

## **Ministry of Environment and Energy**

Male', Republic of Maldives.

בתרים א הל התלה הלית ביתם התל התאקה בתרים בל הלים: ב'לי בנלי הלים:

Advertisement No.: (IUL) 438-PDU/438/2016/226

Date: 1<sup>st</sup> September 2016

## TERMS OF REFERENCE

### **DEVELOP 3 VIDEO SPOTS.**

### A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing "IWRM AIO SIDS project" financed by The Global Environment Facility (GEF) and intends to apply part of the proceeds to recruit a Individual / Company to develop 3 video spots. Hence MEE invites Request for Proposal by interested parties.

### **B. OVERALL RESPONSIBILITY**

The main objective of this assignment is to develop 3 video spots for awareness purpose. A proposal should be submitted with the proposed work plan. The duration of the work should be mentioned in the proposal.

### C. SCOPE OF WORKS

- 1. Develop story board for the video spots.
- 2. Develop 3 video spots. (Spot duration : 2 spots 2 to 3 min and 1 spot 6 to 10 min )

The video spots should be made in line with the below themes.

- 1. Water Conservation
- 2. Waste management and water protection
- 3. Industrial pollution and Water management

The video spots should target a variety of audiences including students, families, civil society and public at large.









# D. QUALIFICATIONS AND EXPERIENCE

- 1. Minimum three similar experience in related field.
- 2. Experience in working in water, environment and agriculture related work would be an added advantage.
- 3. Technical capabilities in the field of video production, including access to relevant high quality technical equipment is an advantage.
- 4. Experience in the development of story board.

### E. SPECIFIC DELIVERABLES

- 1. Story board for the 3 video spots for approval.
- 2. Provide rough cuts for approval to MEE
- 3. Submit final Video spots in a CD / DVD

#### F. SELECTION CRITERIA

Points for proposals will be awarded as below:

RATING CRITERIA	
CRITERION	RATE
Work Experience	20 points
Duration	30 points
Price	50 points

## G. PAYMENT SCHEDULE

The payment will be released as follows

- a) 40% upon submission of story board.
- b) 45% upon submission of draft video spots.
- c) 15% upon acceptance of final video spots.

### H. APPLICATION

The proposals should be submitted to the Ministry of Environment and Energy address below. All submissions will be opened at the Ministry of Environment and Energy at **09:50 hours on 8<sup>th</sup> September 2016** in the presence of representative of the bidders.

The Procurement Unit Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives

Republic of Maldives Fax: +960-3018-301

Email: procurement@environment.gov.mv





Green Building, Handhuvaree Hingun,





Expression of Interest must in a sealed envelope indicating the subject of this works, name of the bidder, date of submission and time as indicated.





