

REQUEST FOR TENDERS

RFT: PWP-162-CON
File: AP_6/5/8/1
Date: 25 May, 2022
To: Interested consultants
From: PacWastePlus Finance and Procurement Officer

Subject: Request for tenders (RFT): Videography services for the PacWastePlus Programme Communications and Visibility actions in Palau

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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. 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 develop professionally produced media materials promoting the activities of PacWastePlus, and general waste management achievements in Palau. The consultant shall provide SPREP with specific requested videography and photography services in consultation with key country focal points, country based national officers and the PacWastePlus programme team, capturing project elements related to gender equality and social inclusion. It is expected all activities will be undertaken in-country and there may be some level of local country travel included.
The provision of services will be undertaken on an “on call” and non-exclusive basis with no guaranteed minimum level of work, on a retainer basis till June 2024.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. 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.
- 2.4. 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. Based in Palau, with proof of being legally able to work on island (business license)
 - ii. Submit a detailed Curriculum vitae detailing previous relevant experience.
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. Provide examples of past related work outputs, preferably online links that can be viewed.
 - v. 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*).
 - vi. Complete the **Financial offer form** provided
 - vii. 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 labour 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) **Financial Proposal** – complete the form provided with a 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 pwp.procurement@sprep.org before 10th June 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15th June 2022.
- 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 – 70%

| Criteria | Description | Weighting |
|-----------------------------|---|-----------|
| Proposed Methodology | Company statement indicating any commitments or management processes that promote or support environmental management, biodiversity protection, waste management, or climate change as SPREP seeks to work with like-minded suppliers in the delivery of project activities | 5% |
| | Overview of typical management process to address client requests, concept/script approval, production stages and production timeliness, etc. | 10% |
| | Demonstrated ability to coordinate resources, equipment and required staffing for video/photography pre-production, production, and post-production stages. | 15% |

| Criteria | Description | Weighting |
|------------|---|-----------|
| Experience | A minimum of 3 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. | 10% |
| | Demonstrated qualifications and/or experience in advanced use appropriate post-production software for both videography and stills photography | 10% |
| | The supplier must provide samples (via online links) of high-quality produced videos/photos for different audiences that showcase: <ul style="list-style-type: none"> Visual appeal: Striking, modern, visually appealing photography and videography, including composition, choice of viewpoints, visual impact, originality Adherence to technical requirements for good photography and videography, including colour, contrast, lighting, focus/sharpness Videography/photography experience in environmental management will be an added advantage | 20% |

II. Financial Score – 30%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria. This will be applied on an average basis of the quotes provided against each required service outlined in the financial offer:

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

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: 17th June 2022, 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 PWP-162-CON: **Videography services for the PacWastePlus Programme Communications and Visibility actions in Palau**'

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.

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/awards 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>

Terms of Reference

Videography Services for PacWastePlus Programme Communications and Visibility Actions – Palau

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) is working with the European Union's Delegation to the Pacific, and 14 Pacific Island Countries and Timor-Leste to undertake the PacWastePlus Programme (PWP) which seeks to improve and enhance waste management activities and the capacity of governments, industry, and communities to manage waste to reduce the impact on human health and the environment.

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific Island communities, and climate change mitigation and adaptation requirements.

Activities for PacWaste Plus will focus on targeted priority waste streams which are: hazardous wastes (specifically **asbestos, E-waste and healthcare waste**); solid wastes (specifically **recyclables, organic waste, disaster waste and bulky waste**); and related aspects of **wastewater** (water impacted by solid waste).

2. INTRODUCTION TO PROJECT

The PacWastePlus programme as part of its Communication and Visibility Plan (CVP) commits to support the documentation and visibility opportunities of interventions in each of its programme countries in support of sustainable waste management.

SPREP seeks to engage services to develop professionally produced media materials promoting the activities of PacWastePlus, and general waste management achievements in Palau, on a retainer basis till June 2024.

The provision of services will be undertaken on an "on call" and non-exclusive basis with no guaranteed minimum level of work.

A. Palau Project Background

The Palau project implemented by the Solid Waste Management Division of the Bureau of Public Works and the Environment Quality Protection Board (EQPB) seeks to introduce an effective management programme for End-of-Life Tyres (EOLT). The project will establish a legal framework to effectively regulate tyre importation and establish a national standard to ensure long-lasting tyres are imported for use in the country, as well as provide practical uses for the EOLT currently stockpiled.

