



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: August 1, 2022
	REFERENCE: RFP/UNDP/RWA/2022/040

Dear Sir / Madam:

HIRING A NATIONAL FIRM to document UNDP Contribution in the Implementation of NDC in Rwanda

We kindly request you to submit your Proposal for ***Hiring a Local Consulting firm to document UNDP Contribution in the Implementation of NDC in Rwanda*** .

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, August 19, 2022** and via email, or fax to the address below:

United Nations Development Program
KN 67 Street No 4
P.O Box 445 Kigali, Rwanda, 12 Avenue de l'Armée, Kigali, Rwanda
Attn: Head of Procurement Unit
Email: offers.rw@undp.org

Your Proposal must be expressed in the ENGLISH, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP 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 RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. 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.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Bernardin Uzayisaba
UNDP Acting Deputy Resident Representative
8/1/2022

Description of Requirements

Context of the Requirement	<p><i>Through partnerships with other United Nations agencies and development partners, UNDP supports the environment and natural resources sector by supporting the technical capacity of the Ministry of Environment, FONERWA, Rwanda Environment Management Authority (REMA), Rwanda Meteorological Agency and other government institutions to build on existing progress. UNDP implements several programmes and projects to achieve this, including the following:</i></p> <p><i>(1) The ‘Strengthening Capacities of the Environment and Natural Resources (ENR) Sector for Green Economy Transformation’ (SCENR) programme. The objective of this programme is to ‘strengthen the technical and institutional capacity of national and decentralized institutions in the ENR sector as catalyst for green economy transformation that is resilient to climate variability.’ It focuses on strengthening the institutional and technical capacities of the Ministry of Environment (MoE) and the National Green Fund (FONERWA) to act as main drivers of the Green Growth and Climate Resilience Strategy. MoE has lead responsibility for the strategic oversight and management of the programme and works with sub-sectors in the ENR sector and MoE-affiliated agencies such as the Ministry of Agriculture (MINAGRI), National Industrial Research and Development Agency (NIRDA), Cleaner Production and Climate Innovation Centre (CPCIC), the Rwanda Investigation Bureau (RIB), and Rwanda Housing Authority (RHA), among others.</i></p> <p><i>(2) The ‘Deepening Efforts to Accelerate NDC Implementation’ programme. UNDP through the Ministry of Agriculture and Animal Resources (MINAGRI), supports the Government of Rwanda to implement this programme. The programme is aimed at building inclusive climate resilient agriculture by conducting a deep analysis of the challenges, barriers and opportunities to achieve low carbon and climate resilient agriculture in Rwanda.</i></p> <p><i>(3) The ‘Recovery project for Women and Youth SMEs (RFF)’. UNDP through the Ministry of Environment supports the Government of Rwanda to implement the RFF project as part of greening the national recovery plan from the COVID19 pandemic. The overall objective of RFF project is to support the Government of Rwanda to build back better from the COVID 19 impact and strengthen sectors such as tourism, agriculture, services and the informal sectors.</i></p> <p><i>(4) The “One UN JOINT Programme on Enhancing Climate Resilient and Integrated Agriculture in Disaster Prone Areas of Rwanda”. The objective of the Joint Programme is to improve farmers’ livelihoods and climate resilience through the adoption of agro-ecological production technologies, improved climate information-based planning and early warning in selected drought and landslide prone areas of the country. The programme is implemented by Ministry of Agriculture and Animal Resources (MINAGRI), Ministry of Environment (MoE), Rwanda Meteorology Agency (Meteo Rwanda), with support from UNDP and FAO.</i></p> <p><i>(5) The “Strengthening National and Local Disaster Risk Management (DRM) Capacity, Resilience and Enhancing</i></p>
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	<i>Preparedness and Early Warning System (EWS) in Rwanda programme. This programme contributes to reinforcing the capacity of Ministry in Charge of Emergency Management (MINEMA) to better manage disasters and support Meteo Rwanda to improve the early warning and disaster preparedness capacity of Rwanda. Both MINEMA and Meteo Rwanda share the responsibilities in project implementation.</i>
Implementing Partner of UNDP	
Brief Description of the Required Services ¹	<p>The Media/Communication Company will be responsible for producing videos, short stories/articles and summary papers for policy makers about the above-mentioned programmes to be widely distributed through, but not limited to the following platforms: print, online and social media. The services to be provided under this assignment include but are not limited to:</p> <ul style="list-style-type: none"> ● Content Production and Publication: <ul style="list-style-type: none"> - The consultant company will undertake the production and publication of 18 short videos, 3 summary papers and 4 articles/stories and will ensure the quality of content, visuals, design and dissemination. - The consultant company is expected to provide innovative and creative direction for all communication and publication materials (stories, video and summary papers). The consultant company will also propose and prepare innovative and strategic content that will engage audiences through online and social media platforms. ● Media Management: <ul style="list-style-type: none"> - The contractor will organize and prepare interviews with beneficiaries or any relevant stakeholders to generate the needed content for different electronic media outlets.
List and Description of Expected Outputs to be Delivered	Listed in ToR
Person to Supervise the Work/Performance of the Service Provider	Listed in ToR
Frequency of Reporting	AS PER ToR

