



REQUEST FOR PROPOSAL (RFP)

To: Companies/ Organizations	DATE: 18 June 2015
	<p>REFERENCE: 128-2015-RFP-UNDP-CP-LITACA-@ “Shooting a documentary film about UNDP “Project for livelihood improvement in Tajik-Afghan cross-border areas (LITACA)”.</p> <p>«Производство документального фильма о проекте ПРООН по улучшению благосостояния населения, проживающего на Таджико-Афганских приграничных территориях»</p>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **shooting a documentary film about UNDP “Project for livelihood improvement in Tajik-Afghan cross-border areas (LITACA)”**.

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

Pre-tender conference with regard to vision and expectation of the documentary film will be conducted on 25 June 2015, from 15hrs to 16hrs , local time (UTC+05:00), by LITACA Project Manager and Communication and Partnership Officer at UNDP office, Ayni 39.

For those who are not available to attend due to distance the conference will be held on-line through Skype on 25 June 2015, from 16hrs to 17hrs local time (UTC+05:00) by LITACA Project Manager and Communication and Partnership Officer (Skype address: UNDP_Tajikistan_CP)

Proposals may be submitted on or before **Wednesday, July 1, 2015, by 12:00 local time** and via email, courier mail or fax to the address below:

United Nations Development Programme
39 Ayni str, Dushanbe, Tajikistan

All queries for the proposal should be sent to the attention of Procurement Unit procurement.tj@undp.org

Your Proposal must be expressed in the Russian or 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 the entire requirement 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/procurement/protest.shtml>.

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: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Sukhrob Kakharov
UNDP Operations Manager
18/06/2015

Description of Requirements

Context of the Requirement	“Shooting a documentary film about UNDP “Project for livelihood improvement in Tajik-Afghan cross-border areas (LITACA)” financed by the Government of Japan, though JICA
Implementing Partner of UNDP	UNDP LITACA Project is a three-year regional initiative, financed by the Government of Japan, though JICA at the amount of US\$ 10.7 million. The Project is implemented in both sides of the border. In Tajikistan, it is implemented by UNDP with close cooperation with the Ministry of Economic Development and Trade, the Local Governors at Regional as well as at district levels. From Afghan side the Project is implemented by the Ministry of Rural Rehabilitation and Development in close collaboration with UNDP Afghanistan.
Brief Description of the Required Services ¹	<p>UNDP LITACA Project intends to increase the awareness of beneficiaries (in Tajikistan and Afghanistan), central and local authorities as well as Japanese people (donor) about the importance of the Project to rural people and its main achievements. Below are the description of general requirements to the documentary film:</p> <ul style="list-style-type: none"> ✓ To shoot a documentary full HD film with the length of approximately 7-8 minutes (to ensure the coverage of project activities in a balanced manner on both sides of the border, Tajik and Afghan); ✓ To shoot 1 minute video-clip presenting LITACA Project on both sides of the border (Afghanistan and Tajikistan); ✓ The film should reflect the contribution (activities) of LITACA Project to the lives of people living in Tajik-Afghan cross-border areas (targeted districts) in a human story manner using the stories of LITACA beneficiaries; ✓ The film should be made in local languages with English subtitles; ✓ The scenario of the film should be prepared in close collaboration with UNDP LITACA Project Manager and Communication and Partnership Specialist and approved by LITACA Project Manager.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> ✓ To get acquainted with the main goals and activities of the Project in both sides of the border though desk-review, holding several meetings with the Project staff (Tajikistan and Afghanistan) and visiting* project fields in both sides of the border under the guidance of LITACA Project Manager. The selection of the districts to be made by LITACA Project Manager. <p>* In general, LITACA Project covers eight districts of Khatlon Region including Qumsangir, Qabodiyon, Jilikul, Shaartuz, Pyanj, Farkhor, Hamadoni and Shurobod and three districts of Afghanistan, Dasht-e-Qala and Yang-e-Qala districts of Takhor Province and Imam Sahib district of Kunduz Province. <u>However, the selection of districts for shooting the film will be done in close consultation with LITACA</u></p>

¹A 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.

