

Section II: Schedule of Requirements

eSourcing Reference: RFQ/2021/24844

SCOPES OF WORKS/ TERMS OF REFERENCE

For Producing Audio-Visual Products on awareness-raising and education programme(s) about Khmer Rouge history

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects worldwide. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peacebuilding, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, funding partners and United Nations organizations.

BACKGROUND

Since the establishment of the Cambodia Multi-Country Office (MCO) in 2013, UNOPS has implemented the European Union's (EU) financial contribution to the Extraordinary Chambers in the Courts of Cambodia (ECCC) by ensuring the effective delivery of the salaries of the national and international components of the court, as well as managing grants to NGO partners on awareness-raising and education programme(s) about Khmer Rouge history.

In regards to grant management, UNOPS Cambodia MCO has provided grants to Kdei Karuna Organization (KdK) in consortium with Tuol Sleng Genocide Museum (TSGM) and Legal Aid of Cambodia (LAC) to raise awareness of Khmer Rouge history, and preserve the legal history of the Khmer Rouge and the legal aspects of legacy of the Extraordinary Chambers in the Courts of Cambodia (ECCC)..

UNOPS Cambodia MCO has supported the grantees to develop a mobile app about Khmer Rouge history in the previous phase, and an e-learning platform on the legal aspects of the ECCC in the current phase. We also support our partners to promote intergenerational dialogues between youth and Khmer Rouge survivors and increase the development of memory initiatives to instill a sense of justice for past traumas of Khmer Rouge survivors and their healing process.

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DESCRIPTION OF SERVICES

UNOPS is seeking a qualified media agency to produce audio-visual products that are in line with the purpose of the project described above.

1. A short animated promotional video (approximately 3-5 minutes) about the e-learning platform and the courses as part of the outreach efforts.
2. Five podcasts aiming at promoting intergenerational dialogues. The qualified media agency is expected to run a short campaign around the podcasts.
3. A short video clip (approximately 3-5 minutes) highlighting the achievements of UNOPS' grant management and implementation.

SCOPE OF WORK

The scope of work for this assignment includes:

Audio-visual productions	
An animated promo video	<p>The qualified agency is required to produce a video clip (3-5 minutes) to highlight the use of the e-learning platform and its significant functions.</p> <ul style="list-style-type: none">- Work with LAC to finalize the scripts- Develop storyboard- Making animation- Edit the animated video (maximum three drafts before finalizing the videos)- Shall include the sign language on the final video.
Five Podcasts	<p>The qualified agency is required to:</p> <ul style="list-style-type: none">- Produce scripts/narrations/interviews (with the considerations of gender and social inclusion)- Record the podcasts- A short campaign on the UNOPS Cambodia Facebook page (5 main posts along with approx. 5 intro/trailers)
A short video clip	<p>The qualified agency is required to produce a video clip (3-5 minutes) to highlight the achievement of the project and UNOPS grant management.</p> <ul style="list-style-type: none">- Develop scripts- Develop work plan for shooting- Filming- Edit the video (maximum three drafts before finalizing the videos)- Shall include the sign language on the final video.

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ASSIGNMENT PHASES

The selected agency shall be responsible for handling the tasks based on the following stages:

Start of the assignment:

- UNOPS will organize a meeting to present the objective of the project, scope of work, and expected deliverable outcomes.
- After the first meeting, the qualified agency shall produce a work plan, budget, timeline, and roles and responsibilities and submit to UNOPS for the review and approval.

Implementation of the assignment:

- Upon approval from UNOPS, the agency shall start working on the animation video, the podcasts, and then a video clip.
- The qualified agency is expected to have regular calls/meetings with UNOPS personnels about the progress of the assignment during working hours. In case of urgent discussion and decision, the agency can contact UNOPS at any time.

Closure of the assignment:

- The qualified agency shall submit a final report to UNOPS and provide all documentation of the approved assignment.
- The qualified agency shall provide UNOPS with all voice records, footage of the video, and consent forms.

TIMEFRAME AND DELIVERABLE OUTCOMES

Expected start date on **20 June** and end date on **09 September 2022**.