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Progress Reporting Requirements	AS PER THE TOR																
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	The duration of the consultancy will be for 50 working days																
Target start date	IMMEDIATELY																
Latest completion date	See ToR attached.																
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s														
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others Not required																
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others Not required																
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency																

Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																							
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																							
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																							
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td rowspan="5"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release				Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.												
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	UNDP Focal Point																							
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract																							

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 20 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 80 <input type="checkbox"/> Management Structure and Qualification of Key Personnel
	<p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)⁸</p>	<p><i>Mbasa Rugigana</i> <i>Head of Procurement</i> <i>Mbasa.rugigana@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

TERMS OF REFERENCE

HIRING A NATIONAL FIRM TO DOCUMENT UNDP CONTRIBUTION IN THE IMPLEMENTATION OF NDC IN RWANDA

Contract Type	National Consulting Firm
Category:	Media & Communication Company
Duty Station:	Kigali and other project sites in selected districts
Expected starting date:	15 August 2022
Duration of assignment:	50 days

1. BACKGROUND

The United Nations Development Programme in Rwanda supports the country in reducing poverty and inequality and securing a better quality of life for its people. In alignment with the NST1 and the United Nations Development Assistance Plan (UNDAP) 2018-2023, and guided by the corporate Strategic Plan, 2021-2025, the Country Programme is structured around two pillars: (a) *inclusive and sustainable growth*; and (b) *transformational governance for sustainable development*.

Under the inclusive and sustainable growth pillar, UNDP provides policy advice, technical assistance and financing to programmes geared at promoting structural economic transformation, entrepreneurship, creating decent jobs, and generating data to better target and include vulnerable groups. UNDP also supports sustainable and equitable management of natural resources as a building block for inclusive and green economic growth, improved livelihoods and enhanced resilience for poor and marginalized populations.

Through partnerships with other United Nations agencies and development partners, UNDP supports the environment and natural resources sector by supporting the technical capacity of the Ministry of Environment, FONERWA, Rwanda Environment Management Authority (REMA), Rwanda Meteorological Agency and other government institutions to build on existing progress. UNDP implements several programmes and projects to achieve this, including the following:

- (1) The ‘**Strengthening Capacities of the Environment and Natural Resources (ENR) Sector for Green Economy Transformation**’ (SCENR) programme. The objective of this programme is to ‘strengthen the technical and institutional capacity of national and

decentralized institutions in the ENR sector as catalyst for green economy transformation that is resilient to climate variability.’ It focuses on strengthening the institutional and technical capacities of the Ministry of Environment (MoE) and the National Green Fund (FONERWA) to act as main drivers of the Green Growth and Climate Resilience Strategy. MoE has lead responsibility for the strategic oversight and management of the programme and works with sub-sectors in the ENR sector and MoE-affiliated agencies such as the Ministry of Agriculture (MINAGRI), National Industrial Research and Development Agency (NIRDA), Cleaner Production and Climate Innovation Centre (CPCIC), the Rwanda Investigation Bureau (RIB), and Rwanda Housing Authority (RHA), among others.

- (2) The **‘Deepening Efforts to Accelerate NDC Implementation’ programme**. UNDP through the Ministry of Agriculture and Animal Resources (MINAGRI), supports the Government of Rwanda to implement this programme. The programme is aimed at building inclusive climate resilient agriculture by conducting a deep analysis of the challenges, barriers and opportunities to achieve low carbon and climate resilient agriculture in Rwanda.
- (3) The **‘Recovery project for Women and Youth SMEs (RFF)’**. UNDP through the Ministry of Environment supports the Government of Rwanda to implement the RFF project as part of greening the national recovery plan from the COVID19 pandemic. The overall objective of RFF project is to support the Government of Rwanda to build back better from the COVID 19 impact and strengthen sectors such as tourism, agriculture, services and the informal sectors.
- (4) The **“One UN JOINT Programme on Enhancing Climate Resilient and Integrated Agriculture in Disaster Prone Areas of Rwanda”**. The objective of the Joint Programme is to improve farmers’ livelihoods and climate resilience through the adoption of agro-ecological production technologies, improved climate information-based planning and early warning in selected drought and landslide prone areas of the country. The programme is implemented by Ministry of Agriculture and Animal Resources (MINAGRI), Ministry of Environment (MoE), Rwanda Meteorology Agency (Meteo Rwanda), with support from UNDP and FAO.
- (5) The **“Strengthening National and Local Disaster Risk Management (DRM) Capacity, Resilience and Enhancing Preparedness and Early Warning System (EWS) in Rwanda programme**. This programme contributes to reinforcing the capacity of Ministry in Charge of Emergency Management (MINEMA) to better manage disasters and support Meteo Rwanda to improve the early warning and disaster preparedness capacity of Rwanda. Both MINEMA and Meteo Rwanda share the responsibilities in project implementation.

