



Date: 27 March 2023

## REQUEST FOR QUOTATION RFQ N° UNFPA/ASRO/RFQ/23/001

Dear Sir/Madam,

The United Nations Population Fund, Arab States Regional Office (UNFPA ASRO), is seeking qualified bids to **produce high quality videos and photos featuring human interest stories related to our mandate from UNFPA ASRO country offices in the region and help amplify the voices of women and girls. The multimedia products will cover 15 Arab countries.**

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have the legal capacity to deliver the requested, or through an authorized representative.

### I. About UNFPA

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA in the Arab region, please visit our website: [arabstates.unfpa.org](http://arabstates.unfpa.org)

### II. Technical specification: Annex I

#### Objective

Th UNFPA Arab States Regional Office seeks to hire the professional services to produce high quality videos and photos featuring human interest stories related to our mandate from **UNFPA ASRO country offices in the region** and help amplify the voices of women and girls. The multimedia products will cover 15 Arab countries.

#### Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ola El Guebaly</i>
Tel N°:	<i>00201015150297</i>
Email address of contact person:	<a href="mailto:elguebaly@unfpa.org">elguebaly@unfpa.org</a>

The deadline for submission of questions is **4 April 2023 – 4pm Cairo time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



### III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- a) **Technical proposal: (profile of the company and samples of previous video and photo production and the capacity of managing similar projects in different countries), in response to the requirements outlined in the service requirements / TORs.**  
*Kindly provide us with a cloud-based link for your multimedia materials, as the files tend to be large in size and this will enable easy access for our evaluation panel."*
- b) **Financial quotation, to be submitted strictly in accordance with the price quotation form.**

All parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

### IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than **11 April 2023, at 4pm Cairo time.**

Name of contact person at UNFPA:	<i>Ola El Guebaly</i>
Email address of contact person:	<a href="mailto:asro.tenders@unfpa.org">asro.tenders@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line **UNFPA/ASRO/RFQ/23/001 to produce high quality videos and photos**. Proposals, including both **technical and financial**, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

### IV. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations



**TECHNICAL EVALUATION**

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

The following scoring scale will be used to ensure objective evaluation:

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Capacity and experience in managing similar multiple projects (in parallel) at the same time in many countries in the Arab region.	100		30%	
Videography (to be evaluated based on the shared samples) - Experience with visual storytelling - Creativity - Sound quality and creative use of music - Visual quality and utilization of b-roll	100		30%	
Photography (to be evaluated based on the shared samples) - Experience with visual storytelling (ability to captivate a moment to tell a story) - Good use of light and color - Creativity - Composition	100		30%	
Profile of the company and relevance to the Project.	100		10%	
<i>Grand Total All Criteria</i>	400		100%	

**FINANCIAL EVALUATION**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 60 points **in the technical evaluation.**



Price quotes will be evaluated based on your responsiveness with the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation or based on the specific formula indicated in the TORs. All other price quotes will receive points in inverse proportion according to the following formula:

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
	Quote being scored (\$)	

**Total score**

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

Total score = 70% Technical score + 30% Financial score
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**V. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order (PO) to the Bidder(s) that obtain the highest total score.

**VI. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

**VII. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

**VIII. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.



A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

**IX. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

**X. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Dr. Laila Baker, at [lbaker@unfpa.org](mailto:lbaker@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XI. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



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### PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/ASRO/RFQ/23/001
<b>Currency of quotation:</b>	USD
<b>Validity of quotation:</b>	<i>(The quotation shall be valid for a period of at least 12 months after the submission deadline.)</i>

● Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Unit price	Total price
<b>1. Professional Fees</b>			
1	<b>12 videos</b> (final cuts) (as per the attached TOR) featuring human interest stories from 15 Arab countries:- Algeria, Djibouti, Egypt, Gulf Cooperation Council, Iraq, Jordan, Lebanon, Libya, Morocco, Palestine, Somalia, Syria, Sudan, Tunisia, & Yemen. Videos will be produced based on topics (maternal health, adolescent girls, youth). <b>NB: One video might feature stories from more than one country depending on the featured topic</b>		
2	<b>450 photos</b> (as per the attached TOR) featuring human interest stories from 15 Arab countries:- Algeria, Djibouti, Egypt, Gulf Cooperation Council, Iraq, Jordan, Lebanon, Libya, Morocco, Palestine, Somalia, Syria, Sudan, Tunisia, & Yemen. Photos will be produced based on topics (maternal health, adolescent girls, youth).		
<b>Total Professional Fees</b>			<b>USD</b>
<b>2. Out-of-Pocket expenses</b>			
<b>Total Out of Pocket Expenses</b>			<b>USD</b>
<b>Total Contract Price</b> (Professional Fees + Out of Pocket Expenses)			<b>USD</b>