The selected agency is expected to carry and deliver the products as follows:

Activities	Outcomes	Timeline
Animated video		
First meeting with UNOPS and NGO partners to discuss the project and implementation plan. Draft script is provided by LAC.	- Understand the tasks and expectations	20 June
First drafts of the work plan and finalize the script of the animated video	- A draft work plan for the whole assignment - A final script	21-22 June

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Second meeting in-person/Google Meet to discuss the storyboard	<ul style="list-style-type: none"> - 30-90 mins meeting discussing the progress of the work - A draft storyboard - Final storyboard 	23-24 June
Submit the first draft of the animated video	- First draft	TBC (29 June)
Feedback on the first draft	- Feedback from UNOPS and LAC	TBC (30 June)
Submit the second draft	- Second draft	TBC (04 July)
Feedback on the second draft	- Feedback from UNOPS and LAC	TBC (05 July)
Submit the third draft (if needed)	- Third draft	TBC (06 July)
Feedback on the third draft (if needed)	- Feedback from UNOPS and LAC	TBC (07 July)
Finalize the animated video	- Final animation	TBC (05-08 July)
PODCASTS		
First meeting with UNOPS and NGO partners to discuss the idea, work plan, and arrangement to meet with students	- Understand the tasks and expectation	20 June
Second meeting in-person/Google Meet to discuss the draft	- Present the work plan and how the podcasts look like and promotional plan	23 June
Finalize the work plan and start working with NGO partners to identify five potential students for recording	<ul style="list-style-type: none"> - 3 students with inspirational stories - 1 teacher - 1 expert 	TBC (23-27 June)
Draft script/narration/questions and finalize with UNOPS and NGO partners	Five scripts/narrations/lists of questions	TBC (28 June)
Third meeting with UNOPS to discuss plan for podcast campaign	- Draft campaign plan	TBC (29 June)
Record the podcasts and do the campaign	- First podcast	TBC (01-06 July)

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and series of posts on the FB page	- Post on FB	July)
	- Second podcast - Post on FB	TBC (06-11 July)
	- Third podcast - Post on FB	TBC (11-16 July)
	- Fourth podcast - Post on FB	TBC (16-21 July)
	- Fifth podcast - Post on FB	TBC (21-27 July)
VIDEO CLIP		
First meeting with UNOPS to discuss the idea	- Understand the tasks and expectation	20 June
Develop and submit the storyline and storyboard and Second meeting	- Draft storyline and storyboard	TBC (01-05 August)
Finalize the storyline and storyboard	A final version submitted	TBC (08 August)
Film production: - 3-5 interviewees - Indoor or outdoor depends on actual filming - In Phnom Penh	Arranging the shooting plan; Contact sources; Make appointment	TBC (08-12 August)
	Start filming	TBC (15-19 June)
	Edit the first draft	TBC (20-26 August)
	Feedback from UNOPS	TBC (26-29 August)
	Second revision	TBC (29 Aug - 01 Sep)
	Second feedback from UNOPS	TBC (01-02 Sep)
	Third revision (if needed)	TBC (02-06 Sep)
	Final version	TBC (08 Sep)

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Assignment	June	July	August	September
Animated video	21st	8th		
Five podcasts	23rd	01st-27th Podcast and Campaign		
Project video			01st	08th

INPUTS

UNOPS' inputs:

- All background information about the project
- Draft scripts for the animation video
- Coordinate with NGO partners to arrange meetings/interviews with Khmer Rouge survivors, students and other stakeholders. Other support upon the request of the media agencies in line with the agreement.

Media agency's inputs:

- Time and personnels to liaise with the UNOPS Communications Officer and/or other designated staff.
- Concept notes, scripts, and storyboards for podcasts and the video clips

SCHEDULE OF PAYMENTS

Payment will be done in several installments:

- 1st payment of 15% is to be paid after the work plan is submitted.
- 2nd payment of 25% is to be paid after receiving the final animated video.
- 3rd payment of 15% is to be paid after receiving the final products of the first two podcasts.
- 4th payment of 20% is to be paid after receiving the final products of the last three podcasts.
- 5th payment of 25% is to be paid after receiving the final project video clip.

MONITORING AND PROGRESS CONTROLS

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The UNOPS Project Manager and the Communications Officer will ensure the completeness of the tasks and that the scope of work has been met. The Project Manager will focus on the content-related aspects while the Communications Officer will examine and monitor the technical aspects. The representative(s) of the selected agency is required to discuss and get a sign-off from the UNOPS Project Manager/Comms Officers before getting into any next stage of the production. The assignment will enter the closure stage when UNOPS acknowledges acceptance of all tasks deliverables and the agency's services have met the UNOPS requirements.

COMPETENCIES

The qualified agency shall:

- Have a minimum of 3 years of experience in the field of audio-visual production
- Experience in Producing quality video and audio in High Definition (HD 1920x1080)
- Have a team of professional videographers, animators, and sound engineers who are able to work on each task of the assignment (with the considerations of gender and social inclusion) at the minimum of 20% women engagement plan in the overall activities
- Have knowledge of different video formats and video file conversions
- Have proper editing software required to complete the assignment
- Understand about digital and social media campaign
- Export video files in mp4 and audio files in mp3 or WAV.