



Date: 8 October 2020

REQUEST FOR QUOTATION RFQ N^o UNFPA/IDN/RFQ/20/016

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Development of Animated Video Graphics for Female Sex Workers Programme”

UNFPA requires the provision of eleven user-friendly video graphics on conducting virtual outreach, community led mapping, condom peer outlet mobile and case management aimed at motivating and galvanizing the programme implementers to make proactive, informed decision related to the strategy of Female Sex Workers (FSW) programme. The videos will be used for information and educational purposes for FSW programme implementors as well as general audience and are expected to covers priority topics (conducting virtual outreach, community led mapping, condom peer outlet mobile and case management) within eleven short animated videos.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Terms of Reference (TOR)

A. Background

UNFPA Indonesia has an agreement with the Ministry of Health (MoH) to support the implementation of the HIV prevention programme for Female Sex Worker (FSW) in Indonesia funded by the Global Fund – New Funding Model Continues 2018 – 2020. The programme applied peer to peer approach, where so far, it is a pioneer within the Female Sex Workers programme. As the programme structure employs layered implementation, equal understanding on the programmatic strategy for field level implementers become critical. The strategy for programme implementation was recorded and issued in the form of printed guideline, including those specific for COVID-19 pandemic.

UNFPA and the IPs use the printed Outreach Implementation Manual and guideline series for virtual outreach during COVID-19 ([manuals can be accessed through this link](#)). The HIV team observed that the manual needs to be adjusted for online/virtual outreach activities, to provide practical guide for conducting virtual outreach, community led mapping, condom peer outlet mobile and case management.

In addition, it was also observed that it is easier for the field implementers to have the guide/references that are easy to understand, presented in more interesting and innovative ways and at the same time in a format that is easily shared.

Understanding the changing needs for more effective programme implementation, UNFPA CO is planning to recruit a Production House/Company to develop animated video graphics for Female Sex Workers programme implementation. The videos will be used for information and educational purposes for FSW programme implementors as well as general audience and are expected to covers priority topics (conducting virtual outreach, community led mapping, condom peer outlet mobile and case management) within eleven short animated videos.

General Principle

The Consultancy Company will work under the co-supervision of the HIV Analyst and Communications Analyst in accordance with the UNFPA standards, rules and procedures. The consultancy company is also expected to maintain constant contact with UNFPA. The Consultancy Company should comply with the ethics and visibility rules of UNFPA, while preparing the documents, implementing the activities and particularly seeking and incorporating ideas, topics, and opinions in the process. All filmed materials, unedited footage and final production materials are the sole ownership of UNFPA. The incumbent may use any and all parts of this footage only after receiving written permission from UNFPA.

All deliverables will be produced in Bahasa and with English subtitles. The deliverable will be provided as digital forms (wmv, avi, DVD). The final version of the video should be submitted in 2 sets; a) high quality and b) compressed quality for uploading and sharing on the various internet venues.

Outputs are not considered final until explicit agreement from UNFPA has been ensured. UNFPA and programme partners reserve the rights to request edits and changes to any aspect of the production process as it sees fit. The consultancy company will be using their own equipment and materials. UNFPA will brief and guide the consultancy company about the main messages to be used in the videos in accordance with the standards, norms and procedures of UNFPA. Therefore, the consultancy company is expected to hold meetings with relevant UNFPA staffs in order to meet the expectations of the team.

B. Overall Objective, Purpose and Expected Results

Overall Objective

The overall objective of the short animated video graphic is to serve to complement the Outreach Implementation Manual and guideline series on virtual outreach during COVID-19.

Purpose of Short Animated Project

The purpose of the short animated video is to produce a high definition information video that complements FSWs outreach programme, which is to improve level of understanding among field level implementers in the Female Sex Workers Programme strategy including COVID-19 Pandemic situations.

Expected Results

The expected results are increased understanding on the FSWs programme strategy among FSW programme implementers and relevant wider audience.

Specifically, the short animated video seeks to:

1. Increase awareness and understanding of FSWs programme across stakeholder groups.
2. Provide clear, concise, relevant and compelling messages through a format that galvanizes target groups to desired action.

