

INTERNATIONAL CENTRE OF INSECT PHYSIOLOGY AND ECOLOGY (*icipe*)

REQUEST FOR PROPOSALS (RFP)

**PROVISION OF CONSULTANCY SERVICES
FOR PRODUCTION OF DOCUMENTARIES AND VIDEOS
FOR *icipe*@50 CELEBRATIONS**



DECEMBER 2019

Release Date: 5th December 2019

Submission Deadline: 11:00 hrs EAT at 10th January 2020

Terms of Reference

Selection of a Consultant to produce a documentary, and videos for the 50th anniversary of the International Centre of Insect Physiology and Ecology (*icipe*).

1. Background

The International Centre of Insect Physiology and Ecology (www.icipe.org), is a world-class research institution whose mission is to conduct insect science and design strategies for its practical application, to contribute to better health, food security and, ultimately, enhanced livelihoods across Africa. *icipe* was established in 1970 by the late internationally renowned Kenyan scientist, Prof. Thomas Risley Odhiambo, at a time when the very notion that insect science – or indeed, the then woefully small indigenous scientific communities – could contribute to a prosperous future for Africa must have seemed audacious to say the least. But *icipe* has progressed and flourished just as envisioned. Today, the Centre stands as a source of pride for Kenya and for Africa, with well deserved regional and international acclaim as the only institution on the continent working primarily on insects and other arthropods, and a hub of scientific excellence and capacity building. This esteem has been achieved through unwavering commitment to the Centre’s original vision of elevating the lives of communities across Africa, by providing solutions that are environmentally safe, pre-empt the use of harmful chemicals, are affordable, accessible and easy-to-use, for the management of pests of crops, and disease transmitting insects.

Moreover, our science-led strategies are helping communities, especially those in marginalised areas, to exploit beneficial insects, like bees and silkworms, while protecting the environment. We have also pioneered research in the exciting area of insects as alternative sources of food for people and feed for livestock, and other uses like organic waste conversion. Our holistic approach contributes to improving household and national incomes, employment and nutritional security of many people in Africa, transforming livelihoods in an inclusive manner, especially for women and the youth. In addition, *icipe* has trained hundreds of African scientists, many of whom are working on the continent in academia, research, industry and government among other sectors. Overall, *icipe* is a hub of expertise, with more a staff of about 500 drawn from over 40 nationalities. The Centre has several field stations in Kenya, country offices in Ethiopia and Uganda, and operations in more than 40 African countries. We also collaborate with over 200 partnerships with universities and research organisations across the world.

2. Purpose of assignment

The aim of this project is two-fold:

2.1. Document *icipe*’s unique history and remarkable accomplishments, while also articulating our Big Goal for the future to strongly position the Centre and mobilise relevant support and partnerships.

2.2 Provide videography and photography for the high profile *icipe@50* key event, scheduled for 3 April 2020 at *icipe* Headquarters, Duduville Campus, Kasarani, Nairobi, under the theme “Insects for Life”.

3. Scope of work

In relation to 2.1, the assignment will be undertaken through face-to-face or virtual interviews with former and current *icipe* staff, partners, stakeholders among others, and archival research. The contractor will also be required to recommend innovative strategies to acquire the necessary content. Item 2.2 will entail masterful, innovative, comprehensive, impactful and non-obstructive coverage of the event.

3.1 Specific tasks

Tasks for 2.1

- Develop the overall concept and scenario, and draft a brief synopsis, script and storyboard of the main documentary.
- Undertake video filming including: interviews with *icipe* researchers, partners and stakeholders, and conduct archival research as necessary.
- Lead post-production, including editing, recording voiceovers, narration, titles and animations etc.
- Present draft products for review by *icipe*.
- Produce final versions as per comments and feedback from the *icipe* team.

Tasks for 2.2

- Provide on-event content to be used, for example, on social and digital media while the event is in progress.
- Work with the *icipe* team to identify a range of communication products to be derived from the event activities.
- Lead post-production, including editing, recording voiceovers, narration, titles and animations etc.
- Present draft products for review by *icipe*.
- Produce final versions as per comments and feedback from the *icipe* team.

4. Approach and requirements for the assignment

This assignment should go beyond standardised documentary making and demonstrate modern videographic storytelling. The products developed should be revealing, powerful and engaging, aiming to celebrate *icipe*; acknowledge and create a sense of pride among partners (donors, collaborators, intermediaries, supporters), and current and former staff; present a strong statement of *icipe* towards the future; make a call-to-action for continued/increased investment in *icipe*.

5. Deliverables

Deliverables for 2.1

The Consultant will provide:

- i. Final, approved documentaries and videos in the finest, High Definition video formats including QuickTime and MP4 .
- ii. Raw footage from the filming and raw photos.