The UNDP Rwanda Country Office is therefore seeking a qualified media/communications company to produce and publish 18 short videos, 3 summary papers for policy-makers (based on

3 study reports developed) and 4 articles/short stories under the above-mentioned programmes. The consultant company will work within the framework outlined in the terms of reference and under the guidance of the NDC Programme Coordinator.

2. OBJECTIVE

To hire a Media/Communication expert to document the contribution of UNDP towards the realization of Rwanda NDC targets across different sectors. The communication expert should raise awareness about UNDP supported environment and climate change programmes, provide insights on progress and achievements, document successes and best practices recorded from implementation of above-mentioned programmes.

3. SCOPE OF WORK AND RESPONSIBILITIES

The Media/Communication Company will be responsible for producing videos, short stories/articles and summary papers for policy makers about the above-mentioned programmes to be widely distributed through, but not limited to the following platforms: print, online and social media. The services to be provided under this assignment include but are not limited to:

- **Content Production and Publication:**

- The consultant company will undertake the production and publication of 18 short videos, 3 summary papers and 4 articles/stories and will ensure the quality of content, visuals, design and dissemination.
- The consultant company is expected to provide innovative and creative direction for all communication and publication materials (stories, video and summary papers). The consultant company will also propose and prepare innovative and strategic content that will engage audiences through online and social media platforms.

- **Media Management:**

- The contractor will organize and prepare interviews with beneficiaries or any relevant stakeholders to generate the needed content for different electronic media outlets.

4. DELIVERABLES

No	Deliverables	Description
1	Video products (15)	<p>Produce short videos to showcase project achievements, success stories, lessons learnt, and best practices as follows:</p> <ol style="list-style-type: none"> 1. Three short-videos of 2:20 seconds each on the support provided under NDC Support Programme to strengthen national coordination and integration of NDC priorities into sector and district plans (MoE, Sector and district of choice) 2. Two short-videos of 2:20 seconds each on the support provided under NDC Support Programme to strengthen national capacity for transparency 3. Three short-videos of 2:20 seconds each on the support provided for green villages (MoE, Rubavu, beneficiaries) 4. Two short-videos of 2:20 seconds each on the support provided to enhance national capacities for Early warning and disaster management (MINEMA, METEO RWANDA) 5. Three short-videos of 2:20 seconds each on the support provided to youth engaged in climate resilience projects (MINAGRI, 2 selected youth beneficiaries) 6. Two short-videos of 2:20 seconds each on the support provided to MINAGRI to transform Agriculture into low carbon and climate resilient system (UNDP, MINAGRI) 7. Two short videos of 2:20 seconds each on e-mobility pilot initiative: the retrofitting of motorcycle (REMA, REM Ltd) 8. One short-video of 5:00 talking on all interventions
2	Summary papers for policy-makers	<p>Develop three separate papers to summarize the key findings from the following studies:</p> <ol style="list-style-type: none"> 1. A situational analysis of low carbon, climate resilient actions and develop implementation

		roadmap for the transition to low carbon and climate resilient agriculture in Rwanda 2. Analysis of climate investment and financial flows in agriculture sector 3. Risk mapping and develop mitigation measures to orient private investment opportunities in climate resilient agriculture and piloting best practices
3	Short stories/articles	1. One article highlighting success stories and lessons learnt/best practices from implementation of green villages/settlement 2. One article highlighting success stories and lessons learnt/best practices from implementation of youth climate resilient agriculture projects 3. One article on support to enhance national capacities for Early warning and disaster management 4. One paper on success and lessons learnt from implementation of clean energy and energy efficiency related initiatives

5. DURATION OF THE CONTRACT

The duration of this assignment is expected to last 50 days.

Deliverable	Days
Inception report including the execution plan	5
Video products	30
Summary papers for policy-makers	5
Short stories/articles and publication	10
Total number of days	50 days

6. INSTITUTIONAL ARRANGEMENT

- The Firm shall carry out its mandate professionally, in line with the TORs given by UNDP and the approved Technical Proposal
- In order to ensure UNDP communication standards, UNDP communications team will be involved in the production and review process.
- The contractor will be responsible for producing all deliverables in a timely manner and make these results available for review and approval.
- The contractor shall report to the UNDP NDC Programme Coordinator. All deliverables submitted by the firm will be reviewed and approved by UNDP before any payment is made.

