

Request for Proposal - Media Production Consultant

Background

The Programme on Integrated Climate Change Adaptation Strategies (ICCAS) is being co-implemented by the United Nations Development Programme (UNDP) and the German International Agency for Cooperation (GIZ) through the Environment Division, Ministry of Agriculture, Lands, Forestry, Fisheries and the Environment (MALFFE). The overarching objective of the ICCAS Programme is to increase resilience of vulnerable communities and ecosystems to climate change risks in Grenada through integrated adaptation approaches. The Programme targets both government, including its sectorial agencies, and communities already being impacted by climate change. These sectors and communities suffer from droughts and other extreme events associated with climate change. Communities will also benefit from improved services associated with stronger national institutions and service providers.

The Environment Division of the MALFFE, in collaboration with the UNDP, is presently implementing a Community Climate Change Adaptation Fund (CCCAF) which will fund projects of a climate change adaptation nature that includes activities related to agriculture, fishing, tourism, health, water, education and awareness, marine and coastal areas, livelihoods and others throughout Grenada, Carriacou and Petite Martinique. These project activities, in addition to ongoing education and awareness programmes, aim to encourage knowledge sharing in order to improve the understanding and awareness of climate change risks and adaptation measures.

The Environment Division of the MALFFE in collaboration with the UNDP-ICAAS is seeking to recruit the services of a Media Production Consultant for the period **October 1st, 2016 to June 30th 2017** to add value to its general outreach and national awareness initiatives for the period.

Summary

The aim of the consultancy is to bring awareness to a wider scope of the public both locally and internationally through videos and pictures at a standard suitable for regional and international dissemination. The consultant is expected to facilitate the production and publishing of ICCAS project related events at all local media outlets in Grenada, Carriacou and Petite Martinique. The selected consultant will be informed of the schedule of events for which they will be required to provide an invoice at the end of each assignment using an agreed rate.

Deliverables

At the end of every production the Media Production Consultant is expected to deliver the following based on request of the ICCAS project coordinator:

- 4 Infographics demonstrating an environmental message/or providing an environmental tip – To be used for television and other video platforms.
- To produce edited, 3 minute news video which will include all pre and post-production works and the facilitation of interviews with relevant stakeholders.
- Extract audio version of news video.

- Provide copies of edited news video and audio version to all media houses in Grenada, Carriacou and Petite Martinique to the ICCAS Project team.
- Provide a soft copy of all photos for each event.

Reporting

The Media Production Consultant will report to the UNDP ICCAS Project Coordinator, Head of Environment Division (or designated officer in Environment Division) and the Communications Specialist. Activity reports shall be submitted monthly to include a narrative of the activities covered during the reporting month, event type and date and must be signed by the consultant. The specific tasks and times lines will be planned and agreed on with the Communications Specialist before any activities are undertaken. The consultant is also expected to travel to Carriacou and Petite Martinique and throughout mainland Grenada to cover ICCAS activities.

The consultant will be expected to submit the final version after edits, no longer than 48 hours after the event have taken place. This final version must be approved before dissemination.

Required Skills and Experience

- Demonstrates very good understanding of and experience in audio/visual production;
- Outstanding oral and written communications, journalistic and editing skills, with proven ability to meet tight deadlines.
- Communicates sensitively, effectively and creatively across different constituencies;
- Very strong organizational and planning skills;
- Familiarity with Environmental concerns facing Grenada would be an asset
- Displays cultural and gender sensitivity and adaptability;
- Treats all people fairly and without favoritism.

Interested applicants must submit the following documents

- A technical proposal including
 - Reference of last 2 relevant projects completed or ongoing with contact details: email id, mobile number, organization / institute / company and designation. 2 samples of completed work should also be submitted;
 - Background information about the company / individual and CVs of the key personnel who will be engaged in this assignment;
 - A section explaining the organization's competence and experience in handling similar assignments;
 - Proposed strategy / methodology, timeline for the assignment;
- A financial proposal including
 - A proposed rate to be submitted for the completion of the following:
 - An infographic with specific emphasis on environment tips as described above
 - The production of 3 minute video news video as described above
 - To complete the production of the 3 minute video news in Carriacou video as described above

- To complete the production of the 3 minute video news in Petite Martinique video as described above

The media production consultant will be required to complete work in the timeline, based on the request of the Environment Division and the UNDP ICCAS team. At the completion of each job the consultant will submit invoices using the rate submitted in the proposal.

Requirements for submission of applications:

Agencies or Individuals are required to submit technical and financial proposal, **SEPARATELY** to applytoiccas@undp.org by 12am (Grenada time) September 30th, 2016 with subject line **RFP-Media Production Consultant**. All queries related to this notice should also be addressed to applytoiccas@undp.org with subject line **INFO-Media Production Consultant**. Agencies or Individuals scoring highest cumulative score in Technical and Financial evaluations will be awarded with the contract. Technical and Financial evaluation will carry 70% and 30% weightages, respectively.

Technical proposals will be evaluated as per the criteria given below:-

1. Expertise of the Firm/ Individual [30 marks]
2. Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [20 marks]
3. Qualification of Key Personnel proposed for the assignment [20 marks]