



**Global
Partnership**
for Sustainable
Development Data

Request for Proposal

Content Creation Services [Guinea]

Consultancy

Deadline: May 20, 2024

Global Partnership for Sustainable Development Data

To : Offerors
From : Global Partnership for Sustainable Development Data /
United Nations Foundation
Subject : Content Creation Services
RFP Issue Date : May 7, 2024
RFP Closing Date : May 20, 2024
RFP Closing Time : 17:00 hours U.S. Eastern Time
Performance Period : Approximately June 1, 2024 - July 31, 2024 (subject to change based on scheduling)

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 the Global Partnership. For more information, visit www.unfoundation.org.

Background: Global Partnership for Sustainable Development Data

The Global Partnership for Sustainable Development Data is a dynamic global network of governments, UN agencies, private companies and civil society organizations. The Global Partnership 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. For more information, visit www.data4sdgs.org.

Background: Capacity Accelerator Network (CAN)

The Global Partnership for Sustainable Development Data, in collaboration with data.org, is implementing the Africa Climate and Health Data Capacity Accelerator Network (CAN) fellowship program. This program aims to strengthen the capacity of national statistics systems and social impact organizations by embedding data science fellows within these institutions to work on specific use cases.

Section 2: Scope of Services

We are seeking a professional content creator to capture the essence of our program and its impact. The selected vendor will be responsible for:

- Participating in preparatory meetings and planning with the Global Partnership point of contact, discussing the pre- and post-production process, including but not limited to, the timelines for delivery of the final product, any specific editing requests, and the format for delivery.
- Conducting and filming interviews with the CAN fellows and host institutions based on the schedule and interview questions provided by the Global Partnership.
- Photographing the CAN fellows and the host institutions
- Providing post-production services, including but not limited to editing and compiling the photos and videos.

Section 3: Deliverables

The selected vendor will be expected to deliver:

- A set of more than 20 high-quality photographs of the CAN fellows and their host institutions.
- Create a trailer that is 30 to 60 seconds in length. The trailer should be a combination of all the interviews conducted, aimed at engaging the viewer.
- Create three-minute, edited versions of each of the video interviews that were conducted.
- Create an engaging combined video cut of all the interviews that lasts for more than 3 minutes.

Examples of Previous Content

To give you an idea of the style and quality we're looking for, here are some examples of videos that we like. Please note that these are just examples and we're open to your creative interpretation:

- [The secret to developing a register-based statistics system | Collaborative on Administrative Data](#)
- [RevUp Women Launch in Lagos, Nigeria - YouTube](#)
- [Members' Feedback - Cinolu - YouTube](#)
- [Pan-African Innovation in Public Sector | AU Digital and Innovation Fellowship's mission and Impact](#)

Section 4: Proposal Preparation Requirements

Proposals are expected to be comprehensive and include the information set forth below. Elaborate or unnecessarily voluminous proposals are not desired. The font used should be easy to read and generally no smaller than 11 points. (Smaller font can be used for short footnotes.) Proposals must be submitted in **English**.

1. **Technical Proposal, no more than two pages, to include:**

- a. The primary contact person for the Offeror: the individual's name, address, phone number and email address.
- b. A statement confirming the Offeror does not have a conflict of interest with this RFP, real or perceived.
- c. A summary of the Offeror's understanding of the scope of services, along with a positive commitment to perform the work in a timely manner.
- d. 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, and years of relevant experience.
- e. A brief overview of your company and services, and examples of similar projects you have completed.
- f. A detailed plan of how you will approach this project.

2. Resume or CV of Key Personnel

3. List of References

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

4. Cost Requirements

The Offeror should include a budget for the services described above. All prices must be quoted in **U.S. dollars**.

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: **Content Creator Guinea**. 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 and Evaluation Criteria

The Global Partnership will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. The Global Partnership will also consider the overall costs to ensure that they are reasonable to deliver the services. The Global Partnership may meet with one or more Offerors prior to selection.

Proposals will be evaluated based on:

- Experience with similar projects.
- Quality of the proposed approach.

Section 6: 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 6: Terms of payment

Payment terms for the award shall be on a deliverable basis. 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 bank wire. The final payment terms in the contract will control, not this RFP. No advanced payments will be provided.