End of Life Tyres are expensive to send overseas for environmentally sound management and there are no in-country reuse options for End-of-Life Tyres in Palau.

This has resulted in illegal dumping and stockpile of EOLT in the country. An audit of Palau's waste stream in 2019, identified 13,739m³ of EOLT stockpiled in the country which included 100m³ of shredded tyres.

Palau will utilise PacWastePlus investment to establish a recovery programme in Palau to process End-of-Life Tyres EOLT given the high cost of exporting EOLT for Environmental sound management. Activities will include:

- Design of a waste management system that will support local authorities in the management of EOLT in Palau.
- Establish a national tyre importation standard and determine an environmentally sound management system for EOLT in Palau.
- Introduction of a legal framework to allow for the collection and repurposing of End- of -Life tyres
- Facilitate training for local officers to build in-country capacity in the operationalisation of the EOLT management system designed and enforcement of the new legal framework.

Palau seeks to have an effective and self-funding solution for the collection and repurposing of End-Of-Life tyres in the country

3. EXPECTED OUTCOMES

The intent is to produce and showcase a selection of video and photographic materials as evidence of not only progress of Palau project implementation but also as a source of inspiration for new partnerships, investments, and implementation in sustainable and cost-effective waste management in the region. The production of videos and stills photography will be designed to:

- Inspire discussions on similar partnerships between SPREP and other potential donors to drive waste management programmes.
- Contribute to increasing project implementation pace within the portfolio by encouraging other country projects
- Contribute to monitoring, validation and reporting for country project and programme implementation.

The consultant shall provide SPREP with videography and photography services, in consultation with key country focal points, country based national officers and the PacWastePlus programme team, capturing project elements related to gender equality and social inclusion. The specific deliverables and timeline will depend on the scale and scope of the different tasks and campaigns commissioned as outlined in the section "Scope of Work".

While there is preference of an in country-based production team, international based service providers may also tender with a detailed methodology of how production processes will be managed, given footage must be obtained in Palau to document programme implementation.

Audience description

All resources developed should be done so with due regard to the target audience, which is:

- The PacWastePlus participating member countries (15 countries)
- National level project stakeholders in Palau
- Donors and Council of the Regional Organisations of the Pacific (CROP) organisations
- The public reached through online social media handles and a dedicated programme website

4. SCOPE OF WORK

The activity is expected to be developed under several stages, as described in the following table.

All production will be guided by the PacWastePlus Communications and Visibility Plan, Logo Use and Branding Guidelines and Country Communications Guideline.

| Phase | Description | Consultant Output |
|--|--|--|
| Inception | <p>Lead an inception meeting with the PacWastePlus team to discuss the process of delivery of the required product development services, addressing all issues likely to cause delays (risk management), and ensure a common understanding of the action, and required outputs.</p> <p>Inception meeting minutes will include at a minimum:</p> <ul style="list-style-type: none"> - confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any production. <p>Develop an action delivery plan for approval prior to the commencement of any production.</p> <p>The plan should explain the overall process, stages (pre-production, production, and post-production) and information required, to be used to accomplish the project objectives. The contractor will only carry out production requests after the PacWastePlus programme has received and approved a concept design and draft sample of the product.</p> | <p>Inception meeting</p> <ul style="list-style-type: none"> - Distribution of agenda and meeting minutes <p>Action Delivery Plan</p> <ul style="list-style-type: none"> - Developed in accordance with the requirements. |
| Management of retainer arrangements | <p>Ongoing management of services, with monthly meeting / contract regardless of any scheduled activity. The intent of the meetings is to discuss current work, facilitate meetings and engagement with country focal points (as needed), and discuss forward schedule of works to ensure contractor availability.</p> | <p>Monthly meeting</p> <ul style="list-style-type: none"> - Distribution of agenda and meeting minutes |

Videography Services

The PacWastePlus programme will likely be seeking to develop a variety of videography products as described following:

- **Annual project document series (2022, 2023, 2024)** – including any major project announcements, facility construction documented in stages, interviews with country focal points, project stakeholders, donor agency and PacWastePlus programme team highlighting progressive achievements, challenges and solutions. Likely products to be developed include:
 - Annual Country project progress videos (10 mins) x 3
 - Annual Country project progress teaser video (60 seconds) x 3
- **Event coverage videos** – developed as required dependent upon any events held in-country. Event coverage could include recording and footage production of 3-5 minutes videos featuring:

- Project Meetings
- Project Announcements and Media Conferences
- Community outreach efforts
- Trainings and capacity building activities
- Interviews
- **Case Study Videos** - developed as required dependent upon any issues or opportunities identified. The 3-5 minute videos would convey the transformative and positive human and environmental impacts of these projects (for example legislative changes to make improvements in waste management, direct benefits to communities from in-country project implementation, etc.).
- **On-** request videos - developed as required dependent upon any issues or opportunities identified. The 3-5 minute videos may include coverage of specific key country and regional project development and implementation actions of the PacWastePlus programme

Management of specific Quoted Videography activities will occur as follows:

| Phase | Description | Consultant Output |
|-----------------------|--|---|
| Pre-production | <p>The following steps will need to be followed for the pre-production stage for all requested products:</p> <ul style="list-style-type: none"> ● Provision of all specific production details to be provided by SPREP. This will include product type (animation/video duration or photographs (quantity) and all other relevant information ● The vendor will be briefed by PacWastePlus on the requirements of the videography assignment and the dimensions to be covered. ● The selected vendor will be required to work in close coordination with the communication officer at the PacWastePlus programme ● Supplier to develop concept and provide sample product for review and approval ● Formal approval of concept/sample by SPREP before the supplier can proceed with production ● Should further changes be required in terms of quality or minor errors, this will need to be addressed and a revised concept/sample to be provided to SPREP for approval before proceeding with production. | <p>Process Management</p> <ul style="list-style-type: none"> ● Supplier to confirm all technical specifications and additional information needed to assist in product development ● Supplier to develop concept and provide sample product for review and feedback from SPREP (review period to be no more than 2 days) |

| Phase | Description | Consultant Output |
|--------------------------|---|--|
| | <p>Additional steps may be added based on discussions and agreements included in the implementation plan.</p> <p>Technical Requirements</p> <ul style="list-style-type: none"> • In consultation with PacWastePlus programme team, develop appropriate concept and script to be used in the filming and production of all videos • Videography may include capturing of key in country project implementation actions (stage progress of building new facilities, project activity implementation in communities, key stakeholder activities and events) • Conduct interviews with stakeholders and beneficiaries covering the progress and impact of the projects on communities and national development • In addition, conduct and capture interviews with SPREP Director General, EU representative and PacWastePlus Programme Manager to be incorporated in the videos • Schedule interactions with SPREP to incorporate all feedback until the final video is approved (this process will require several iterations) • Incorporate music soundtrack(s), voice-overs, subtitles and PacWastePlus ribbon logo (SPREP/EU/PacWastePlus) for all products produced | |
| <p>Production</p> | <p>The following actions will need to be undertaken for the production stages for all requests:</p> <ul style="list-style-type: none"> • Following feedback and written approval from the PacWastePlus programme on the agreed concept and sample product, selected supplier should commence production ensuring quality controls are in place • Supplier to provide immediate notification and possible solutions for any delays that may arise due to technical reasons or unforeseen circumstances | <p>Products – in accordance with agreed specifications from SPREP and requirements.</p> |

| Phase | Description | Consultant Output |
|-------|---|-------------------|
| | <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p> <p>Technical Requirements</p> <ul style="list-style-type: none"> • Communicate the information (although of a technical nature) in an entertaining, light-hearted, and visually appealing (memorable, interesting, exciting) manner to engage the intended audience. • Include images that reflect/represent the diversity of the Pacific people • Be compressible and reproducible (copy, replicate) without sacrificing quality. Possess multiple platform capability: YouTube, webpage, broadcast (television & cable), social media. • Film in 4K b-roll of country projects, interviewees, interviewees at the project for cutaways etc. Footage should include a large variety of shots: wide, medium and close-ups. • Drones should be used to capture aerial shots of the project areas and any other project installations/facility construction in the country within the scope of the filming day, wherever possible. • Filming interviews must be conducted with high-quality sound gear. Interviews should be conducted consistently in the same interview-style format. Location of interview must have good acoustics, and a dynamic background. Interviewee should be in focus, ideally with a shallow depth-of-field. • Translations may be required for interviews done in local languages. All necessary translations such as subtitles for the video need to be the responsibility of the contractor. The contractor is responsible to ensure that this is done and catered for in their budgets. • Be prepared to shoot in low light. Videographer must have high-quality lights for interviews. | |