	<p><u>Project Manager;</u></p> <ul style="list-style-type: none"> ✓ The finalized scenario** should include an interviews approximately with 14 people representing Tajik and Afghan Government officials (Ministry of Economic Development and Trade of Tajikistan and Ministry of Rural Rehabilitation and Development of Afghanistan), Head/Deputy Head of Executive branches of Region/Province (Khatlon and Takhor/Kunduz), UNDP Senior Management (Tajikistan and Afghanistan), Japanese Embassy and JICA office in Tajikistan, other relevant International Organization <u>and most importantly the direct beneficiaries of the Project from both sides of the border;</u> ✓ **It should be noted that some cross-border activities such as cross-border trade fair, business-forum and training sessions on disaster risk management and mitigation will be held in autumn. Therefore, while developing the scenario these cross-border activities and their schedules should be taken into consideration. The exact date and timing of cross-border activities to be informed beforehand by LITACA Project Manager; ✓ The draft version of film should be presented to LITACA Project Manager for obtaining the approval. The timeframe and deliverables are explained in the section “Payment Terms³”; ✓ The final film should be presented by the beginning of December 2015; ✓ All raw materials collected during the filming are provided to media-communication archive of UNDP Communities Programme for any possible future production; ✓ The offer should include all associated transportation costs; ✓ The copyright will belong to the UNDP.
Person to Supervise the Work/Performance of the Service Provider	UNDP CP LITACA Project Manager and Communication and Partnership Officer
Frequency of Reporting	<i>Described in payment terms below</i>
Progress Reporting Requirements	<i>Described in payment terms below</i>
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor’s Location – LITACA target districts
Expected duration of work	5 months
Target start date	Mid of July – beginning of August 2015
Latest completion date	Beginning of December 2015
Travels Expected	LITACA Project covers eight districts of Khatlon Region that includes Shaartuz, Qubodiyon, Jillikul, Qumsangir, Pyanj, Farkhor, Hamadoni and Shurabad, and

	<p>three districts of Afghanistan, in particular Imam Sahib district of Kunduz Province and Yangi Qala and Dashti Qala districts of Takhor Province of Islamic Republic of Afghanistan.</p> <p><u>A plan of project sites visits to LITACA targeted districts to be designed under the guidance and with the consultation of LITACA Project Manager and Communication and Partnership Officer;</u></p>
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 <i>[pls. specify]</i>
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 type="checkbox"/> Others <i>[pls. specify]</i>
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 checked="" type="checkbox"/> United States Dollars or <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" 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 <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

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

Payment Terms ³	Expected outcomes	Timing	Condition for Payment Release
	<ul style="list-style-type: none"> - Outcome 1: To hold numerous meetings with LITACA Team (Tajikistan and Afghanistan) and to review all necessary documents. <u>The process may require site-visits to both sides of the border;</u> - Outcome 2: To develop the scenario and to approve it with LITACA Project Manager. In addition to the scenario the list of site-visits to be developed and approved by LITACA Project Manager; - Outcome 3: Based on the finalized scenario and approved list of selected districts in both sides of the border the process of shooting film should be initiated; - Outcome 4: To prepare the drafts of the film and present it to LITACA Project Manager and Communication and Partnership Officer for approval; - Outcome 5: To make the dubbing to prepare English subtitles; 	<ol style="list-style-type: none"> 1. Mid of July – beginning of August 2015 2. August 2015 3. September – November 2015 4. November 2015 5. November 2015 	<p>Within thirty (30) days from the date of the meeting of the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p> <p>First tranche - 35%, to be paid upon providing methodology and agreed scenario.</p> <p>Second tranche - 15%, to be paid upon providing the draft version of the film.</p> <p>Third tranche - 50%, to be paid upon providing the final and edited version of the film and acceptance by UNDP</p>

³UNDP 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.