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed UNFPA/ASRO/RFQ/23/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

Name and title	Date and place
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**TERMS OF REFERENCE**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Arab States Regional office / Population Development Programme
Purpose:	<p>The purpose of this TOR is to hire a video and photo production company to produce high quality multimedia featuring human interest stories related to our mandate from the field and help amplify the voices of women and girls. The multimedia products will cover the following countries:</p> <p>Algeria            Djibouti            Egypt            Gulf Cooperation Council            Iraq            Jordan            Lebanon            Libya            Morocco            Palestine            Somalia            Syria            Sudan            Tunisia            Yemen</p> <p>The media, including photos and videos, produced under this project will help enrich UNFPA ASRO multimedia library and will be used to support UNFPA visibility, positioning and advocacy efforts to inform policy makers, donors, the UN agencies and INGOs to improve decision making and programming that respond to needs and challenges of women and girls.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The vendor will work under the guidance and direct supervision of the UNFPA ASRO Regional Communications Advisor and will be accompanied by a UNFPA team member when working in the field. In coordination with the COs comms focal points assigned for this project, the vendor will travel to the UNFPA ASRO country offices (project locations to be determined) or hire and manage local photographers/videographers to:</p> <ul style="list-style-type: none"> <li>• Photograph and film women, adolescent girls, and youth who have been served by UNFPA, in addition to highlighting their stories as well as UNFPA’s support/achievements. UNFPA’s areas of work include maternal health and family planning, eliminating gender-based violence, ensuring sexual and reproductive health rights for youth and adolescents, and humanitarian programming.</li> <li>• Edit raw materials to produce finished high resolution photos and videos and share finished products with UNFPA ASRO for sign off/approval.</li> <li>• Catalogue all raw (unprocessed) footage/materials and fill out the <a href="#">metadata form</a> providing metadata information of all photos and videos, including captions, copyrights, locations, and the person photographed/filmed name</li> <li>• Upload both raw and final photos and videos to the <a href="#">Multimedia Hub</a> (UNFPA Digital Asset Management system)</li> </ul>



- Consistently show appropriate sensitivity towards the people photographed and follow UN photography guidelines and UNFPA consent protocols during the assignment, which the UNFPA will provide.

**Deliverables:**

- **Maternal health: Three short videos and 150 photos on midwifery, obstetric fistula, and family planning**, illustrating the vitality of sexual and reproductive health interventions to position UNFPA as the authority on SRH in humanitarian and development contexts and showcase the cost-benefit argument in favor of prioritizing SRH service provision in both contexts.
- **Adolescent girls: Six short videos and 150 photos** on adolescent girls to advocate for their rights to feel free of all types of violence, including domestic violence, rape and sexual assault, digital violence, harassment and sexual exploitation, and forced marriage, and their needs in humanitarian settings (**Syria, Libya, Yemen, Sudan, Palestine and Somalia**). Illustrate the importance of UNFPA health, psycho-social support and other protection services delivered to girls in UNFPA-supported Women and Girls Safe Spaces and/or shelters.
- **Youth: three short videos and 150 photos** on youth to highlight how comprehensive sexuality education enables young people to protect and advocate for their health, well-being and dignity and improves the quality of their lives. Featuring stories of female genital mutilation survivors and how UNFPA rally men and boys to fight against female genital mutilation. Illustrate the essentiality of UNFPA work in empowering young people by equipping them with accurate information about their sexual and reproductive health and rights in mitigating adolescents' risk of developing harmful behaviours and promoting positive, protective actions and attitudes.
- **At least six hours of diverse b-roll footage/establishing shots:** These can be from the various locations covered as well as additional shots of locations, people, activities, etc. to be used in different products.