| Phase | Description | Consultant Output |
|------------------------|--|--|
| | <ul style="list-style-type: none"> • A tripod and a stabilizer/ gimble(s) (if needed) – all footage must be filmed with a tripod unless a stabilizer is being used for creative pieces. • Videographer should capture emotions and reactions and include establishing shots of the locations. • The supplier should take into consideration the need to use voice overs and background soundtracks in the final production for all videos. • All raw live action footage, images, animation, music, voiceover, B-Roll etc. that was used to create the product should be given to SPREP on a an external hard-drive (including the unrendered final Premiere Pro/Final cut project files). • SPREP owns all material used to create the video/animation/photos and can re-use the raw files as needed. SPREP can edit the final video for future uses. • All videos should be in High-Definition 1920 x 1080p and should be broadcast quality. • All music used in the video must be properly licensed and the producer should be able to show proof if required to do so <p>Quality control The supplier will provide constant quality monitoring to ensure that:</p> <ul style="list-style-type: none"> • there are no errors in ordered products, and /or quality of the requested product meets requirements related to the technical specifications and approved product concept • production will commence only upon formal approval of receiving a product sample from PacWastePlus • production stages are effectively and efficiently managed • all deadlines are met | |
| Post-production | The following actions will need to be undertaken for the post-production stages for all videography product requests: | <p>Delivery of Final product The supplier shall notify SPREP five days before the specific requested photographs are ready to be received by SPREP.</p> |

| Phase | Description | Consultant Output |
|-------|---|-------------------|
| | <ul style="list-style-type: none"> • All post-production into 'ready for dissemination' videography to be done by the supplier in close consultation with SPREP. • Upon quality production, supplier to undertake quality checks on the developed product before providing final version in an easy to access format • The Contractor shall notify SPREP five days before the products are ready for collection/shipment/download • Invoicing is to be done by the supplier upon delivery of requested product to SPREP and acceptance of products based on quality verification. <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p> <p>Delivery of final product</p> <p>The delivery process of the final product shall include the following:</p> <ul style="list-style-type: none"> • all products will be delivered royalties free, without any limit on time or usage including on the web, documentaries, and other formats. • SPREP owns all material used to create the video products and can re-use the raw files as needed. SPREP can edit the final video for future uses. • the videographer will not be authorised to publish or reproduce them anywhere else (except for her/his portfolio). • date when the final production and all raw files are ready for delivery/collection • specifications on the mode of delivery (WeTransfer, Drop-Box, delivery stored on a CD-ROM/DVD/Flash drive, etc) inclusive of tracking numbers and all other logistical information | |

Photography Services

In addition to videography services, the PacWastePlus programme is seeking professional photography services for the duration of the project term. The selected photographs may range from project implementation progress, events, community outreach actions and other specific action photos that will be used for programme advocacy and communication purposes and be published in various publications, websites, presentations, and communication campaign materials.

Photographic services will be required throughout the year. Service provision will include field trips to project sites within the country and communities and should capture gender equality and social inclusion - the situation of women in various settings and on occasions specialised conceptual photos. On assignment for SPREP, the photographer is expected to show appropriate sensitivity towards the people they are photographing. The Photographer will also be required to follow all SPREP photography standards, guidelines, and policies.

The contractor may be expected to provide photographic coverage of project activities (meetings, media conferences, community outreach training activities, etc) as well as other images of waste streams, or the general environment, that can be used in publications, promotional materials, programme websites and programme campaigns.

Any photographic services will need to be managed as follows:

- **On the day of the event** – a complete set of images (min 35 images or as specified are expected to be delivered per day of work) shot as a RAW file (300 pixels/inch: minimum size 3000 x 2000 pixels), saved chronologically.
- **Within five days of the event** – Delivery of the fully edited set of high resolution (captioned) photographs