	<ul style="list-style-type: none"> - Outcome 6: To make the final editing of the film and to submit it. 	6. End of November - beginning of December 2015	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP CP LITACA Project Manager and Communication and Partnership Officer		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <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 checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/>Expertise of the Firm (30% = 210 points) <input checked="" type="checkbox"/>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40% = 280 points) <input checked="" type="checkbox"/>Management Structure and Qualification of Key Personnel (30% = 210 points)</p> <p><u>Financial Proposal (30%)</u></p> <p>The Proposer shall seal the Proposal in one outer and two inner envelopes. Both inner envelopes shall indicate the name and address of the Proposer. The first inner envelope shall contain the information specified in Annex 2 (Proposal form), with the duly marked "Technical Part". The second inner envelope shall include the price schedule duly identified as such with the duly marked "Financial Part".</p> <p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals.</p>		

	<p>The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage the contract will be awarded to the Contractor who obtained the highest combined scoring for technical and financial proposals.</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
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input type="checkbox"/> Others <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁶	<p>procurement.tj@undp.org</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>
Other Information <i>[pls. specify]</i>	<p>The Proposal should include methodology with detailed Working plan on proposed activities.</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)*

[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_128-2015-RFP-UNDP-CP-LITACA-@ dated 18/06/2015, 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 including:*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- d) 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. The Service Provider should demonstrate ability to conduct proposed activities in specified localities on both sides of the border.

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*

⁷This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

The documents (D and E) must be provided by Service Provider in separated sealed envelope titled as Financial Proposal:

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]

*General Terms and Conditions for Services***1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal

wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:

- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
 - 13.2.1** any other party with the Discloser's prior written consent; and,
 - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
 - 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
 - 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
 - 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.
- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its

sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected

from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

TERMS OF REFERENCE (ToR)

Project:	128-2015-RFP-UNDP-CP-LITACA-@, Project for Livelihood Improvement in Tajik-Afghan Cross-border Areas (LITACA)
Sub-project name:	Production of film
Duration:	July 2015 – December 2015

1. Background

The Project for Livelihood Improvement in Tajik-Afghan Cross-border Areas (LITACA) is a three-year initiative, financed by the Government of Japan through Japan International Cooperation Agency (JICA) and implemented by UNDP Tajikistan in cooperation with the Ministry of Economic Development and Trade of Tajikistan UNDP Afghanistan and the Ministry of Rural Rehabilitation and Development of Afghanistan.

The project aims to promote stability and security in the districts of Khatlon Region of Tajikistan and Kunduz and Takhor Provinces of Afghanistan through improving livelihoods and resilience of bordering rural communities.

LITACA works closely with national and local authorities, community partners and civil society organizations in Tajikistan and Afghanistan in the border areas to better respond to development challenges, improve infrastructure and services, create business opportunities and facilitate cross-border cooperation.

The new project will support rehabilitation of more than 75 rural infrastructure facilities to improve direct access of more than 176,400 vulnerable people, including youth, women and people with disability living in rural communities, to schools, hospitals, irrigation, drinking water and energy supply. Local governance institutions will be strengthened to give citizens greater access to public services, and farmers and entrepreneurs will be supported to improve agriculture and business development practices. Vulnerable groups such as unemployed youth, women and people with disability will be provided with vocational training to enhance their employability.

It is expected that the project will improve the livelihoods of more than 1.5 million people living in the border areas and will enhance cross-border cooperation between Tajikistan and Afghanistan that ultimately contributes to stability and security in the region.

LITACA is implemented in eight cross-border districts of Khatlon Region of Tajikistan (Shaartuz, Qubodiyon, Qumsangir, Panj, Jilikul, Farkhor, Hamadoni and Shurobod) and three districts of Kunduz and Takhor Provinces of Islamic Republic of Afghanistan (Imam Sahib, Dashteqala, QalaZal).