7. DUTY STATION

The duration of this assignment will take place in Kigali and outside in project sites. All transportation regarding the consultancy should be arranged and paid by the firm.

8. REQUIRED EXPERTISE AND QUALIFICATIONS OF THE CONSULTANT TEAM

The team will be composed of 2 consultants:

- The Team Leader/ Communication Expert;
- A Videography & Photography Expert

8.1. General competencies for the firm

- The Consultancy Firm should have an experience of at least 5 years in media communication industry.
- Experience in computer and software proficiency: word-processing, PowerPoint, Adobe Creative Cloud, and other graphic design and video production tools.
- Ability to develop and maintain strong working relationships both internally and externally, including government and international stakeholders, media sources etc
- Experience with various social media platforms, including Instagram, Twitter, Facebook, etc and optimizing the visibility of content on these outlets;

8.2. Required qualification and experience of firm experts

The Team Leader/ the Communication Expert:

- At least Bachelor's degree in communication, marketing international relations, or similar communication fields.

- At least 5 years of professional experience in developing communication strategies, communication materials, communication campaigns, knowledge products et
- Proven competency and experience in internet and social networking tools (i.e., Facebook, Twitter, and YouTube, etc.) ability to use standard computer applications (i.e., Word, Excel, PowerPoint, Outlook, etc.)
- Fluency in spoken and written English

The Videography & photography Expert:

- At least Bachelor's degree in communication, marketing international relations, or similar communication fields.
- At least 5 years of professional experience in videography & photography and filming
- Having extensive knowledge and working skills of all types of video equipment including video cameras, editing software, lighting rigs, etc.
- Fluency in spoken and written English

9. EVALUATION CRITERIA

The consultant will be evaluated against a combination of technical and financial criteria, using the Combined Scoring Method. Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%.

The technical evaluation will include the following:

Criteria	Max. points
1. General criteria	100
Reputation of Organization and Staff Credibility / Reliability in media communication	30
General Organizational Capability management structure which is likely to affect the undertaking of the needs assessment	20
Evidence and references of quality performance at 3 completion certificates in similar assignments.	40
Organizational Commitment to Sustainability (mandatory weight)	
Organization has accreditation/ permission to work in Rwanda	10
2. Specification and experience of the company	100

The Consultancy Firm should have an experience of at least 5 years in media communication industry.	30
Experience in computer and software proficiency: word-processing, PowerPoint, Adobe Creative Cloud, and other graphic design and video production tools	20
Ability to develop and maintain strong working relationships both internally and externally, including government and international stakeholders, media sources etc	20
Experience with various social media platforms, including Instagram, Twitter, Facebook, etc and optimizing the visibility of content on these outlets;	30
3. Personnel	300
The Team Leader/ Communication Expert	200
At least Bachelor's degree in communication, marketing international relations, or similar communication fields.	30
At least 5 years of professional experience in developing communication strategies, communication materials, communication campaigns, knowledge products etc	70
Proven competency and experience in internet and social networking tools (i.e., Facebook, Twitter, and YouTube, etc.) ability to use standard computer applications (i.e., Word, Excel, PowerPoint, Outlook, etc.)	70
Fluency in spoken and written English	30
A Videography & Photography Expert	100
At least Bachelor's degree in communication, marketing international relations, or similar communication fields.	30
At least 5 years of professional experience in videography & photography and filming	70
Having extensive knowledge and working skills of all types of video equipment including video cameras, editing software, lighting rigs, etc.	70
Fluency in spoken and written English	30
4. General Competencies of all team members	500
Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	150
Proposed methodology for the assignment with strong national context and concrete plan to undertake the assignment and in the given timeline.	350
TOTAL	1000

10. Payment Modality

The contractor shall be paid the consultancy fee upon completion of the following milestones.

	Deliverable
10%	Acceptable inception report
40%	Video products
25%	Summary papers for policy-makers
25%	Short stories/articles

The Remuneration stated above is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

II. APPLICATION PROCEDURES

Interested firms should apply by presenting the following documents:

- (i) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- (ii) Personal CV of trainers, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- (iii) Brief description of why the firm considers itself as the most suitable for the assignment;
- (iv) Financial Proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided.

Interested firms are required to submit an expression of interest and relevant Curriculum Vitae that demonstrates the qualifications, skills, experience and track record to deliver the services required and that reflects an understanding of key issues relating to the scope of work. Please also provide three contactable references. Technical enquiries can be directed Immaculee Uwimana at Immaculee.uwimana@undp.org, and enquiries about the procurement process to Mbasa Rugigana at mbasa.rugigana@undp.org

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