictures	
Photo and video bank	
Five photo essays	
2 minutes and 20 minutes finalized (edited) video. They should also be available on DVD.	
5 HD infographics	
Total	

II. Financing for gender equality programme:

Deliverables	Quotation
Submission of a detailed storyboard for the video.	

Submission of the first draft video	
Submission of the final version of the video incorporating comments and inputs received by UNWomen	
Post production: Motion graphics and video editing as well as edit video. They should also be available on DVD.	
In addition to final outputs, the producer must deliver all raw footage on a hard drive at the end of the production period.	
Total	

E. Target audience

The videos are to be produced for the general public. They will serve as informative and awareness raising tools for the promotion of gender equality and women's rights in Jordan.

F. Experience of the contractor

- Significant and demonstrable previous experience in developing short video documentaries in the field of development.
- Previous experience in developing videos for awareness raising purposes desirable.
- A creative approach to bring the women's economic empowerment, financing for gender equality and gender responsive budgeting experiences in Jordan in a visually appealing way.
- Full application of UN and EU brand identity.
- Ensuring that the final output is web-friendly for use on interactive UN websites and social media channels.

G. Fees and Schedule of Payment

The Payment will be released based on the successful delivery of all final products within the indicated timeframe and after the positive evaluation of concerned UN Women programme staff and within maximum 30 days.

H. Copyright

The videos will pass to the exclusive ownership of UN Women including all use and distribution rights connected to them.

UN Women reserves all rights to the raw footage and b-roll. Producer must deliver all raw footage on a hard drive at the end of the production period.

Annex II

GENERAL CONDITIONS OF CONTRACT

The UN Women's General Conditions of Contract is attached and can be accessed by Proposer from UN Women website by clicking on the below link.

CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

[http://az804972.vo.msecnd.net/~/media/commoncontent/procurement/unwoman...en.pdf?v=1&d=20150416T202856](http://az804972.vo.msecnd.net/~/media/commoncontent/procurement/unwomen-generalconditionsofcontract-mixedgoodsservices-en.pdf?v=1&d=20150416T202856)