INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
Consultant: To prepare videos on payment of health workers
PROCUREMENT NOTICE NO:

<table>
<thead>
<tr>
<th>Date:</th>
<th>9, February 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Liberia</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Monrovia</td>
</tr>
</tbody>
</table>

**Description of the Assignment: VIDEO CONSULTANT**

**Project Name:** MPTF  
**Period of Assignment:** One (1) Month

Proposals should be submitted at the following address: by email to consultants.lr@undp.org (Please include procurement notice number in the subject area) no later than 20th February 2015 at 12:00 hrs PM (GMT).

Any request for clarification must be sent by standard electronic communication to the following e-mail:  
angeline.soumah@undp.org  
CC: aicha.cherif@undp.org

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

**Background**

The most widespread Ebola virus disease (EVD) epidemic is currently ravaging the three West African countries of Liberia, Sierra Leone and Guinea. According to the World Health Organization (WHO), more than 16,000 people have been infected in the 2014 Ebola outbreak. Ebola is a serious infectious illness, which can prove fatal.

In the context of the Ebola crisis, declared a Public Health Emergency of International Concern by WHO August 8 2014, the United Nations Development Programme (UNDP) is working with authorities in Guinea, Liberia and Sierra Leone to coordinate payments for thousands of treatment centre staff, lab technicians, contacts tracers and burial teams, as part of the UN Payment Programme for Ebola Response Workers (PPERW) and Ebola Crisis Response & Resilience Program (ECRRP). Payment of Ebola Response Workers is a Core Government Function, required to meet the government’s commitments to its population and ensure its leadership of the recovery process.

The government of Liberia has demonstrated its commitment to halting the spread of the deadly Ebola virus from eroding the development gains it has achieved over the years, and there is an urgent need to support the Government’s institutional and human capacity to concurrently address the socio-economic issues alongside the EVD response. The UNDP Liberia Country Office (CO) as a valued, trusted and reliable partner, is providing support as a response to the National Ebola strategy of the GoL. This support has been channelled in the form of technical and financial support with partners to ensure that Ebola Response Workers are paid in full and on time.

To promote a reliable information exchange across the organization, UNDP, as the lead UN Agency responsible for the PPERW, wishes to secure the services of a Planning and Liaison Advisor to work on secondment to the Ministry of Health and Social Welfare (MOHSW) in Monrovia, Liberia.

**Key Objectives**

To highlight one of the major challenges in dealing with Ebola in Liberia, payment of health workers, and to promote UNDP’s pivotal role to the inter-agency UNMEER mission.

**Guidelines/methodology**

The consultant will be contracted to script stories, and shoot and edit footage into a complete package. The package will include the following:

- interviews with UNDP staff who have been central in this project including the Country Director and the Project Manager, Ministry of Health staff, including the Minister/Deputy Minister, 1 x health worker from an ETU, 1 x...
contact tracer in the field, 1 x survivor/family of victim, 1 x Ministry of Finance spokesperson to explain the banking
problems, spokesperson from Headquarters
b. b-roll from the Ministry of Health, outside an ETU, payments being made, cash handed out, health workers doing
their jobs, survivors and general footage of Liberian communities, contact tracers in the field
c. Voiceover scripted and recorded (if necessary)

Deliverables
The consultancy is expected to produce the following results:
• 20 minutes of finished video product with the format and number to be determined.
• 50 x high resolution photographs
• Scripts, voiceovers and post-production

More specifically, the following are the deliverables which are linked to the payments as per the table below;

Requirements for Experience and Qualifications

<table>
<thead>
<tr>
<th>Deliverables of the Consultant in 3 weeks</th>
<th>Timeframe</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy, plan and logistics set up and approved by communications specialist</td>
<td>Day 2</td>
<td></td>
</tr>
<tr>
<td>Rough cut videos approved</td>
<td>End of week 2</td>
<td>35% of total contract sum</td>
</tr>
<tr>
<td>Finished videos produced and uploaded</td>
<td>End of week 3</td>
<td>65% of total contract sum</td>
</tr>
</tbody>
</table>

• Qualifications in video production, photography or communications
• Extensive experience in producing development work related documentaries for international organizations; and local organizations with the aim of reaching both local and international audiences (provide links to work samples) (Max 30 points);
• A solid experience in the areas of presentation and making of documentaries;
• Demonstrated experience in development communication and mass media;
• Experience in working with UN agencies or other reputable international organizations (10 points);
• Demonstrated technical practical skills / experience to ensure smooth and high quality production (25 points);
• Demonstrated local knowledge of Liberia / West Africa (10 points)
• Description of approach / methodology to assignment (10 points)

Documents to be included when submitting the proposals
• Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
  Proposal:
  • Explaining why you are the most suitable for the work (1 page)
  • Provide a brief methodology on how you will approach and conduct the work (1 page)
  • Personal CV (P11) including past experience in similar projects and at least 3 references

Financial Proposal
The financial proposal shall specify an all inclusive lump sum fees. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR and upon completion of deliverables.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy fee</td>
<td>Lump sum (all-inclusive fees)</td>
<td>1</td>
<td></td>
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Evaluation
Individual consultants will be evaluated based on the following methodologies:
Award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:
responsive/compliant/acceptable, and
Having received the highest score out of a pre-determined set of weighted technical and financial proposals

### Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
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<tbody>
<tr>
<td>Technical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criteria A: RELEVANT QUALIFICATION/EDUCATION</td>
<td>20</td>
<td>14</td>
</tr>
<tr>
<td>Criteria B: RELEVANT WORK EXPERIENCE</td>
<td>50</td>
<td>35</td>
</tr>
<tr>
<td>Criteria C: PROPOSED WORKPLAN &amp; APPROACH</td>
<td>30</td>
<td>21</td>
</tr>
<tr>
<td>Financial</td>
<td>30 points x price of the lowest price proposed / price of proposal</td>
<td>30 points</td>
</tr>
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* Technical Criteria; [70 points]*

* Financial Criteria; [30 points]*

Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation.

### ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)
ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
http://www.lr.undp.org/procure.htm