Deliverables for 2.2

- i. On-event timely, continuous provision of event photography and video clips for use on social media.
- ii. Final, approved documentaries and videos in the finest, High Definition video formats including QuickTime and MP4.
- iii. Livestreaming of event online.
- iv. Raw footage of the filming and raw photos.
- v. Two hundred (200) still, edited, high quality colour, captioned photos.

6. Billing and invoice

The Documentary producer should provide a one-off pricing for the assignment with payments to be paid on attainment of the following milestones:

- Phase 1: Provision of the overall concepts and scenarios, draft synopsis, script and storyboard of the main documentary, and ideas on the mini versions for both items 2.1 and 2.2.
- Phase 2: Delivery, and acceptance by *icipe*, of the final versions of all products, relating to 2.1.
- Phase 4: Delivery of items related to 2.2.

7. Role and Responsibility of *icipe*

A designated *icipe* staff member will serve as the focal point for the Consultant. *icipe* will provide as much information as is practical, as early as possible, regarding issues such as filming dates and any other details relevant to the assignment.

8. Qualification of the successful Consultant

The Consultant will be required to have:

- At least Five years' experience working in a similar field as *icipe* is seeking. Provide three (3) examples of films and/or documentaries produced.
- Proven experience in producing research and development related documentaries for national and international organisations, targeting for local and international audiences. Provide evidence.
- Provide references from at least three (3) international organisations whom you have provided a similar service as *icipe* is seeking.
- Excellent technical capacities (for example, state-of-the-art filming and post-production equipment, in High Definition). Please provide evidence.

9. Duration of the Assignment

The assignment is expected to take 40 days of work, to be undertaken between the date of signing the contract and 30 May 2020.

10. Application process

All interested applicants to send proposals, stating the assignment, accompanied by the mandatory documents listed below. Refer to the method of submission in page 8.

- A technical proposal, and a Letter of Interest stating suitability for the assignment.

- Brief methodology on the approach and implementation of the assignment.
- Consultancy agency profile.
- Personal curriculum vitae of technical personnel proposed for this project highlighting qualifications and experience in similar projects.
- Professional references.
- Portfolio/ sample of similar projects.
- Implementation plan and budget.

*icip*e will only process proposals that have these required documents.

REQUEST FOR PROPOSAL (RFP) INSTRUCTIONS

a. Invitation to Tender

icipe invites eligible and qualified firms who are able to demonstrate capability to provide quality Documentary Production by responding to this Request for Proposal (RFP).

b. Cost of tendering

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and *icipe* will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

c. Contents of tender documents

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

d. Clarification of Documents

A prospective candidate making inquiries of the tender document may notify *icipe* in writing via e-mail at the entity's address indicated in the Invitation for tenders. *icipe* will respond in writing to any request for clarification of the tender documents. Written copies of *icipe* response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents.

icipe shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

e. Amendment of documents

At any time prior to the deadline for submission of tenders, *icipe*, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

All prospective tenderers who have obtained the tender documents will be notified of the amendment by email and such amendment will be binding on them.

To allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, *icipe*, at its discretion, may extend the deadline for the submission of tenders.

e. Tender Currency

Prices shall be quoted in either KES or US\$.

f. Taxes

Currently all payment for invoices submitted to *icipe* are inclusive of VAT and the ETR compliant invoice shall indicate the VAT amount applicable. It is to be understood that moneys paid out for services are subject to the applicable withholding tax under Kenyan law.

g. Tenderers Eligibility and Qualifications

The documentary evidence of the tenderers qualifications and experience to perform the contract if its tender is accepted shall establish to *icipe* satisfaction that the tenderer has the technical capability necessary to perform the contract.

h. Formats and Signing of Tender

The tenderer shall prepare one copy of the tender. The tender document shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The person or persons signing the tender shall initial all pages of the tender, except for un-amended printed literature.

The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

The tenderer shall also submit a hard copy and deposit it in the *icipe* Tender located at *icipe* Duduville Campus, Carroll Wilson Building, Kasarani, Nairobi. E-mail submissions shall be accepted.

i. Deadline for Submission of Tenders

All proposal submissions must be received by **11:00 hrs EAT on 10th January 2020** to be deemed “received on time”. *icipe* may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

j. Modification and withdrawal of tenders

The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tender is received by *icipe* prior to the deadline prescribed for the submission of tenders.

No tender may be modified after the deadline for submission of tenders.

No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer.

icipe may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

icipe shall give prompt notice of the termination to the tenderers and will not give reasons for termination.

k. Clarification of tenders

To assist in the examination, evaluation and comparison of tenders *icipe* may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

l. Award Criteria

icipe will award the contract to the successful tenderer whose tender has been determined to be substantially responsive to the technical requirements and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

icipe reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for its action. If *icipe* determines that none of the tenderers is responsive; it shall notify each tenderer who submitted a tender.

