

Request for Proposals (RFP)



Global Partnership
for Sustainable Development Data

To : Offerors
From : Global Partnership for Sustainable Development Data (GPSDD)/
United Nations Foundation (UNF)
Subject : Junior Video Producer/Researcher (New York)

RFP Issue Date : March 10, 2020
RFP Closing Date : Open until filled
Performance Period : Up to 5 years, dependent on successful delivery of services

GPSDD is seeking a junior video producer/researcher with experience and knowledge in various areas of video production, video editing, research, cataloguing/archiving and digital database management to assist GPSDD with multimedia production around its communication and event activities. GPSDD invites qualified individuals, firms, and organizations (“Offerors”) to submit a proposal for the requested services. The Contract resulting from this award will be a **Services Agreement**.

Offerors are encouraged to read this RFP in its entirety, paying specific attention to the scope of services, instructions, and requirements. Issuance of this solicitation does not, in any way, obligate UNF to award a contract, nor will UNF pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror whose offer will be the most advantageous to GPSDD/UNF in terms of cost, functionality, and other factors as specified in this RFP.

Section 1: Background and Purpose

Background: United Nations Foundation

The United Nations Foundation links the UN’s work with others around the world, mobilizing the energy and expertise of business and non-governmental organizations to help the UN tackle issues including climate change, data, global health, peace and security, women’s empowerment, poverty eradication, energy access, and U.S.-UN relations. The United Nations Foundation hosts and provides administrative, financial and contractual services for GPSDD. For more information, visit www.unfoundation.org.

Background: Global Partnership for Sustainable Development Data

The Global Partnership for Sustainable Development Data is a fast-growing, dynamic international partnership bringing together over 200 different organizations including governments, UN agencies, private companies, civil society organizations, and many others. GPSDD convenes, connects and catalyzes action to address the problems of poor data use, access, quality and production, and to work with

stakeholders to fully harness the new opportunities of the data revolution in the service of sustainable development. GPSDD aims to link and align action, capacities and resources across geographies, sectors and data communities.

GPSDD works with partners in: Ghana, Kenya, Senegal, Sierra Leone, Tanzania, Togo, Cote D'Ivoire among other countries in Africa, and Colombia, Costa Rica, Paraguay, Ecuador, Dominican Republic and Mexico in the Latin American region.

For more information, please visit <http://www.data4sdgs.org>.

Context

Telling the 'Why', 'What' and 'How' of data innovation in support of ending hunger, protecting the environment and tackling poverty is important to GPSDD, and we're looking for a video producer/editor, archivist, and researcher to help us do that efficiently. The successful Offeror will have an enthusiasm for pro-social multimedia storytelling that inspires and informs on a topic that can be confusing and complex to a broad audience. The Offeror should be excited about and have experience in building systems and foundations necessary (such as archiving b-roll and photos, research, etc) required to enable a small, nimble organization to execute production.

Production budgets for this non-profit work are not large so we're looking for those with enthusiasm for delivering against tight budgets and timescales. Good spoken and written English is needed and knowledge of French, Spanish, Swahili and other local languages is an asset. The freelance video editor/junior researcher should be based in New York and will be expected to help us produce short video packages, explainers, video content for social media, and to help build a video archive. The successful Offeror will work remotely but should be willing to attend in person meetings in Manhattan from time to time or come in to collect hard drives with location footage.

Section 2: Scope of Services

The successful Offerors will be comfortable working with an in-house communications team in a non-profit context – able to help maximize resources to achieve impact and a fresh, modern style.

The following are sample activities successful Offerors may be asked to complete, depending on the needs of GPSDD:

- Developing an in-house archive/database for video content and photo content
- Maintaining database organization and tagging/archiving new content as it becomes available
- Sourcing music for videos with appropriate rights
- Sourcing b-roll and news material
- Arranging voiceover capture when appropriate
- Developing video templates for social, web & stage with input from designers
- Applying brand guidelines and incorporating logos

- Editing video footage as per guidance from GPSDD
- Research on video content topics, production best practices, available freelancers and reasonable rates, and other aspects of production

Desirable Experience/Qualifications

- At least 3-5 years experience in video production, editing, shooting, and/or archiving
- Strong portfolio of compelling work
- Understanding of video needs in non-profit/pro-social context
- Good knowledge of what scales on social platforms & required output formats
- Experience developing production schedules, booking staff etc.
- Work independently, as well as part of a team to establish project deliverables
- Collaborate closely with internal clients and stakeholders to help facilitate the creation of multimedia content
- Knowledge of camera formats, experience operating a camera
- Access to and good knowledge of editing software such as Final Cut Pro X, Adobe After Effects or Adobe Premiere
- Awareness and understanding of international development media landscape especially in the context of UN General Assembly is an asset
- French, Spanish, Swahili and other local languages in countries mentioned above a plus

Section 3: RFP Conditions

UNF reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is, or should be relied on by Offeror as, a promise or representation by UNF. UNF does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of UNF and will not be returned. In submitting a proposal, the Offeror must agree that the offer shall remain firm for a period of no less than **120** days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

Section 4: Proposal Preparation Instructions

Proposals are expected to be comprehensive and include the information set forth below. Elaborate or unnecessarily voluminous proposals are not desired. Proposals must be submitted in English.

