

## REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

<b>Date:</b>	2/6/2021
<b>Campus:</b>	Beirut
<b>Title:</b>	Documentary Development
<b>Reference Number:</b>	
<b>Project:</b>	Reconstructing the Stories of Unsung Heroines
<b>Award Number:</b>	211/2020/LAU/SB-014183
<b>Sponsoring Agency</b>	Office of the United Nations High Commissioner for Human Rights

Dear Sir/Madam,

The Lebanese American University (LAU) invites you to participate in the tender for the provision of professional services as detailed in the attached document.

Kindly submit your bid as per the detailed instructions and within the set deadline. Only bids submitted in conformity with the requirements of this tender will be considered.

LAU reserves the right to accept or reject all or any part of the quotation submitted.

This tender includes two sections: Section A detailing the solicited services, and Section B detailing the proposal submission method.

For inquiries or regrets, please respond back to the provided email address within the set period for clarifications. LAU reserves the right to amend or cancel this tender at any time.

Respectfully

## Section A – Solicited Services

### A1. Organizational Information

The Lebanese American University (LAU) is an American institution of higher education that has been operating in Lebanon since 1924, with initial roots as the first school for girls in the Ottoman Empire. Committed to serving Lebanon, the Arab world, and beyond, LAU offers diverse academic opportunities in the fields of arts and sciences, business, engineering, architecture and design, pharmacy, medicine, and nursing. The university is accredited by the Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC), and many of its academic programs have received accreditation from field specific organizations. LAU operates in two campuses, one in Beirut and another in Byblos.

The Arab Institute for Women (previously Institute for Women's Studies in the Arab World) at the Lebanese American University, was established in 1973 to focus on advancing women's empowerment and gender equality through research, education, development programs, and outreach at the national, regional, and international levels.

### A2. Project Synopsis

This project aims to document the role of women peace builders during the Lebanese civil war and the October 17, 2019 revolution/uprising. It also aims at supporting civil society, individual families and women, and national institutions in their collective efforts to seek the truth and move towards reconciliation around the legacy of the protracted periods of the civil war and the recent uprising in the country.

### A3. Project Objectives

- Foster collective remembrance and truth seeking, including the perspectives of the women who were part of the civil war and present tensions and their right to know the fate of their missing family members.
- Direct civil society, individual families and women, and national institutions' efforts to address root causes of past conflict and present social tensions through highlighting the crucial yet sidelined role that women undertook and continue to undertake as peacemakers.
- Engage and facilitate cross-confessional dialogue among the Lebanese youth for the purpose of raising awareness on the role of women during past and present situations of tension and influencing future norms of non-confessional upbringing of future generations.

The documentary developer will contribute to the above objectives by developing two documentaries that will include interviews with women who partook in the civil war, women who have lost members of their families due to the war, as well as women and activists who vigorously participated in the October 2019 uprising.

### A4. Scope of Required Services

The AiW is looking for a documentary developer to create two documentaries narrating the peaceful initiatives as well as the economic, social, cultural, and legal burdens bore by women during two historically remarkable periods in Lebanon. The first documentary will cover the civil war period i.e. from 1975 until 1990, whereas the second will explore the uprising of October 2019. Interviews with women who were key activists in both periods, as well as with researchers on the subject matter will be filmed. The women peacebuilders and activists will be identified based on AiW's expertise on the subject matter as well as the literature review and the findings of the focus group discussions. The AiW will be in charge of contacting the selected women and explaining to them the scope of the project.

The AiW will be conducting the research and drafting the narrative that the videographers will film. AiW will brief the video developer on the subject matter and our major findings, providing them with all needed input (background information) on the selected women that they will be featuring in the documentaries.

The AiW will be contacting the women, providing the findings of their research and all information required, as well as assisting the documentary developer throughout the process.

The two short documentaries will be screened through a public event held at LAU. The event will include uncovering the findings as well as shedding light on women peace building initiatives during the Lebanese civil war and the October 17, 2019 revolution.

#### A5. Expected Deliverables

The offeror is expected to provide the following deliverables:

Task	Deliverable	Terms and Conditions	Delivery Schedule	Quantity
Create two documentaries covering the role of women peacebuilders and activists during the civil war period and the October 2019 uprising	<p>The producing company/expert shall submit the finalized documentaries after consulting with the AiW team.</p> <p>The documentaries will each be between 20-25 minutes narrating the peaceful initiatives as well as the economic, social, cultural, and legal burdens bore by women.</p>	<p>The documentaries need to be finalized by September 2021.</p> <p>The producing company/experts shall continue supporting the AiW throughout the creation of the material and the implementation of the social media campaign.</p> <p>The selected consultant must take into account AiW's recommendations in the process of developing the documentaries. The selected consultant shall submit a synopsis before the shooting of the documentary to the AiW.</p> <p>Two to three drafts must be submitted for review by the AiW and a final draft must be submitted based on the AiW's comments and feedback. The documents shall be submitted electronically to LAU.</p> <p>The two documentaries need to be edited for social media use (Facebook, Instagram, Twitter).</p> <p>The two documentaries need to be in Arabic. All material used need to be copyrighted and delivered to the future use of the AiW at LAU. The expert shall abide by LAU's <a href="#">visual</a> and <a href="#">editorial</a> guidelines.</p>	The producing company/expert shall submit a 1 <sup>st</sup> draft 3 weeks after the signature of the service agreement, 2 <sup>nd</sup> draft 3 weeks the 1 <sup>st</sup> draft, and a final draft 2 weeks after the receipt of all the comments.	Two documentaries

#### A6. Period of Performance

The selected offeror will perform the services starting 01/07/2021 to be completed no later than 9/30/2021

Work may only start after LAU issues a purchase order.

## **A7. Location of Performance**

All services must be completed at the following location: selected offeror may work from wherever they prefer.

## **Section B – Proposal Submission**

### **B1. Deadline for Submission and Schedule**

Proposals, as per set requirements henceforth, are required no later than 6/17/2021, 15:00hrs (Beirut time).

When proposals are due by email, the system-generated timestamp will be considered the time of submission.

### **B2. Changes to this Tender**

LAU reserves the right to cancel this tender at any time.

Such cancellation may be made by through a notice at the same site where the tender was released.

Furthermore, LAU reserves the right to modify this tender at any time prior to the submission deadline. A public notice will be released to that effect as well and LAU may consider, up to the discretion of the University, an extension of the deadline for the proposals submission.

### **B3. Eligibility of Applicants**

Applicants to this request for proposals may be:

- ☒ Individuals;
- ☒ Single organization;
- ☐ Consortium of organizations;
- ☐ Group of individuals.

All bidders must ensure that at the time of the submission of their proposal they are not bankrupt, suspended, debarred, sanctioned, and/or subject to legal proceedings that may affect their course of business or their insolvency. Offerors/bidders with proven conflict of interest will be disqualified.

Individual applicants (if individual application is allowed) must clearly indicate their Ministry of Finance (MOF) Tax ID number and provide a copy of their registration at the MOF, specify their full street address and phone number, and submit a copy of their ID. Firms must present a copy of their commercial registration, commercial circular, and VAT certificate as applicable.

### **B4. Required Qualifications**

LAU is looking for qualified eligible applicants who demonstrate the following experience:

- At least five years of experience in documentary development
- Demonstrated experience working on advocacy and campaigning issues
- Proven familiarity with gender and women issues
- Ability to deliver project on time and within budget

### **B5. Proposal Requirements, Submission & Language**

The offeror is expected to present two proposals separately, a technical one, and a distinct financial one (each proposal through its separate submission). The technical proposal must **not** contain any budgetary or financial information. The financial proposal must be put on official letterhead of the offeror and duly signed and stamped. The financial proposal must include all information confirming the eligibility of the offeror including the Ministry of Finance Tax Number, VAT Number, registration number and date, and any other documents listed under B3 as applicable. The financial proposal must clearly show costs distinctly and clearly related to Taxes, VAT, overheads, etc.

Only one offer may be submitted by a single offeror.

All proposals must be developed in English unless otherwise clearly specified under particular sections. The proposals must be sent as following (applicable as ticked only):

- ☒ Electronically by email as per instructions under B6 and B7

## **B6. Technical Proposal Requirements**

The technical proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead:

- ☒ CV of offeror (if individual applicant(s))
- ☒ Detailed technical proposal covering the following areas:
  - ☒ Background
  - ☒ Proposed Implementation Methodology
  - ☐ Monitoring and Evaluation
  - ☒ Timeline
  - ☐ Overview of Deliverables
  - ☒ Company Profile
  - ☒ Team Qualifications
  - ☐ Organizational Chart reflecting team working on the project
  - ☒ Overview of Relevant and Demonstrated Past Experience
  - ☐ Risks and Contingency Plans
  - ☒ Other requirements as specified here:

Please include any relevant experience that would help us better understand your expertise, including but not limited to:

- ☒ Sample work completed with at least three other clients;
- ☐ Three independent references including names, contacts (phone and email), position, organization name, and summary of work completed for each reference.

- ☒ Copy of the MOF registration;
- ☒ Copy of the commercial registration (firms);
- ☒ Copy of the VAT registration (firms).