**Specifications:**

- Videos to be short 1:30-2 minute max
- Videos to include subtitles in Arabic, English and French (to be determined based on the speaking language of the video)
- The vendor should provide UNFPA with the transcripts of the videos in word version and UNFPA will provide the translations for subtitling purposes.
- All videos to be delivered in 16:9 Full HD quality (1920 x1080) - MP4 and (1280 x 720)-MP4
- For videos, the vendor shall provide music (including third-party music if needed), graphic effects, colouring and sound editing and mixing, subtitles, and any other requirements to produce excellent quality videos.
- All photos to be delivered in high-resolution jpeg/PNG or raw files (300 dpi at 2610 x 3900 pixels)
- Photo and video shots to be creative, positive, and culturally sensitive of UNFPA programmes and work on the ground. Photos and videos might include UNFPA staff working in the field and women, adolescent girls and youth, including people with disabilities, receiving health, psycho-social support or are engaged in awareness activities.





	<ul style="list-style-type: none"> <li>The vendor is committed to incorporate multiple rounds of edits. The project is managed by the UNFPA ASRO communication team but it will also involve multiple rounds of approval from the country offices and other thematic areas involved in the production. Multiple sources of input and feedback means multiple rounds of edits are inevitable.</li> </ul>
Duration and working schedule:	April to November 2023
Place where services are to be delivered:	The vendor will work remotely and deliver their work electronically. UNFPA will provide the vendor with a Google Drive folder for round of edits purposes. At the end of the project, the vendor should upload all image and video files to the <a href="#">Multimedia Hub</a> .
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The vendor will submit deliverables electronically. All deliverables are the property of UNFPA and will be distributed through internal and external platforms. Upon contracting, the vendor will provide a production schedule (with specific dates) based on the following timeline:</p> <p><b>Delivery dates to be discussed and finalised with the selected vendor and should include:</b></p> <ul style="list-style-type: none"> <li>Travel schedule.</li> <li>Videos first cut/draft</li> <li>Videos' transcripts</li> <li>Videos second cut/draft with subtitles</li> <li>Videos final versions (after including UNFPA's comments)</li> <li>Photos first draft</li> <li>Photos second draft with metadata</li> <li>Photos final versions (after including UNFPA's comments)</li> <li>Uploading of all materials on the multimedia hub</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Photographer/videographer will work under the overall supervision of the Regional Communications Advisor. During travel, the photographer/videographer will be facilitated (for coordination) by UNFPA field teams.</p> <p>UNFPA team will provide a detailed orientation about the assignment.</p>
Supervisory arrangements:	The vendor will report to the report's editor and designated regional office advisors
Expected travel:	The vendor will travel to or hire and manage local photographers/videographers in the UNFPA Arab States country offices listed above.
Required expertise, qualifications and competencies, including language requirements:	<p>The ideal candidate will have the following qualifications and competencies:</p> <ul style="list-style-type: none"> <li>Proven demonstrated experience as a professional photographer/videographer</li> <li>Must have knowledge and experience of photography in sensitive contexts, including development and humanitarian programmes and various settings (i.e., outdoor, indoor, portraits, group activities, etc.)</li> <li>Work experience with the UN will be an asset;</li> <li>Knowledge of ethical standards in reporting on issues related to women, adolescents, girls and youth is a must.</li> <li>Full command of English and Arabic languages. French is an asset.</li> </ul> <p><b>Technical proposal:</b></p> <p>Detailed profile/CV with a link to existing portfolio (of independent work not as a team) and financial proposal mentioning per day fee as well as the cost of travel to all locations</p>
Inputs / services to be provided by UNFPA or	



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implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will facilitate transportation to and from filming/photo locations in the field.  In case of travel, UNFPA will provide a note verbale for visa purposes.
Other relevant information or special conditions, if any:	<ul style="list-style-type: none"> <li>● All photos and footage (when available) will be turned over to UNFPA.</li> <li>● All copyrights are reserved to UNFPA.</li> <li>● The vendor will ensure that all people photographed have signed a consent form.</li> <li>● No people photographed will be compensated for participation in the videos/photos.</li> <li>● The vendors agree to conduct themselves with beneficiaries according to UN ethical guidelines.</li> </ul> <p>- Payment: in instalments to be discussed with the selected vendor based on the deliverables' timeline</p>



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**ANNEX I:**

**General Conditions of Contracts:  
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)