

REQUEST FOR PROPOSAL FOR HIRING OF FIRM/CONSULTANT

Title of assignment	Preparing Documentary on School- WASH in Thatta
Type of assignment	Short-term consultancy
Location	Sindh (District Thatta)
Date	March 4, 2022

1. Introduction and Background

NRSP with support from WaterAid in Pakistan has been implementing Sustainable WASH (SusWASH) project in district Thatta since 2017. The project is focussed on: creating sustainable inclusive WASH models in communities, schools and healthcare facilities to inform local and national level planning; build capacity of the government for more efficient planning, budgeting and monitoring WASH services at district levels; Improved mechanisms for users to provide feedback and hold WASH service providers and duty-bearers to account; and improved environment at provincial and national levels which enables sustainable WASH service delivery with clear roles and responsibilities, and institutional arrangements and regulatory frameworks.

NRSP is going to capture the key learning of the project interventions through development of video documentary. In this regards a services of individual firm/consultant is required for developing documentary.

2. Objectives:

- The objective of this assignment for firm/consultant is to develop a five minutes video documentary in English and Urdu language with English subtitle on school WASH
- This video documentary should be prepared in context of sharing success stories of School WASH initiative taken in the project – so as to promote best practices and depict impact of project interventions.
- The documentary will also highlight the unique approaches that are used by the WAP and NRSP to achieve results.
- The documentary will show clear picture that how approaches used in implementation of the projects generated results.
- Finally, documentary shall show the impact project is making on lives of targeted beneficiaries.

3. Scope of Work

The Firm/Consultant should work closely with Project team for accomplishment of following tasks.

- Discussions/meetings with the project team for understanding the assignment, collection of project related information/documents and literature review before the execution of the assignment as per need.
- Planning field work in close consultation of the field teams of NRSP
- Prepare script and share with NRSP for review before executing field work. The feedback provided by NRSP will be incorporated in final script.

- Responsible for arranging his/her own equipment needed for preparing documentary
- Capture necessary video footage in 4K of all project activities in School WASH
- To narrate and edit raw video footage for producing final video.
- Finalize the videos as according to the feedback provided by the project team.
- The consultant will bear the cost of travel and accommodation at the district, however, NRSP will facilitate during travel in the field.
- The consultant will be responsible to follow the SoPs regarding COVID-19 while moving in the field and will have required PPE available (masks, sanitizers and disposable gloves)
- To share the draft video with the concerned of NRSP representative and revise it as per the suggestions/recommendations.
- Prepare final version of the documentary not more than Five minutes in **English and Urdu** voice over.

4. Deliverables:

- All the master shoot outs (on Portable Hard Drive)
- 2 USB with digital copies of final documentaries (English & Urdu) with English subtitle not more than Five minutes (in 4K, Full HD and HD in MP4/ AVI format)

5. Consultancy time frame and location:

- The total duration of this assignment is approximately 15 days.
- Selected firm/consultant would be responsible to complete the task within agreed timeframe
- All the work/shoot out to be done in district Thatta.

6. Role of NRSP:

- NRSP will facilitate firm/consultant in identification of feasible locations and potential communities and individuals for the capturing shots.
- NRSP will provide the list of key project interventions
- NRSP will facilitate firm/consultant to hold meetings with project stakeholders .
- NRSP will facilitate firm/consultant for travel from Thatta to project areas

7. Reporting Lines:

In all matters related to this assignment, the firm/consultant will report to the Regional General Manager NRSP Regional Office Hyderabad.

8. Intellectual Property Rights:

All documents and information collected as part of this assignment shall remain the sole and exclusive property of WaterAid Pakistan/NRSP.

9. Eligibility and Evaluation Criteria:

The firm/consultant should have;

- At least 5-7 Year experience of preparing videos with evidence

- Have experience of working NGOs/INGOs/Different organizations/Departments with evidence
- Proof of at least three developed documentaries
- Must have own required equipment etc.

10. Evaluation Criteria:

Each firm/consultant shall submit technical and financial proposals in two separate sealed envelopes. Technical offers will first be evaluated according to the “Evaluation criteria” below and the technical qualification threshold point is “70”. Financial proposals of ONLY successful firms/consultants will be opened.

Evaluation Criteria is given below:

Description	Max. Marks (100)
Conceptualization and understanding of the assignment	20
Proof of at least 5-7 Year experience of preparing videos	30
Proof of having experience of working with NGOs/INGOs/Different organizations/Departments with evidence	20
Proof of at least three developed documentaries	20
Work Plan	10

Firm/consultant scoring highest marks in technical proposal and financial proposal within budget will be selected.

11. Mode of Payment.

Payment will be made in three installments as per below given details

- 20% payment will be made on the approval of script.
- 30% payment will be made after submission of first draft
- 30% payment will be made after submission of second draft.
- 20% payment will be made after the submission of final copy in soft & hard with complete deliverables

Payment will be made in the shape of cross cheque after deduction of all the applicable taxes as per law of land.

12. Technical Proposal Requirements:

- A technical proposal should comprise of :
- Conceptualization and understanding of the assignment.
- One video documentary developed by the firm/consultant on USB or share to link to view/download.

- Proof of at least 5-7 Year experience of preparing videos
- Proof of having experience of working with NGOs/INGOs/Different organizations/Departments with evidence
- Proof of at least three developed documentaries
- Work plan
- Copy of NTN/CNIC

13. Financial Proposal Requirements:

The cost should be quoted for completion of entire assignment. This should also include travel up to Thatta. The travel from Thatta to field will be provided by NRSP. The total quoted rate should be inclusive of all applicable taxes as per law of land. The maximum available budget for this assignment is RS.300,000. Any proposal above the budget would be rejected.

14. Deadline for submission of Proposals:

Last date of submission of proposal is **March 11, 2022 till 2.00 PM** local time to the below mentioned address in sealed envelope through courier or by hand. If any proposal received late, it would not be considered. Proposals should be submitted in hard form through courier. Any proposal received through email will not be considered. Technical and financial proposal should be submitted in separate envelope and further in one outer envelope. Any deviation will result rejection of proposal.

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The consultants can send their complaints or grievances in connection with this RFP and its shortlisting/ finalizations to complaints@nrsp.org.pk.

Note:

(If any information/document which is meant necessary for the evaluation of the proposal is not submitted, NRSP will not ask for such information/document, so be very careful while submitting the proposal)