Expected Output

Eleven user-friendly video graphics on conducting virtual outreach, community led mapping, condom peer outlet mobile and case management aimed at motivating and galvanizing the programme implementers to make proactive, informed decision related to the strategy of FSW programme. The videos will provide concise, pertinent information in user-friendly: clear, understandable, interesting, interactive format, to a diverse audience.

Layout of the video thumbnail and final master of an Indonesian language short animation video (3-5 mins) on 11 themes, namely:

1. Introduction to face to face outreach
2. HIV prevention package
3. Introduction to Virtual Outreach
4. Performing a Virtual Outreach
5. Follow-Up on Virtual Outreach
6. Peer outlet mobile 101
7. How to start community led mapping
8. Process of community led mapping
9. Recording data from community led mapping
10. The use of day by day calculator
11. 5:10:15 case management cycle

C. Target Audience

The targeted audiences for the video are stakeholders within the Female Sex Workers Programme, namely peer leaders (field officers), peer educators, Implementing Unit Coordinators, Sub-sub Recipients (regional local NGOs), OPSI (national network of sex workers) and other relevant international organizations.

D. Scope of Work

- In close consultation with UNFPA HIV team, the consultant will apprehend the narrative, targeted audience, and gathered the information from the Outreach Implementation Manual, guideline series on virtual outreach, resources on community led mapping and other necessary knowledge products that covers the issues.
- Develop detailed story board concept(s), animation, script and narration to be presented in the consultative meetings arranged by UNFPA.
- Deliver original artwork and video files.
- Deliverables will be in Bahasa Indonesia with English subtitles.
- In relation to copyright, the ownership of the produced materials from this consultation services is UNFPA.

Detailed scope of work for each of the videos is provided in annex IV.

Tasks:

- To refer to available data source or knowledge products on the Outreach Implementation Manual, guideline series on virtual outreach, resources on community led mapping and other necessary knowledge products that covers the issues.
- To design the animation as per requirements determined by UNFPA (including visual, sound, editing, narration, subtitling, dubbing etc.)

- To conduct consultation with UNFPA and OPSI to gather inputs to the scripts or storyline developed for the video.
- To capture the approved storyline based on consultation with UNFPA and OPSI, and accordingly prepare animation.
- To develop the draft animation based on approved storyline.
- To prepare the script and narration of overall animation in Indonesian language as per the approved scenario.
- To prepare Bahasa Indonesia and English subtitles in Microsoft Word version for UNFPA approval.
- To insert Bahasa Indonesia English subtitles in the animation video.
- To record the voice-over for animation.
- To revise the draft video animation based on input from UNFPA internal review committee.
- To prepare video thumbnail for YouTube.
- To finalize the animation (scripts, images, clips) according to the feedback provided by UNFPA. The videos should be delivered in a digital format that can be used on YouTube (1080 p), IGTV (1080 x 1920), and other digital media tools (open files).

E. Timeline and Deliverables

The timing of the assignment is expected from October 2020 and is scheduled to end in November 2020. All payment will be made upon completion and submission of the final deliverables.

No	Activities and Deliverables	Timeline
1	Briefing and consultation with UNFPA and OPSI	26 October 2020
2	Development of descriptive storyline	27-30 October 2020
3	Submission of descriptive storyline	2-3 November 2020
4	Development of the animated storyline based on the approved descriptive storyline	4-13 November 2020
5	Submission and presentation of animated storyline	16-17 November 2020
6	Revision of animated story line	18-20 November 2020
8	Production of animation videos recording and subtitles	23 November - 4 December 2020
9	Post production process, including final approval from UNFPA	7-9 December 2020
10	Submission of final products (11 animation videos)	9-11 December 2020

F. Qualification & Experience:

The company is required to have the following qualifications:

- At least 3 (three) years of professional experience in video animation production.
- Proven experience by providing minimum two samples of past video animation productions (directly designed and produced).