A tenderer who gives false information in the tender document about its qualification or who refuses to enter a contract after notification of contract award shall be considered for debarment by *icipe* from participating in future procurement.

m. Official email address

The official email address is icipetenders@icipe.org Please send all email regarding this process to this address.

n. Method of submission

Completed tender documents, in original hard copies, are to be enclosed in plain sealed envelope marked “**RFP for Production of Documentaries and Videos for *icipe*@50 celebrations**” addressed to:

Procurement Manager
International Centre of Insect Physiology and Ecology (*icipe*)
The *icipe* Tender Box
Carroll Wilson Building
Duduville Campus, Off Thika Road, KISE Road
P.O. Box 30772, 00100 GPO, **Nairobi, KENYA**

And be deposited in the *icipe* Tender box provided at the Reception Desk, Carroll Wilson Building, Kasarani, Nairobi. E-mail copies shall be accepted.

o. Proposal Format

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature. Responses to this RFP must consist of the following:

1. A technical proposal, and a Letter of Interest stating suitability for the assignment.
2. Brief methodology on the approach and implementation of the assignment.
3. Consultancy agency profile.
4. Personal curriculum vitae of technical personnel proposed for this project highlighting qualifications and experience in similar projects.
5. Professional references.
6. Implementation plan and budget.

Please answer the question in the order and format provided Sections 1 – 4 below:

Section 1: Documentary Production Consultancy Agency Profile

QUESTION	ANSWER
1. Please provide a copy of the registration and statutory documents of your company. This should include company registration documents, valid VAT compliance certificates, registration certificate etc.	
2. Would you envisage that any portion of this contract would be sub-contracted? What portion and why?	
3. Does your company have any pending or threatened litigation? If so please describe it. <i>icipe</i> reserves the right to carry out an independent investigation to verify the accuracy of the information to provide.	

Section 2: Technical Proposal

QUESTION	ANSWER
1. Briefly explain if you are willing to provide the services listed in this this RFP. How you would provide those services (e.g. what standards would you be using? What procedures would you be following.	
2. Please state where your offices are located.	
3. Please provide a listing of your top 5 clients and detail your involvement in each major project. In addition, provide contact details of the person you worked closely with in each of your Client Organizations.	
4. Please provide a listing of your workforce that will be involved in managing the proposed service showing qualifications, experience in the industry and length of service with your agency. Please attach their current CVs.	
5. Do you have an Account Manager for your existing contracts? If so, briefly describe the role, relationship and reporting structure of the Account Manager as it pertains to this account.	

Section 3: Financial Proposal

One (1) signed Price must be submitted in a separate and sealed envelope. Please indicate total Consultancy cost in either KES or US\$, showing the VAT amount as a separate line item. E-mail submissions should be sent under separate e-mail and titled 'Price Proposal'.

Your quotation should be inclusive of travel and accommodation expenses, where applicable.

Section 4: Disclosure form and certification

To ensure that your organization has no conflict of interest with *icipe* and that the company can provide the quality of services required, please submit the original of this form together with your proposal.

The information provided by you will be handled on a Strictly Confidential basis and is for the use of *icipe* only.

This form must be fully completed. For those questions, not applicable to your company, please fill in the blank with “N/A” or “NONE”. Should the space provided after each question be insufficient please record the information on a separate typed page and attach to the original.

1. List below the names and nationalities of all the Directors, major shareholders and/or Partners of your company.

2. List any other Companies, Holding Companies or other organizations and their addresses who hold a substantial interest in your company.

3. List the name of the Chairperson and the Managing Director of your company.

4. Do any of the company employees, particularly those in management positions, have any family members or friends employed by *icipe*?

Yes

No

If yes, list their names and position in either organization.

5. Do you have a code of conduct or ethics governing your director's and your employees' behavior?

Yes

No

If yes, please attach a copy with your proposal.

6. Are you insured for all third party or consequential liabilities and do you have a back-up system e.g. for disaster recovery?

Yes

No

CERTIFICATIONS

The following certification statements must be signed and submitted with the vendor's offer on this original form.

- I. I, _____, the Chairman/Director/ Managing Director of _____ hereby agree to all Provisions and caveats governing the submission of our Offer.
- II. I further certify that Request for Proposal, has been offered with the full intent of this company to supply the services as described at the rates we have indicated, which are guaranteed for the purposes of negotiating an agreement with *icipe* and that all the rates and charges have been verified, and are correct as indicated herein, and do not require any further amendment(s).
- III. I further certify that all the information we have supplied in the Disclosure form is full and complete and true, to the best of my knowledge.

IV. In addition, I certify that I have all the necessary authority conferred upon me by this company to guarantee the rates and charges in this Offer, and all other information contained herein.

Signature: _____ Date: _____

Name: _____ Title: _____