Management of specific Quoted photography assignment will occur as follows:

| Phase | Description | Consultant Output |
|-----------------------|---|--|
| Pre-production | <p>The following steps will need to be followed for the pre-production stage for all requested products:</p> <ul style="list-style-type: none"> • Provision of all specific production details to be provided by SPREP. This will include product type (animation/video duration or photographs (quantity) and all other relevant information • Supplier to develop concept and provide sample product for review and approval • Formal approval of concept/sample by SPREP before the supplier can proceed with production • Should further changes be required in terms of quality or minor errors, this will need to be addressed and a revised concept/sample to be provided to SPREP for approval before proceeding with production. | <p>Process Management</p> <ul style="list-style-type: none"> • Supplier to confirm all technical specifications and additional information needed to assist in product development |

| Phase | Description | Consultant Output |
|--------------------------|--|--|
| | <p>Additional steps may be added based on discussions and agreements included in the implementation plan.</p> <p>Technical Requirements</p> <ul style="list-style-type: none"> • In consultation with PacWastePlus programme team, develop appropriate schedules to enable photography assignments carried out efficiently • Photographs may include capturing of key in country project implementation actions (stage progress of building new facilities, project activity implementation in communities, key stakeholder activities and events) • Interview photographs with stakeholders and beneficiaries covering the progress and impact of the projects on communities and national development • Please note we do not encourage the use of photographs of children (18 years and below) | |
| <p>Production</p> | <p>The following actions will need to be undertaken for the production stages for all requests:</p> <ul style="list-style-type: none"> • Following feedback and confirmation from the PacWastePlus programme on the specific scope of the requested photographs (events, interviews, project progress, including facility construction, community awareness programmes etc) selected supplier must arrange necessary equipment and logistical arrangements, ensuring quality controls are in place • Supplier to provide immediate notification and possible solutions for any delays that may arise due to technical reasons or unforeseen circumstances • Note that travel to outer islands may be required which may extend to more than two-five days. Further clarity will be detailed for each photography assignment by the PacWastePlus programme for each photography assignment | <p>Products – in accordance with agreed specifications from SPREP and requirements.</p> |

| Phase | Description | Consultant Output |
|-------|---|-------------------|
| | <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p> <p>Technical Requirements</p> <ul style="list-style-type: none"> • Names of places are essential, including where the location is • Include images that reflect/represent the diversity of the Pacific people • Develop and deliver high resolution digital photos for SPREP to use in communications. • Photos Images will be delivered in digital formats unless hard copies are requested. • Where requested, they may also be delivered in original color or black & white prints. Digital images should be taken at a minimum 1800 high-resolution, be at least 300 dpi, and approximately 2500 x 1600 pixels each. • Photograph size can vary from 4x6 to 5x7. • Images should be delivered in electronic format (.jpg, .png, .tiff, etc.) • All photographs should be able to be re-produced in print, multi-media, and online formats. These could include publications, flyers, posters, banners, films, presentations, and website. • Successfully capture and emotionally express the core elements of the situation assigned for coverage • Provide different visual perspectives (close-up, medium range, long distance), in both horizontal and vertical formats • Ensure that photographs are of a high quality (properly exposed, processed and framed) • The contractor is to supply all photographic equipment, professional digital camera, and any necessary accessories and peripherals. <p>Quality control The supplier will provide constant quality monitoring to ensure that:</p> | |

| Phase | Description | Consultant Output |
|------------------------|--|---|
| | <ul style="list-style-type: none"> • there are no errors in ordered products, and /or quality of the requested product meets requirements related to the technical specifications • production stages are effectively and efficiently managed • all deadlines are met | |
| Post-production | <p>The following actions will need to be undertaken for the post-production stages for all photography requests:</p> <ul style="list-style-type: none"> • All post-production into 'ready for dissemination' photography to be done by the supplier in close consultation with SPREP. • Upon quality production, supplier to undertake quality checks on photos taken before providing in an easy to access format • The Contractor shall notify SPREP five days before the products are ready for collection/shipment/download • Invoicing is to be done by the supplier upon delivery of requested product to SPREP and acceptance of products based on quality verification. <p>Additional steps can be added based on discussions and agreements from the inception meeting.</p> <p>Quality control</p> <p>The Contractor will provide constant quality monitoring to ensure that:</p> <ul style="list-style-type: none"> • all photographs are in conformity of SPREP photos policy and standards before supplying to SPREP • SPREP reserves the right to reject the supplied photographs and apply contractual measures in case of poor quality on the supplier side. • selected supplier will be responsible for ensuring deadlines related to the delivery of all requested photographs are met. <p>Delivery of Final product</p> | <p>Delivery of Final product</p> <p>The supplier shall notify SPREP five days before the specific requested photographs are ready to be received by SPREP.</p> |