II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ms. Ira Novita</i>
Tel N ^o :	<i>+62 21 29802300</i>
Email address of contact person:	novita@unfpa.org

The deadline for submission of questions is **Wednesday, October 14th 2020 at 23:59 Jakarta Time**¹. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the TOR and include the following:
 - Completed Bidder Identification Form (Annex II) in pdf format;
 - Completed Bidder's Previous Experience (Annex III) in pdf format;
 - Minimum two samples of past video animation productions (directly designed and produced);
- b) Price quotation, to be submitted strictly in accordance with the price quotation form;
- c) Copy of legal documents (establishment and operation in Indonesia).

Both technical and parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to indonesia.office@unfpa.org no later than: **Thursday, October 22nd 2020 at 23:59 Jakarta Time**².

Please note the following guidelines for the submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/IDN/RFQ/20/016 - Development of Animated Video Graphics for Female Sex Workers Programme**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

V. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>

² <http://www.timeanddate.com/worldclock/city.html?n=69>

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to TOR listed in Section I, and in accordance with the evaluation criteria below:

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
I. Project Management <ul style="list-style-type: none"> Staffing, including proposed members of the team Availability to handle project and finish on schedule to be agreed upon Competency in developing and producing innovative and creative video animations for SDGs, particularly in HIV 	100		20%	
II. Technical Expertise <ul style="list-style-type: none"> Experience in developing and producing similar products Proven expertise in video animation production (number of clients, products, etc.) Curriculum Vitae of the team leader/project manager. 	100		20%	
III. Approach in methodology <ul style="list-style-type: none"> Likelihood of achieving expected outputs within the given timeframe and budget Appropriateness of approaches and strategies to deliver expected outputs Ability to be flexible and response to changes as part of the review and feedback process. Overall clarity of proposal 	100		30%	
<i>Grand Total All Criteria</i>				

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 49 points in the technical evaluation (70% of 70 points).

Price quotes will be evaluated based on their responsiveness to the price quotation form. The maximum number of points for the price quote is 30, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (IDR)}}{\text{Quote being scored (IDR)}} \times 30 \text{ (Maximum score)}$$

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = \text{Technical score} + \text{Financial score}$$

VI. Award Criteria

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

VII. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VIII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.



IX. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

X. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative, Ms. Anjali Sen at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N^o:	UNFPA/IDN/RFQ/20/016
Currency of quotation :	IDR
Delivery charges based on the following 2010 Incoterm:	N/A
Validity of quotation: <i>(The quotation must be valid for a period of 3 months after the submission deadline)</i>	

- The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project, e.g., design, development costs, project management, etc.
- The Price Quotation must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNFPA to determine compliance of offer with requirements as per Terms of Reference of this RFQ. The Bidder shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- The format provided shall be used as a model in preparing the Price Quotation. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

Item	Description	Qty	Unit	Unit price (IDR)	Total (IDR)
1	Animated video graphics for Female Sex Workers Programme on the following theme: <ul style="list-style-type: none"> • Introduction to face to face outreach • HIV prevention package • Introduction to Virtual Outreach • Performing a Virtual Outreach • Follow-up on Virtual Outreach • Peer outlet mobile 101 • How to start community led mapping • Process of community led mapping • Recording data from community led mapping • The use of day by day calculator • 5:10:15 case management cycle [insert cost breakdown]	1	Package*	[insert unit price]	[insert total price]
Total					[insert total price]

*details as described in TOR in Section I



Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/20/016 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
Name and title	Date and place	
Name of Institution	Signature/Stamp of Entity	



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E-mail: indonesia.office@unfpa.org
Website: indonesia.unfpa.org

**ANNEX I:
General Conditions of Contracts:
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)



**ANNEX II:
 BIDDER IDENTIFICATION FORM
 UNFPA/IDN/RFQ/20/016**

1. Organizational Information	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal structure: natural person/Co. Ltd, NGO/institution/other (specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Expertise of Staff	
Total number of staff	
Number of staff involved in similar contracts	

3. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation	
Name/Surname	
Telephone Number (direct)	
Email address (direct)	



**ANNEX III:
 BIDDER'S PREVIOUS EXPERIENCE
 UNFPA/IDN/RFQ/20/016**

Order No. & Date	Description*	Client	Contact person, phone number, email address	Date of service		Contract Amount (Currency)	Satisfactory completion** (yes/no)
				From	To		

* Please indicate relevant contracts to the one requested in the RFQ.

