



United Nations
Educational, Scientific and
Cultural Organization

FORM AM 10-8:

**Request for Expression of Interest (EOI)
Limited International Competition (LIC)**

Country of Destination: France

Reference Number: Audio-video services

Description: Audio-video services for the production of audio-video materials

Deadline for Submission of EOI: 25 June 2019

Posting Date: 6 June 2019

United Nations Educational, Science and Cultural Organization (UNESCO) hereby invite qualified entities to submit their expression of interest for a planned solicitation process as follows:

Objectives and Scope

The Contractor will provide production, editing, graphic design and sound mixing of video and audio services for the production of video materials for the presentation of UNESCO's work on promotion of access to information and knowledge for persons with disabilities using information and communication technologies within the framework of the UNESCO/Emir Jaber al-Ahmad al-Jaber al-Sabah Prize for Digital Empowerment of Persons with Disabilities (Award ceremonies in 2016; 2018 and a set of interviews). The primary target audience is composed of persons with disabilities, organizations representing persons with disabilities, policy and decision makers.

Expected Procurement Components

The work will include the following:

1. Preparation of the video materials (no 1 and no 2) using existing and selected video, audio and image materials prepared by UNESCO during the Prize's ceremony in 2016 to be provided to the Contractor by UNESCO (No 1 film of 10 minutes; No 2 film of 2 minutes promotional film).
2. Preparation of video materials (no 3 and no 4) using the video, audio and image materials produced during the Prize ceremony on 3 December 2018 including a set of interviews produced by UNESCO to be provide to the Contractor (No 3 film of 10 minutes; No 4 film of 2 minutes promotional film; (no 5 using the existing interviews to prepare short video stories).
3. The contractor shall :
 - Prepare a brief scenario for the preparation of videos materials (no 1 – 5).
 - Carry out consultations with UNESCO.

- Deliver master files of videos in original version (No 1 - 4) and interviews (No 5), including a version subtitled and voiceover in English and Arabic. The masters must be in QuickTime High Definition (.mov) electronic file format.
 - Provide a copy of all the rushes (raw footage) filmed for the production of the video in HD format.
4. The videos must be created in accordance with the guidelines for accessible information for people with disabilities (Guidelines for accessible information. ICT for Accessibility of Information in Learning (ICT4IAL; <https://www.ifap.ru/library/book571.pdf>).
5. The Contractor will submit the work to UNESCO for approval in accordance with the following schedule:
- By 25 July 2019: scenarios for the video materials no 1, no 2, no 3 and no 4, as well as proposal for the set of interviews (no 5).
 - By 30 September 2019: draft version of the video materials (no 1, no 2, no 3 and no 4) and script for translations in Arabic (to be done by UNESCO).
 - By 25 October 2019: final version of the video materials (no 1, no 2, no 3 and no 4) taking into consideration UNESCO comments and subtitled and voiceover in English and Arabic.
 - By 15 November 2019: interviews prepared based on the proposal (no 5) and subtitled and voiceover in English and Arabic.

Application modalities: Deadline for application is 25 June 2019.

- Individual applicants should provide their CV with reference to the previous experience and references (web links) to the audio-video content prepared in order to make them suitable for the task; and budget breakdown. Institutional applications should provide information on the company's profile, with reference to the previous experience and references (web links) to the audio-video content prepared in order to make them suitable for the task; and budget breakdown.
- Budget prepared using the following template:

No	Item	Amount in USD	Notes
Documentation and analysis			
A	Scenarios for video and audio materials		Video materials (no 1 and no 3)
B	Proposal for montage of a set of interviews and audio		Proposal (no 5)
Production			
1	Film no 1 (10 minutes)		Long version : UNESCO/Emir Jaber al-Ahmad al-Jaber al-Sabah Prize for Digital Empowerment of Persons with Disabilities (Award ceremonies in 2016) Subtitled and voiceover in English and Arabic.
2	Film no 2 (2 minutes)		Short version : UNESCO/Emir Jaber al-Ahmad al-Jaber al-Sabah Prize for Digital Empowerment of Persons with

			Disabilities (Award ceremonies in 2016) Subtitled and voiceover in English and Arabic
3	Film no 3 (10 minutes)		Long version : UNESCO/Emir Jaber al-Ahmad al-Jaber al-Sabah Prize for Digital Empowerment of Persons with Disabilities (Award ceremonies in 2018) Subtitled and voiceover in English and Arabic
4	Film no 4 (2 minutes)		Long version : UNESCO/Emir Jaber al-Ahmad al-Jaber al-Sabah Prize for Digital Empowerment of Persons with Disabilities (Award ceremonies in 2018) Subtitled and voiceover in English and Arabic
5	Set of interviews		Approximately 10 interviews (max 30 minutes each)
Preparation of the script and voice over			
6	Script of the films and set of interviews and audio (English and Arabic) for translation services		

Special Procurement Conditions and Additional Information:

In order to be considered, interested entities should submit their Expression of Interest including the following information:

- brief presentation of your enterprise including number of staff, turnover, years in business
- reference list demonstrating your qualifications for participating in this possible upcoming solicitation process
- contact information (full name and address, country, telephone and fax numbers, e-mail address, website and contact person)

The Expression of Interest and accompanying documents must be received by UNESCO no later than **25 June 2019 (CET, 18:00 Paris time)** by e-mail: CI.Proposals@unesco.org

UNESCO reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. UNESCO also reserves the right to require compliance with additional conditions.

Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to Bid or Requests for Proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of UNESCO.

UNESCO Contact Information

UNESCO

Communication and Information Sector
Knowledge Societies Division
E-mail: CI.Proposals@unesco.org