Submission instructions of the technical proposal (ticked as applicable):

- ☒ For electronic submissions if applicable:
  - 1- The technical proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory. The technical proposal must not include any financial information related to the costing of the assignment.
  - 2- The PDF file must be named: Technical Proposal – Company Name – Reference Number (as per cover page of this RFP).
  - 3- The PDF file must be submitted in a separate email to the designated email address with the following subject: Technical Proposal – Company Name – Reference Number

## **B7. Financial Proposal Requirements**

The financial proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead:

- ☒ Bio-data sheet for individual(s) consultant as per required form
- ☒ Detailed financial proposal with breakdown of costs per unit, reflecting clearly and distinctly any applicable taxes

Submission instructions of the financial proposal (ticked as applicable):

- ☒ For electronic submissions:
  - 1- The financial proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory.
  - 2- The financial offer must clearly indicate the validity of the offer as per terms of this request for proposal;
  - 3- The PDF file must be named: Financial Proposal – Company Name – Reference Number (as per cover page of this RFP).
  - 4- The PDF file must be submitted in a separate email to the designated email address with the following subject: Financial Proposal – Company Name – Reference Number

The proposals must be submitted to the following email: [vacancy.proc@lau.edu.lb](mailto:vacancy.proc@lau.edu.lb)

**B8. Costing**

All costs must be presented in United States Dollars (USD). As reflected earlier, offerors who are subject to VAT should clearly and separately reflect the VAT in their financial proposal. Payment will be made via bank transfer.

Errors in the budget are the sole responsibility of the bidder and may result in disqualifications. Alterations to the bid after submission are not allowable. LAU reserves the right to request clarifications as needed.

All costs must be reasonable, realistic, allowable, and allocable to the work being undertaken and based on demonstrated daily rates as proven through a record of salary history/past performance (bio-data sheet).

If the offeror intends to offer any discount or special price, such offers must be clearly made at the proposal stage in the closed envelope containing the financial proposal only.

LAU will not cover the cost of any pre-award costs related to the preparation of proposals under this bid and therefore any offeror presenting a financial offer requesting the coverage of pre-award costs will be rejected.

Technical elements that are not costed in the financial proposal will be considered as free of charge. LAU reserves the right to reject the offer. The financial offer must clearly reflect and detail each deliverable distinctly and separately.

**B9. Evaluation Criteria**

Proposals will be evaluated as follows:

- 1- Administratively for compliance and eligibility, and completeness of the overall offer, and reference checks as appropriate and applicable. Offerors who are not deemed eligible will not be given the chance to proceed to the technical and/or financial evaluation;
- 2- Technically for merit, qualifications, years of experience, previous experience, timeline, and meeting the required qualifications and capacity;
- 3- Financially for completeness, allowability, reasonableness, comparison to other eligible and qualified bidders, comparison to LAU's financial expectation.

LAU will make the final award based on:

- ☒ Best value for money combining demonstrated and proven technical merit with cost effectiveness. LAU reserves the right to award to the offeror that does not have the lower bid if there is proven higher benefit to LAU;
- ☐ Lowest Price

**B10. Questions and Clarifications**

For inquiries or regrets, you may reach out to the following:

[aiw@lau.edu.lb](mailto:aiw@lau.edu.lb)

No offeror shall communicate directly with LAU staff concerning this request for proposal. All communications must be in writing, within the open period for questions, and to the specified email only.

All questions must be received by June 12, 2021 at 4PM. Questions sent after the deadline will not be addressed.

Answers to the questions will be shared with all bidders if there is any additional and relevant information.

**B11. Proposal Validity and Withdrawals**

Proposals must be valid for at least: 45 days.

Offerors may withdraw their bids at any time after submission by submitting a written notice to the address specified under section B10. Nonetheless, offerors may not change or edit their proposal after submission even if the proposal is submitted way earlier than the deadline.

**B12. Late Submissions**

Proposals submitted after the official deadline as set in this document will not be considered and will be deemed ineligible and rejected.

**B11. Award**

LAU may award one or multiple offerors. LAU also reserves the right to break down the deliverables and make a partial award to an offeror based on a partial list of services. Accordingly, financial offers must clearly reflect each deliverable separately by presenting a clear breakdown of costs in the financial proposal for each deliverable distinctly. Only shortlisted/selected offerors will be contacted. LAU will make an award in writing only. LAU expects to make an award within the validity period. Additional documents may be required prior to award to demonstrate proof of eligibility.

**B12. Terms and Conditions**

LAU will apply the specific terms and conditions to any resulting service agreement out of this tender based on the sponsoring agency requirements and regulations.

It is worth noting that the service provider has no direct communication with the sponsoring agency during implementation and LAU is considered the source of direction, guidance and decisions only.

All information submitted by offerors under this tender is considered confidential as per LAU's applicable policies and procedures and will not be released publicly.

Any interference by an offeror in the tender process at any stage whether to influence or alter a decision making process will result in immediate disqualification of the offeror.

LAU performs business related to this tender in writing only and therefore, any communication related to this tender, received proposals, and resulting decisions are communicated solely in writing.