** UNFPA may request evidence (client's letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:	
Name and title:	
Name of Company:	
Telephone:	
Email:	
Date:	

**ANNEX IV:
 Detailed scope of the animated video graphics**

No	Cluster	Video	Key primary message	List of Contents	Duration
1	Face to face Outreach	Introduction to face to face outreach	Introduce face to face outreach method	<ol style="list-style-type: none"> 1. Definition of the face to face outreach (including role of PL and PE in doing outreach) 2. Scope of face to face outreach (from providing information to referring tests to services) 3. Places or hotspots that can be reached for face to face outreach 4. Information that have to be mastered when conducting face to face outreach 5. Tips and tricks 	3-5 minutes
2	HIV prevention package	HIV prevention package	HIV can be prevented, one of which is to use the prevention package.	<ol style="list-style-type: none"> 1. What is HIV, how it transmits from one person to the other, how to prevent HIV infection (including 'ARV treatment as prevention'). 2. What is HIV prevention packages (explaining about condoms, lubricants and IEC materials) 3. Why the package is important to prevent HIV transmission 4. The role of Peer Leaders on prevention package distribution and how to use the package in conducting outreach 	3-5 minutes
3	Virtual Outreach	Introduction to Virtual Outreach	Introduce virtual outreach method	<ol style="list-style-type: none"> 1. Definition of Virtual Outreach 2. Scope of Virtual Outreach (from providing information to referring tests to services) 3. Platform that can be used for Virtual Outreach 4. Information that needs to be understood when conducting a Virtual Outreach. 5. Tips and tricks 	2-3 minutes.

4		Performing a Virtual Outreach	Virtual outreach have to be performed in a friendly and respectful conversation with Female Sex Workers	Virtual Outreach conversation scenarios, along with reasons why choose to convey/respond in the preferred way: <ol style="list-style-type: none"> 1. Opening 2. Build closeness 3. Take the test 4. Closing 5. Tips and tricks 	2-3 minutes.
5		Follow-Up on Virtual Outreach	Following up the results of the virtual outreach is doable as long as the PLs can keep up their passion	Virtual Outreach conversation scenarios, along with reasons why choose to convey/respond in the preferred way: <ol style="list-style-type: none"> 1. Opening. 2. Re-build the closeness with the targeted FSWs. 3. Take the test closing. 4. Tips and tricks 	2-3 minutes.
6	Peer outlet mobile	Peer outlet mobile 101	Introduce peer outlet mobile	<ol style="list-style-type: none"> 1. Introduction of the peer mobile outlet. 2. Why peer mobile outlet. 3. How peer mobile outlet works and the advantage to utilize it. 4. Tips and tricks 	2-3 minutes
7	Community led mapping	How to start community led mapping	Hotspots mapping can be done by the peer of the community	<ol style="list-style-type: none"> 1. What is community led mapping 2. Why community led mapping 3. How it will benefit the outreach process 4. What to prepare for community led mapping 5. Tips and tricks 	2-3 minutes
8		Process of community led mapping		<ol style="list-style-type: none"> 1. How to conduct community led mapping in new hotspots/places. 2. Tips and tricks 	2-3 minutes
9		Recording data from community led mapping		<ol style="list-style-type: none"> 1. What data have to be captured, what it means, and how to record it. 2. What to discuss and to follow up on the results of the community led mapping. 3. Tips and tricks 	2-3 minutes

10		The use of day by day calculator	Peer Leader can monitor their own daily performance in conducting outreach activity	<ol style="list-style-type: none"> 1. What is day by day calculator? 2. Why we have to use day by day calculator? 3. How to use day by day calculator? 4. Tips and tricks 	2-3 minutes
11	Case management	5:10:15 case management cycle	The community as peer are able to provide peer support for Female Sex Workers with HIV	<ol style="list-style-type: none"> 1. What is 5:10:15 strategy for case management 2. The objective and why 5:10:15 strategy is important for case management 3. How to do the 5:10:15 strategy for case management 4. Tips and tricks 	2-3 minutes