1. Cover Letter (no more than two pages)

- a. A brief description of the Offeror's experience and expertise in the field that illustrates overall qualifications and capabilities to meet the terms of the RFP
- b. A brief description of the Offeror's understanding of the scope of services and proposed approach for the work
- c. Confirmation that the Offeror will have no conflict of interest should the proposal be successful
- d. The legal name and registered address of the Offeror along with complete contact information

2. Resume or CV of Key Personnel

3. Portfolio of Work

The Offeror will include sample work for at least 3 projects.

4. List of References

The Offeror will include a list of three references, including phone number, e-mail address and a short description of work done for the referee.

5. Cost Requirements

The Offeror should provide a rate sheet, in U.S. dollars, that, at a minimum, includes the hourly 'buyout' research/archiving/editing rate plus estimated level of effort/hours for the following activities:

- Creation of short text on image video package (30 seconds – 2.5 minutes) in a variety of formats for web & social media using pre-existing content
- Creating and maintaining database system for video and photo content
- Research/production support

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: proposals@data4sdgs.org. Be sure to include in the subject line: Junior Video Researcher Consultant. UNF will not accept proposals received by fax or mail.

All proposals are due by the date and time stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

Section 5: Selection

GPSDD will review candidates with the goal of selecting one or more consultants most advantageous to GPSDD, based on the qualifications listed above, as demonstrated by the resume or CV, cover letter, and

additional material, if applicable. GPSDD will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. GPSDD will also consider the overall costs to ensure that they are reasonable to deliver the services. GPSDD may meet with one or more Offerors prior to selection. GPSDD may also make an award to more than one type of consultant, including individual consultants and larger companies.

Section 6: Terms and Conditions

- **Payment:** Payment terms for the award shall be on a deliverables basis and will be made following the submission of each deliverable. Payment is dependent upon receipt of valid invoice, and contingent upon successful completion of deliverables, at the sole discretion of UNF. Payment shall be made in U.S. dollars by UNF via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be provided.
- **Intellectual Property:** All materials, including but not limited to the Deliverable(s), that the Consultant develops shall be the sole and exclusive property of UNF, including without limitation all patent, copyright, trademark, trade secret, know-how and other intellectual property or proprietary rights therein that may be secured in any place under laws now or hereafter in effect. The Consultant must secure for UNF a non-exclusive, perpetual, irrevocable, worldwide, royalty-free, fully paid up, transferable, sublicensable license to use any third party material in connection with UNF's or its designee's use of any Deliverables.
- **Photo/Video Guidelines:** The consultant will be required to follow GPSDD's Photo/Video Guidelines to ensure ethical use of photography/videography. Please see Annex A for more details.
- **Donor Requirements:** The Consultant will have to comply with any and all donor requirements that UNF is required to pass on to the Consultant.

Annex A:



**Global
Partnership**
for Sustainable
Development Data



Better **data.**
Better **decisions.**
Better **lives.**

Global Partnership for Sustainable Development Data Photo/Video Guidelines

- Alert people when you're taking photo or video
- Explain why you're taking photos or video, and where they will be used (content could be used on website, social media, and/or in reports/publications; usage will only be non-commercial)
- Include this language in all invites/in the room during events: *Please note we are filming and taking photos during this event. By attending, you consent to such recording and its release, publication, exhibition, or reproduction to be used for funder reporting, outreach, social media, or other promotional purposes. If you do not wish to be photographed please inform an event organizer.*
- If including children/vulnerable adults, you must use a release form and/or or shoot from behind or in silhouette so no faces or identifying features are in view
- Provide an avenue for people to ask to not be included (info@data4sdgs.org) before or after (see next point)
- Share photo/video with subjects when possible (eg. circulate Flickr link; send them the video & give them opportunity to express if they aren't comfortable with it)
- Respond quickly to requests to unpublish photo/video
- Treat everybody you photograph the same, with the spirit of respect, inclusion, and agency
- Distinguish between editorial versus portrait photography – portrait features must have express consent beforehand
- Communicate these principles with photographers/videographers working on our behalf; if collaborating with a partner, suggest they follow these principles