2. Scope of work

LITACA intends to increase the awareness of national and local partners, Tajik and Afghan population (beneficiaries) as well as Japanese people (donor) on the main goals and achievements of the Project and to show how this Project contributes to the lives of people living in Tajik-Afghan cross-bordering areas. **The film should be made from local communities' perspective, showing how below outputs and necessary**

activities of LITACA Project contribute to the lives of ordinary people living in Tajik-Afghan cross- border areas. Below is the outputs and related activities of the Project:

- Output 1: Communities in the bordering provinces of Tajikistan and Afghanistan enjoy better governance, access to rural infrastructure and services as well as economic development opportunities:**
- 1.1. Enhancing capacity to manage local development processes: Including elaboration and review of district development planning, public hearing campaigns, offering capacity-building sessions for the member of district development elaboration groups;
 - 1.2. Rehabilitation of rural infrastructure and services in both sides of the border, to show how it contributes to the lives of people and moreover to link it with disaster management activities;
 - 1.3. Enhancing job and income opportunities for sustainable local economic development: offering vocational training sessions on the most demanded professions for unemployed population of targeted areas; provision of small grants to civil society organizations for agriculture and business development activities; provision of technical assistance in strengthening public and private dialogue platforms at local level; provision of business-training sessions for farmers, entrepreneurs, and other private sector representatives.

- Output 2: Cross-border communities have better opportunities for cross border interactions, dialogue and partnerships:**

- 2.1. Cross-border economic cooperation: organizing trade-fair activities; conducting business-forum platforms; and
- 2.2. Provision of training sessions on disaster risk management (linked with infrastructure projects) and mitigation for community leaders across the border.

The project intends to hire film maker/company to produce documentary film, the quality of the documentary film must be up to broadcast standards - High Definition, with the length of approximately 7-8 minutes (to ensure the coverage of project activities in a balanced manner in both sides of the border);

All materials collected during producing process of the film should be given to LITACA Project for any possible future production:

The implementing partner will be engaged for the implementation of following tasks:

1. Prepare plan of visits to project sites (8 cross border districts of Tajikistan and 3 districts from Kunduz and Takhor districts of IRA). The list of districts to be identified with the guidance and close collaboration with LITACA Project Manager and Communication and Partnership Officer;
2. Draft a scenario of the film based on meetings and project site-visits, the scenario should be developed in close collaboration with UNDP LITACA Project Manager and Communication and Partnership Specialist;
3. Prepare a full scenario of film and agree it with LITACA Project Manager and Communication and Partnership Officer; and
4. Shoot the documentary film based on approved scenario with the length of approximately 7-8 minutes in local languages with English subtitles; and
5. To shoot one-minute video-clip presenting LITACA Project on both sides of the border (Tajikistan and Afghanistan).

3. Deliverables

Required activities and results	Deadline
<p>Getting acquainted with the main goals and activities of the Project in both sides of the border through reading information about Project, holding several meetings with the Project staff (Tajikistan and Afghanistan) and paying site-visits* to project fields in both sides of the border, the site-visit to be made under the guidance of LITACA Project Manager and the districts to be identified by LITACA Project Manager.</p> <p>*The field visits should cover the districts identified by LITACA Project Manager. The total coverage of the Project is as follows: Tajikistan: eight districts of Khatlon Region, namely Qumsangir, Qabodiyon, Jilikul, Shaartuz, Pyanj, Farkhor, Hamadoni and Shurobod and from Afghanistan Takhor Province, namely Dasht-e-Qala and Yang-e-Qala as well as Imam Sahib district of Kunduz Province. <u>It, however, should be noted that not all districts will be visited for shooting the film due to objective reasons.</u></p>	Mid-July and beginning of August 2015
<p>To finalize the scenario: The finalized scenario** should include an interviews approximately with 14 people representing Tajik and Afghan Government officials (Ministry of Economic Development and Trade and Ministry of Rural Rehabilitation and Development), Head/Deputy Head of Executive branches of Region/Province (Khatlon and Takhor/Kunduz), UNDP SM (Tajikistan and Afghanistan), Japanese Ambassador and Head of JICA in Tajikistan, International Organization <u>and most importantly the direct beneficiaries of the Project from both sides of the border.</u></p> <p>**It should be taken into consideration that some cross-border activities such as cross-border trade fair, business-forum and training sessions on disaster risk management and mitigation will be held in fall. Therefore, these elements should be included into the final scenario of the film. The exact date and timing to be informed prior the events start by LITACA Project Manager. The finalized scenario to be approved by LITACA Project Manager and Communication and Partnership Officer.</p>	August 2015
Based on the finalized scenario and approved list of selected districts in both sides of the border the process of shooting film should be initiated;	September - November 2015
To prepare the draft of the film and present it to	