| Phase | Description | Consultant Output |
|-------|---|-------------------|
| | <p>The delivery process of the final product shall include the following:</p> <ul style="list-style-type: none"> • supply complete caption information embedded in the picture and provide an MS Word document running caption list that references the file name of each image, with appropriate background information. (All subjects should be identified by what they do, if not self-evident.) • all images will be delivered royalties free, without any limit on time or usage including the web, printed publications, posters, documentaries, and other formats. • the copyright of all the pictures (raw and edited) taken during the assignment will belong to SPREP. • the photographer will not be authorised to publish or reproduce them anywhere else (except for her/his portfolio). • date when the photographs is ready for delivery/collection • specifications on the mode of delivery (WeTransfer, Drop-Box, delivery stored on a CD-ROM/DVD/Flash drive, etc) inclusive of tracking numbers and all other logistical information <p>Invoicing and Payments Invoicing to be done upon delivery of specific requested photographs to SPREP and acceptance based on quality verification.</p> | |



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5. INSTITUTIONAL ARRANGEMENTS

Work arrangements

- It is expected all activities will be undertaken in-country and there may be some level of local country travel involved.
- Introductions to representatives of Pacific Island countries (country project focal points) will be made, but it is expected that the bulk of the work will focus on the coordination with the PacWastePlus Communications Officer and the in-country National Country Officers (once appointed). All videography/photography assignments will be provided directly by SPREP to the service provider.
- This engagement will be subject to review to evaluate the service being provided on an annual basis.

Duration of the Consultancy

The service consultancy will commence as soon as practicable, till Quarter 2 of 2024-(June 2024).

Contract Management

- All production will be guided by the PacWastePlus Communications and Visibility Plan, Logo Use and Branding Guidelines and Country Communications Guideline.
- Exact product type will be specified with all additional details by SPREP to the selected suppliers.
- Any production should **only commence once formal approval** has been provided by the PacWastePlus programme.
- The execution of this contract requires the capacity to be able to manage several orders simultaneously and to ensure coordination between all parties involved.
- The contractor shall ensure the necessary management systems to ensure quality control in the relevant production phases of the process and the quality check of the final product as well as the proper follow up and coordination at the pre-production, production, and post-production stages.
- The consultant is expected to interact with the PacWastePlus Contract Officer and other relevant colleagues via a suitable virtual platform (Zoom/Skype) on agreed and scheduled meeting dates.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings within country National Officers and the PacWastePlus Communications Officer and country representatives, taking minutes, and distributing these for comment prior to finalising.

It is integral that open and honest communication is a priority to help alleviate delays and issues that could arise.

COVID-19 Guidelines

SPREP is committed to ensuring the safety of the video crew, interviewees, and all other parties involved in production. We expect the supplier to follow national COVID-19 safety precautions before, during, and after the work in the field.

Schedule of Work

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



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| Phase | Activity | Timeline |
|---------------------------------------|--|---|
| Contract Signing and Execution | | |
| Inception | 1. Inception Meeting | Within 5 days from date of Contract Signing |
| Pre-Pro-duction | 2. Detailed product specifications provided | No later than 10 days from being provided with specific product production order (unless specified otherwise) |
| | 3. Finalise product development concept | |
| | 4. Approve sample prior to any production | |
| Produc-tion | 5. Formal approval from the PacWastePlus programme on the agreed concept and sample product | No later than 15 days from concept and sample approval (unless specified otherwise) |
| | 6. Supplier to commence product development as per approved concept, ensuring quality controls are in place | |
| Post-Pro-duction | 7. All post-production into 'ready for dissemination' videography to be done by the supplier in close consultation with SPREP. | No later than 25 days from concept and sample approval (unless specified otherwise) |
| | 8. Upon quality production, supplier to undertake quality checks on the developed product before providing final version in an easy to access format | |
| | 9. Invoicing to be done by the supplier upon delivery of requested product to SPREP and acceptance of products based on quality verification. | |

6. Budget

Submissions are required to complete the financial offer form provided, detailing the financial elements of their proposal in **USD**.

SPREP reserves the right to withdraw this tender at any time. SPREP reserve the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the interest of SPREP.

This is a service delivery-based position, and the professional time allocation and specific production request (videography/photography) payment of work will be set in agreement to the provided financial rates and is not subject to negotiation.

The consultant will be expected to provide and cover the costs of their own videography/photography production equipment and associated software as part of the contract agreement.

7. Other Information

The successful consultant will be provided with any relevant project documentation. 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/sprep-organisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.