

REQUEST FOR TENDERS

RFT: 2023/017
File: AP_3/31/19/1
Date: 24 March, 2023
To: Interested consultants
From: Monifa Fiu, GCCA+ SUPA Team Leader/Impacts Analysis Adviser

Subject: Request for tenders (RFT): GCCA+ SUPA Videography/Photography services for the Visibility Actions for the Impacts Methodology and Impacts Database.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) Project, the SPREP component will undertake an impact analysis methodology designed and tested with information on past adaptation interventions completed in the past 5-years in four countries. These are Tonga, Palau, Cook Islands, and the Federated States of Micronesia. Key criteria for assessing past interventions include:
 - (i) effectiveness,
 - (ii) sustainable social and behavioural changes e.g., enhanced decision-making skills for women and vulnerable groups,
 - (iii) successful lessons and practices, and;
 - (iv) overall sustainability of completed climate change adaptation interventions.

The impact methodology was tested on a spectrum of adaptation interventions across key priority sectors of coastal protection, water security, resilient agriculture measures and marine resources management. The four countries to trial the impacts analysis methodology are Tonga, Palau, Cook Islands and Federated States of Micronesia. Results of the impact methodology will be integrated into a user-friendly database module which can be added to existing national climate change portals. Through the field trial experience of applying the impact methodology, information sharing sessions about the value of tracking influence of intervention types that addresses priority climate actions for a country, are communicated in stories and knowledge products uploaded online although limited.

- 1.4. This tender procedure is for the provision of photography and videography services to prepare a photo collection of the field application of the impacts assessment (iA) Methodology as well as a video documentary about select country experiences of measuring impact of climate actions and the utilisation of a Pacific tailored methodology to track adaptation history.
- 1.5. For more information, see: www.sprep.org

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to provide photography and videography services and prepare a photo collection of the field application of the impacts assessment (iA) Methodology as well as a video documentary about select country experiences of measuring impact of climate actions with the utilisation of a Pacific tailored methodology to track adaptation history.
- 2.2. Services requested:
 - i. Travel with SUPA Impacts Analysis Adviser (IAA) and Information Research Officer (IRO) during four scheduled country missions
 - ii. Prepare a plan and schedule detailing the delivery of this work including selection of countries to be feature, number of hours required for post editing of photos and video documentary and cost breakdown for the photo collection
 - iii. Capture, edit and produce a photo collection of the field experiences from the field application of the Methodology in visited countries.
 - iv. Film videos on site during field missions and post produce a video documentary showcasing field and learning experiences of visited countries with the use of the Methodology and impacts Database.
- 2.3. Full specifications for the Terms of Reference and the specific statement of work for this consultancy are set out in Annex A.
- 2.4. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.5. SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Provide examples of past related work outputs;
 - iv. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
For the Technical and Financial proposals you may attach these separately.
 - v. Complete the Financial Proposal Form which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's Deliverables -Timeline section;
 - vi. Provide a copy of valid business registration/license.
- 3.2. Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict-of-interest form** provided.
- 3.3. **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct

including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labor and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

- 3.4. Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 10 April 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 12 April 2023.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 85%

Criteria	Detail	Weighting
Experience, Skills, and Technical Services	(1) A minimum of 7 years proven experience in undertaking high-quality videos/photos production assignments. Previous experience in similar tasks for international or regional organisations like SPREP will be an advantage.	15%
	(2) Demonstrated qualifications and/or experience in advanced use appropriate post-production software for both videography and stills photography.	15%
	(3) Must provide at least 3 samples (via online links) of high-quality produced videos/photos for different audiences that showcase insightful and appealing photography and videography including composition, choice of viewpoints, visual impact, originality; adhere to technical requirements for good photography and videography with experience in environmental management.	30%
Technical Proposal / Methodology	(4) Detailed technical proposal on how to coordinate resources, equipment and required staffing for video/photography pre-production, production and post-production stages.	25%

II. Financial Score – 15%

Detailed financial proposal.

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 24 April 2023, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked 'RFT 2023/017: **GCCA+ SUPA Videography services for the Visibility Actions for the Impacts Methodology and Impacts Database.**'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.



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SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

GCCA+ SUPA Videography services for the Visibility Actions for the Impacts Methodology and Impacts Database.

1. Objectives of the Contract

This tender procedure is for the provision of videography/photography services to produce a documentary and photography exhibition about impact stories of people, places where actions were implemented to safeguard and build community resilience to climate variability and environmental change.

2. Scope of Work and Description of Key Activities

Reporting to the GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser, the consultant will work with the GCCA+ SUPA Project Team to deliver content and production of the documentary and collection of photographs.

Specifically:

- Work with the GCCA+ SUPA SPREP Project Team on how to coordinate resources, equipment and required staffing for video/photography pre-production, production and post-production stages.

3. Specific Tasks

The following essential functions are to be conducted under the guidance of the GCCA+ SUPA SPREP Project Team. These essential functions include, but are not limited to:

- Lead an inception meeting with the project team to discuss the process of delivery of the required production services addressing all issues likely to cause delays and ensure a common understanding of the action and required outputs.
- Develop the action plan for approval prior to commencement of any production. The plan should explain the overall process, stages (pre-production, production and post-production) with required information. The consultant will only carry out production requests after plan submitted and concept /story board approved with a sample.

4. Logistical and Reporting Arrangements

The consultancy will be funded through the GCCA+ SUPA Project at SPREP.

There is scope for this to be a remote working consultancy, therefore internet access is compulsory.

The consultant is to have own their technical equipment required to undertake this work.

The consultant will liaise with the GCCA+ SUPA SPREP Project Team Leader for support and guidance.

5. Requirements and Evaluation Criteria

Technical and Financial Evaluation Criteria	Obtaining Score
1) A minimum of 7 years proven experience in undertaking high-quality videos/photos production assignments. Previous experience in similar tasks for international or regional organisations like SPREP will be an advantage.	15%
2) Demonstrated qualifications and/or experience in advanced use appropriate post-production software for both videography and stills photography.	15%
3) The supplier must provide at least 3 samples (via online links) of high-quality produced videos/photos for different audiences that showcase insightful and appealing photography and videography including composition, choice of viewpoints, visual impact, originality; adhere to technical requirements for good photography and videography with experience in environmental management.	30%
4) Detailed technical proposal on how to coordinate resources, equipment and required staffing for video/photography pre-production, production and post-production stages.	25%
Total (Technical)	85%
Financial Detailed financial proposal.	15%

6. Timeline

The consultant will work closely with SPREP from agreed start date until 20 June 2023.

7. Working Arrangements

The consultant will work remotely until able to travel for site implementation purpose and project meetings where necessary. Consultant will need to include travel costs into its financial proposal.

The consultant will work under the direction of the GCCA+ SUPA SPREP Team Leader with weekly updates to the GCCA+ SUPA SPREP Project Team reporting against agreed tasks and output(s) delivered.

The consultant will need to demonstrate that he/she is legally entitled to work.

8. Project Management

The execution of this consultancy work requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved, where needed.



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Where instruction is challenging to address via email, the consultant is expected to interact with the GCCA+ SUPA SPREP Project Team and other relevant colleagues via teleconference and other virtual platforms (Zoom Cloud Meetings, Microsoft Teams).

9. Duration of the Consultancy

This consultancy will run up to the 20 June 2023 and commencing as soon as practical.