LITACA Project Manager and Communication and Partnership Officer for approval; and	November 2015
To make the dubbing to prepare English subtitles;	
To make the final editing of the film and its delivery;	November - beginning of December 2015
<i>Documentary synopsis including description of work plan (3 pages [3 sides of A4] maximum)</i>	
<i>The offer should include all associated transportation costs</i>	
<i>The copyright will belong to the UNDP CP LITACA Project</i>	
<i>All raw materials collected during the filming are provided to UNDP CP LITACA Project for any possible future production.</i>	

4. Reporting

The reporting will be done according defined timeframe for submission of deliverables within this ToR. The context of provided information and materials will be analyzed and accordingly additional requirement on amendments/improvements will be made to an expert for the immediate follow up that may take place out of the timeframe defined in this ToR without additional payment.

5. Qualifications:

- Minimum of five years of experience in the area of film/reportage/documentary writing, producing, directing and editing;
- History of films created by the offeror which were broadcasted by international channels would be an assets;
- Experience of work in Tajikistan and/or IRA particular in producing documentary and/or other types of films;
- Technical capacity for film production (equipment, specialists, post production, studio and etc.);
- Proven history of producing documentary films and history of performance:
 - Brief information about previous experiences on similar projects;
 - List of the similar movie productions in the past (where the film was prepared and broadcasted); and
 - Copies of the created films/movies on DVD or links for available sources;
 - Brief bios (CVs) of the key people to be engaged in the production of documentary;

6. Payment

Payments will be made upon providing and accepting the reports on implementation. The format of the video film has to be according the proposal made by the expert and agreed by both sides. Implementing partner is responsible for any tax payments resulting from Contract to be signed between Implementing partner and UNDP. No cost increases or additional payments will be made to the Implementing partner for any reason whatsoever.

Payment to the local contractor will be transferred to the contractor's bank account in local currency. The rate of exchange should be the official rate applied by UNDP on the date UNDP effects the payment. In case of international contractor, the payment will be transferred to the bank account of contractor in US Dollars. The Payments will be transferred by tranches as described in payment terms of RFP 128-2015-RFP-UNDP-CP-LITACA-@.

ТЕХНИЧЕСКОЕ ЗАДАНИЕ (ТЗ)

Проект:	Проект повышения уровня благосостояния населения в приграничных районах Таджикистана и Афганистана (LITACA)
Название под-проекта:	Производство фильма
Продолжительность:	июль 2015 г. – декабрь 2015 г.

7. Общая информация

Проект повышения уровня благосостояния населения в приграничных районах Таджикистана и Афганистана (LITACA) является трехлетней инициативой и финансируется правительством Японии через Японское агентство по международному сотрудничеству (JICA), и осуществляется ПРООН в Таджикистане в сотрудничестве с Министерством экономического развития и торговли Таджикистана, офисом ПРООН в Афганистане и Министерством восстановления и развития сельских районов Афганистана.

Проект направлен на укрепление стабильности и безопасности в приграничных районах Хатлонской области Таджикистана и в провинциях Кундуз и Тахар Афганистана посредством расширения возможностей получения средств к существованию и повышения устойчивости граничащих сельских сообществ.

LITACA работает в тесном сотрудничестве с национальными и местными органами власти, общественными партнерами и организациями гражданского общества в Таджикистане и Афганистане в приграничных районах для более эффективного реагирования на вызовы в области развития, модернизации инфраструктуры и улучшения качества услуг, а также создания возможностей для бизнеса и содействия трансграничному сотрудничеству.

