

**Call for Roster  
Roster 26**

**Dat: 24 July 2023**

**Subject: Call for ROSTER – Video-makers**

1. The United Nations System Staff College (UNSSC) hereby solicits your proposal for the above subject, in accordance with this document and annexes attached hereto. Proposals must be submitted to the UNSSC **before 31 December 2023 at 23:59 (UTC + 2)**. Please note that the evaluation of proposals may be performed on an ongoing basis.
2. This call for roster consists of this document and the following annexes:  
  
Annex A: Terms of Reference  
Annex B: Terms and Conditions to Submit a Proposal  
Annex C: Evaluation Criteria
3. Your proposal must include information in sufficient scope and detail to allow the UNSSC to consider whether the proposer has the necessary capability, experience, knowledge, expertise and the required capacity to perform the work specified satisfactorily.
4. The UNSSC reserves the right to request from vendors additional information regarding their commercial activities, history and resources.
5. Your technical and financial proposal must be submitted via email to [procurement@unssc.org](mailto:procurement@unssc.org)
6. Please note that the Staff College has VAT exemption status and can provide documentation for same. Hence, your pricing should take this status into account and be presented net of VAT.

# ANNEX A – Terms of Reference

## Background:

The United Nations System Staff College (hereinafter 'UNSSC') was created by the General Assembly to serve as a distinct, system-wide knowledge-management and learning institution. The mission of the UNSSC is to contribute to a more effective, results-oriented and agile United Nations through learning, training and knowledge dissemination. To this end, the UNSSC designs learning and knowledge sharing initiatives, delivers courses and develops tools and services to assist UN organizations and their staff strengthen their capability to achieve the 2030 Agenda and other international agreements.

The goal of the UNSSC is to provide strategic leadership, strengthen interagency collaboration, increase operational effectiveness, encourage cooperation with stakeholders, and develop a more cohesive management culture within the UN System.

For more information on the workshops / courses/ programmes, please visit: [www.unssc.org](http://www.unssc.org)

## Expected Deliverables:

The purpose of this call for roster is to identify suitably qualified individuals or companies that can provide video-production services to the UNSSC.

Rostered entities can be contracted for specific assignments as described below.

Working under the guidance of the UNSSC Communication Team and Learning Portfolio Managers, the primary tasks may include:

### **1. Event videos**

- Provide video shooting services during training courses, conferences, and other events organized by the UNSSC. UNSSC's training activities are delivered worldwide;
- Provide video shooting services of side interviews;
- Assembling all raw footage and editing the files to put together the sequence of the video;
- Creating a 'rough cut' of the video and determining the exact cutting for the next and final stages;
- Reordering and editing the content to ensure the logical sequencing and smooth running of the video;
- Use the consultant's own high-quality digital camera and lenses;
- Transfer videos to the UNSSC.

### **2. Storytelling videos**

- Meet with the UNSSC and develop an understanding of the concept of the relevant project;

- If required by UNSSC, put together the concept and storyboard of the video;
- If required by UNSSC, create the script for the video and identify the setting for filming;
- Include music, subtitles and creative graphics, if necessary;
- Produce videos that can be reduced in size without sacrificing quality.

**Required skills:**

**Education:**

- A University degree, preferably in Film/Video Production, Art or other related discipline or an additional 3 years' experience in lieu of a degree.

**Experience:**

- At least 3 years of working experience in the field of video production;
- Excellent skills and experience with video-making software such as (Adobe Premiere Pro or Apple Final Cut Pro...);
- Ability to film broadcast quality video and audio (HD 1920x1080 or better);
- Experience in working in a multicultural environment, preferably within the context of the United Nations system.

**Language:**

- Fluency in English;
- Knowledge of other UN languages is an asset.

# ANNEX B – Terms and conditions to submit a proposal

## Submission of Proposals

- Proposals must be submitted in English and shall be expressed in the form described in the table below:

<p><b>1. DULY COMPLETED, UPDATED AND SIGNED CV / P11 or COMPANY PROFILE</b></p>	<p><u>For individual consultants:</u> please provide a comprehensive CV or a P11 form The P11 form can be found at <a href="http://www.unssc.org/sites/unssc.org/files/p11un.doc">http://www.unssc.org/sites/unssc.org/files/p11un.doc</a></p> <p><u>For companies:</u> please provide company profile</p>
<p><b>2. TECHNICAL PROPOSAL</b></p>	<p><b>a.</b> Please submit or provide a link to your professional portfolio, demonstrating advanced skills and competence in video production. Your portfolio shall include at least 5 samples of relevant previous work. The examples should:</p> <ul style="list-style-type: none"> <li>show ability to use newest technology and video-making programmes;</li> <li>demonstrate creativity, and;</li> <li>give an overview over different video-making approaches and style used.</li> </ul> <p><b>b.</b> If applicable, please list the key staff that will be involved in video production for the UNSSC.</p> <p><b>c.</b> Please provide at least three references in support of the quality of your work.</p>
<p><b>3. FINANCIAL PROPOSAL</b></p>	<p>Please provide your daily fee expressed in <b>USD</b></p> <p><b>PLEASE SPECIFY THE VALIDITY OF YOUR FINANCIAL OFFER.</b></p> <p>Please do not include any potential travel expenses. Travel expenses will be reimbursed in accordance with UN Travel Rules.</p>

Proposers must provide all information required under this call for roster and clearly and concisely respond to all points set out in this call for roster. Any proposal which does not fully and comprehensively address this call for roster may be rejected. However, unnecessarily elaborate brochures and other presentations beyond those sufficient to present complete and effective proposals, are not encouraged.

Following submission of the proposals and final evaluation, the College will have the right to retain unsuccessful proposals. It is the proposer's responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly.

#### No Commitment

This call for roster does not commit the UNSSC to consider any proposal, to award a contract or to pay any costs incurred in the preparation or submission of proposals, or any costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods.

This call for roster contains no contractual proposal or offer of any kind; any proposal submitted will be regarded as an offer by the proposer and not as an acceptance by the proposer of any proposal or offer by the UNSSC. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of the Staff College and by an authorized officer of the successful proposer(s).

#### Criteria for inclusion in the Roster

All proposals will be evaluated in accordance with the evaluation criteria specified in Annex C. The successful candidates (individual or companies) will be included in a roster, which will enter into force on the date of reception of UNSSC letter of acknowledgement.

Inclusion in the roster is not limited in time. However, individual and companies who wish to modify their initial financial proposal, must re-submit their offer which will be evaluated according to the original evaluation criteria set up for inclusion in the roster.

Each specific engagement will be the subject of an individual or separate contract according to the UN Rules and Regulations.

#### Copyright

The UNSSC shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the vendor.

At the request of the United Nations, the vendor shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.

**By submitting an offer to this request of proposal the vendor accepts the copyright conditions set in the paragraph above.**

#### Conditions of contract

Each specific engagement will be the subject of an individual or separate contract according to the UN Rules and Regulations. Each contract shall be subject to the United Nations Standard Terms and Conditions (UNGCC) for the provision of services can be consulted here:

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/general\\_condition\\_services.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/general_condition_services.pdf)

Any reservation or comments concerning the content of the UNGCC under the terms and conditions of this call for roster must be included in the proposals. The absence of any reservation or comments will be considered by the UNSSC as acceptance of all the terms stated in the applicable UNGCC. Such terms include the regulation of the intellectual property rights, including but not limited to patents, copyrights, and trademarks, which are the result, directly or indirectly of the services provided to the UNSSC by the Vendor specified in this document, including its annexes.

## ANNEX C - Evaluation Criteria

The offers will be evaluated on the basis of the evaluation criteria set in the table below:

<p><b>PREREQUISITES</b> (for legal persons, the evaluation will be undertaken for key personnel involved)</p>	<p>University degree, preferably in Film/Video Production, Art or other related discipline or an additional 3 years' experience in lieu of a degree.</p> <p>At least 3 years of working experience in the field of video production; Excellent skills and experience with video-making software such as (Adobe Premiere Pro or Apple Final Cut Pro...); Ability to film broadcast quality video and audio (HD 1920x1080 or better); Experience in working in a multicultural environment, preferably within the context of the United Nations system.</p> <p>Fluency in English;</p>	<p><b>Pass or fail</b></p>
<p><b>TECHNICAL PROPOSAL (Max 100 points)</b></p>	<p>CV and previous experience in the video production field within multicultural environments</p>	<p><b>Max 40 points</b></p>
	<p>Quality of portfolio (creativity, style, relevance, quality of videos)</p>	<p><b>Max 40 points</b></p>
	<p>Quality of references presented (minimum 3)</p>	<p><b>Max 20 points</b></p>
<p><b>FINANCIAL PROPOSAL</b></p>	<p><i>For the purpose of the inclusion in the roster, UNSSC will considered technical proposals only.</i></p> <p><i>Financial proposals will be taken into consideration at the time of each specific contractual engagement</i></p>	