Новый проект поддержит реабилитацию более 75 объектов сельской инфраструктуры, улучшит прямой доступ более чем 176,400 уязвимых людей, в том числе женщин, живущих в сельской местности, к школам, больницам, ирригации, питьевой воде и энергоснабжению. Через укрепление органов местного управления гражданам будет обеспечен больший и качественный доступ к государственным услугам, предпринимателям и фермерам будут предоставлены бизнес-тренинги для улучшения ведения сельского хозяйства и бизнес-практики. Уязвимые группы населения, такие как безработная молодежь, женщины и люди с ограниченными возможностями, для повышения возможностей их трудоустройства будут охвачены профессиональной подготовкой.

Ожидается, что проект позволит повысить уровень жизни более чем 1,5 миллиона людей, проживающих в приграничных районах, и расширит возможности трансграничного сотрудничества между Таджикистаном и Афганистаном, что, в свою очередь, будет способствовать стабильности и безопасности в регионе.

Проект LITACA реализуется в восьми трансграничных районах Хатлонской области Таджикистана (Шаартуз, Кабодиен, Кумсангир, Пяндж, Джиликуль, Фархор, Хамадони и Шурабад) и трех районах провинций Кундуз и Тахар Исламской Республики Афганистан (Имам Сахиб, Даште Кала и Кала Зал).

8. Объём работ

Проект LITACA намерен повысить осведомленность национальных и местных партнеров, население (бенефициаров) Таджикистана и Афганистана, а также японский народ (донора) об основных целях и достижениях проекта, и о том, как этот проект вносит свой вклад в жизнь людей в приграничных районах Таджикистана и Афганистана. Фильм должен быть сделан с точки зрения перспектив местных сообществ, при этом показывая, как нижеприведенные результаты и необходимые мероприятия в рамках LITACA вносят вклад в жизнь простых людей, проживающих на таджикско-афганской границе. Ниже приводятся результаты и связанные с ними виды деятельности Проекта:

Результат 1: Сообщества в приграничной области Таджикистана и в приграничных провинциях Афганистана пользуются результатами более эффективного управления, доступом к сельской инфраструктуре и услугам, а также возможностями экономического развития:

- 1.4. Повышение/усиление потенциала для управления процессами местного развития: в том числе разработка и рассмотрение планов развития районов, кампании общественных слушаний, занятия - учебные сессии по наращиванию потенциала для членов групп по разработке и реализации планов развития районов;
- 1.5. Реабилитация объектов сельской инфраструктуры и услуг по обеим сторонам границы, с целью показать, как восстановление объектов вносит вклад в жизнь людей, и, кроме того, связать это с деятельностью по борьбе со стихийными бедствиями;
- 1.6. Расширение возможностей создания рабочих мест и получения доходов для устойчивого развития местной экономики: предложение занятий по профессиональному обучению наиболее востребованным профессиям для незанятого населения целевых районов; выделение малых грантов организациям гражданского общества для деятельности по развитию сельского хозяйства и предпринимательства; оказание технической помощи в укреплении платформ государственного и частного диалога на местном уровне; проведение

бизнес-тренингов для фермеров, предпринимателей и других представителей частного сектора.

Результат 2: У трансграничных сообществ появились лучшие возможности для трансграничного взаимодействия, диалога и партнерства:

- 8.1. Приграничное экономическое сотрудничество: деятельность по организации и проведению ярмарок; платформ для бизнес-форумов; и
- 8.2. Предоставление тренингов по управлению рисками стихийных бедствий (связанные с инфраструктурными проектами) и смягчения их последствий для лидеров сообществ по всей границе.

Проект предполагает нанять режиссера/компанию по производству полной версии Full HD фильма, продолжительностью около 7-8 минут (для обеспечения пропорционально равного охвата деятельностью проекта по обеим сторонам границы);

Все материалы, собранные в ходе процесса производства фильма, должны быть переданы проекту ЛITACA для их возможного использования в будущем;

Партнёр–исполнитель должен приступить к выполнению следующих задач:

6. Подготовка плана посещений сайтов Проекта (8 приграничных районов Таджикистана и 3 района провинций Кундуз и Тахар ИРА). Список посещаемых районов будет разработан и одобрен Менеджером проекта и специалистом по связям с общественностью и СМИ;
7. Подготовка чернового-варианта сценария и выбор места действия фильма основываясь на встречи с сотрудниками проекта, посещение целевых районов проекта в тесном сотрудничестве с Менеджером и специалистом по связям с общественностью и СМИ;
8. Разработка и предоставление полного плана съемок и его согласование с менеджером и специалистом по связям с общественностью и СМИ;
9. Производство фильма продолжительностью около 7-8 минут на местных языках с английскими субтитрами основываясь на утверждённый сценарий; и
10. Производство короткометражного видеоролика о Проекте ЛИТАКА с продолжительностью 1 минуты.

9. Ожидаемые результаты

Требуемые мероприятия и результаты	Срок
Ознакомление с основными целями и деятельностью проекта по обе стороны границы посредством прочтения информации о Проекте, проведения нескольких встреч с сотрудниками проекта (Таджикистан и Афганистан) и выездов* на места в районы проектной деятельности по обе стороны границы под руководством менеджера проекта ЛITACA. Районы будут определены менеджером проекта ЛITACA. *Посещения на местах должны охватывать районы, определенные менеджером проекта ЛITACA. В общий охват проекта входит: из	Середина июля – начало августа 2015

Сдача финального продукта – документального фильма	Ноябрь - начало декабря 2015
<i>Все материалы, которые будут сняты во время или в рамках производства фильма должны быть предоставлены Проекту для дальнейшего использования, и являются собственностью Проекта);</i>	
<i>Предложение должно включать все транспортные расходы;</i>	
<i>Авторские права на фильм будут принадлежать Проекту LITACA</i>	
<i>Предоставить краткий обзор плана работы на трех страницах формата A4</i>	

10. Отчетность

Отчетность будет подготовлена в соответствии с установленными сроками для представления результатов в рамках этого ТЗ. Контекст предоставленной информации и материалов будет проанализирован и в случае необходимости будет выдвинуто дополнительное требование контрактеру о внесении дополнений/изменений с незамедлительным принятием последующих мер, выполнение которых может иметь место уже после сроков, определенных в этом ТЗ, и без дополнительной оплаты.

11. Квалификация:

- Как минимум 5 лет опыта в производстве документальных фильмов/репортажей/ написании сценарий и редактирования;
- Опыт в создании документального кино для его показа по всему миру рассматривается как преимущество;
- Опыт работы в Таджикистане и/или в Исламской Республики Афганистан, особенно, по производству документальных и других видов фильмов;
- Технический потенциал для производства фильма (оборудование, специалисты, пост-продакшн, мини-студия и т.д.):
 - Доказанная/подтверждённая история создания документальных фильмов;
 - Список подобных фильмов в прошлом (место съёмки фильма и его трансляция);
 - Партнёр – исполнитель должен приложить копии, созданных фильмов на разных носителях (DVD) или предоставить ссылки на доступные источники;
 - Партнёр – исполнитель должен предоставить свою краткую биографию (CV), а так же членов своей команды, которые будут вовлечены в процесс производства фильма.

12. Оплата

Выплаты будут производиться при предоставлении и принятия отчетов по реализации. Формат видео фильма должен соответствовать предложению, подготовленному экспертом и согласованным обеими сторонами. Партнёр – исполнитель несет ответственность за любые налоговые выплаты в результате Контракта/договора, который будет подписан исполнительным партнером и ПРООН. Партнеру исполнителю стоимость производства фильма не будет увеличена или не будут сделаны дополнительные выплаты в связи с увеличением расходов на его производство по любой причине, какой бы она не была.

Оплата местному подрядчику будет переведена на банковский счет подрядчика в местной валюте. Обменным курсом должен быть официальный курс валют, применяемый ПРООН на дату проведения ею выплаты. В случае международного подрядчика, оплата будет переведена на банковский счет подрядчика в долларах США. Выплаты будут переведены на счет подрядчика траншами согласно условиям платежа приведенным в тендерном документе **xxx-2015-RFP-UNDP-CP-LITACA-@**.