INVITATION TO TENDER

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INVITATION TO TENDER
ITT FY23 0166 GLOBAL VIDEOGRAPHY

1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child, but this is often suppressed by poverty, violence, exclusion and discrimination, and its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood, and we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 85 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: All Girls Standing Strong Creating Global Change at https://plan-international.org/strategy

2. Summary of the Requirement

Plan are seeking Videographers and Photographers with experience in storytelling, interviewing, highest quality film and photography, and fast turnaround content in all its global regions – comprising West & Central Africa, East and Southern Africa, Middle East, Asia & Pacific, and the Americas and Europe (primarily for the Ukraine refugee response).

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a Proposal as part of a competitive process for the provision of videography and photography services. Successful Bidder(s) will be expected to enter into a Long Term Agreement on a non-exclusive basis with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 9. of this ITT document, **'Submission Checklist.'**

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- **ITT FY23 0166 Global Videography**
- **ANNEX A** – Supplier Questionnaire
- **ANNEX B** - Non Staff Code of Conduct

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to procurement@plan-international.org. Offers must be received by the deadline specified in the section **'3.2.1 Key Dates and Timelines.'**

The offer and all correspondence and documents related to the tender must be written in English.

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

- Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to procurement@plan-international.org and must include the ITT reference number **ITT FY23 0166 Global Videography**

3.2.1 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	5th July 2022
Deadline for interested parties to submit clarification questions	15th July 2022
Deadline for Plan to respond to clarification questions	19th July 2022
Deadline for submission of offers	**2nd August 2022**
Plan Review of Offers	3 – 18th August
Supplier short-list notification	19th August 2022
Supplier presentations / interviews	w/c 22nd August 2022
Contract Award	w/c 29th August 2022
Contract starts	By 1st September 2022

3.3 Pricing

Bidders are required to provide a financial proposal. All prices must be quoted **in GBP**, and exclusive of Value Added Tax (VAT). Non UK-based bidders must quote in GBP **and** their invoicing currency.

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason

you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

4. Specification and Scope of Requirement

Plan are seeking additional Videographers and Photographers with experience in storytelling, interviewing, highest quality film and photography, and fast turnaround content in all its global regions – comprising West & Central Africa, East and Southern Africa, Middle East, Asia & Pacific, and the Americas and Europe (primarily for the Ukraine refugee response).

The Videographers/Photographers will be part of a global roster that is available to allow the comms department to gather content in all Plan's programmes countries, as and when required.

The Videographers/Photographers will normally be required to provide B-roll, interviews, high quality still portraits and GVs which will be edited from Plan's headquarters' office in Global Hub, Woking, United Kingdom.

This person is a key position in helping Plan International's Communications Department tell the story of Plan International's work by producing quality video and multi-media material for media, Plan's National Offices and website use. We are currently looking to add to our existing supplier base of contracted Videographers/Photographers due to increasing demands and volume of content in development.

Working with Plan's Global Communications Team, the Videographer will be expected to work in programme countries, to a tight brief, on missions from two to ten days, producing engaging, accurate, beautiful and highest-quality film footage and photography to help build Plan International's Brand. This person will always be accompanied by a Plan International member of staff and would be expected to follow very strict safeguarding guidelines.

As well as this they are expected to support Plan International's core campaigns through film & photography, to help promote key messages to elevate the campaign's profile in advocacy, fundraising and media circles and increase awareness and audience as required.

We are interested in hearing from videographers, photographers or freelancers with excellent skills and experience in both areas.

Expectations of the Videographer/Photographer:

1. Working with Plan's Video Producer and Global Press Officer, fulfilling provided creative briefs, to the highest standards.

2. To ensure that all deliverables are delivered on time, and that deadlines are met.

3. This is a demanding Video Production Department so the videographer must be able to effectively manage their own time and handle competing demands to complete the task.

4. The Videographer will need to be able to assist and advise on technical issues around film formats & resolutions and to provide and decide upon the correct equipment to be used on the shoot.

Required Skills

- The selected Freelancer(s) should be an accomplished videographer & photographer who is comfortable with a range of equipment and systems. The editor should have access to her/his/their own camera and equipment. Plan International will not provide equipment to the Consultant.

- The Videographer should be able to understand and interpret a creative brief and follow guidelines as to how to film in the Plan way. Example films will be shared to reference.

- The Videographer should have a good nose for a story, and the experience to follow our brief with the story in mind, to make sure we fulfil its potential.

- The Videographer should be skilled in interviewing people in a sensitive way – especially women and young people - who may have had difficult or traumatic experiences, and understand the filming rules around safeguarding, anonymity, child protection, rape victims and other victims of trauma. They should be able to make a judgement around these issues while under pressure in the field.

- The Videographer should have work experience in a similar commercial or voluntary sector role, working in the field with local staff and interviewees.

- The Videographer should have strong creative skills and ideas and the ability to work closely with others.

- The Videographer should have strong team skills and the ability to work well under pressure with others.

- Fluent in English (both written and verbal) is required. French and/or Spanish is desirable.

Experiences and knowledge

- Knowledge of international development would be beneficial and experience of working in and with different cultures, particularly in the developing world.

- The Videographer should have relevant work experience in a broadcast/video production facility.

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information provided in your proposal and any other requested documentation, will be used to evaluate and score each Bid against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate……	Weight
Compliance	**Tender Compliance and Completion**	▪ Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified. ▪ Agreement to our mandatory policies as set out in 'Annex E- Non Staff Code of Conduct.'	**Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.**
Technical Proposal (65%)	**Required Skills**	• The selected Consultant should be an accomplished videographer & photographer who is comfortable with a range of equipment and systems. The editor should have access to her/his/their own camera and equipment. Plan International will not provide equipment to the Consultant. • The Videographer should be able to understand and interpret a creative brief and follow guidelines as to how to film in the Plan way. Example films will be shared to reference. • The Videographer should have a good nose for a story, and the experience to follow our brief with the story in mind, to make sure we fulfil its potential. • The Videographer should be skilled in interviewing people in a sensitive way – especially women and young people - who may have had difficult or traumatic experiences, and understand the filming rules around safeguarding, anonymity, child protection, rape victims and other victims of trauma. They should be able to make a judgement around these issues while under pressure in the field. • The Videographer should have work experience in a similar commercial or voluntary sector role, working in the field with local staff and interviewees. • The Videographer should have strong creative skills and ideas and the ability to work closely with others. • The Videographer should have strong team skills and the ability to work well under pressure with others. • Fluent in English (both written and verbal) is required.	40%
	Languages	• French and/or Spanish is desirable.	10%
	Experiences and knowledge	• Knowledge of international development would be beneficial and experience of working in and with different cultures, particularly in the developing world. • The Videographer should have relevant work experience in a broadcast/video production facility	15%

Financial Proposal (30%)	**Pricing**	• Detailed fees • Fixed pricing • Economically advantageous for the organisation	**30%**
Gender Responsive (5%)	**Gender Sensitive Practices and Policies**	As part of our ongoing Gender Responsive Procurement Initiatives, Bidders will be allocated 5% of the overall score if they meet one or more of the following: ▪ If headed up by a woman ▪ If supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed, and controlled by one or more women. ▪ If the % of women in management positions is over 35% ▪ If % of women workers is 55% or above ▪ If robust gender equality initiatives are in place and active. E.g. WEPs signed, gender equality procurement policy, any additional gender-sensitive program implemented.	**•5%**

6. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

7. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary

- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

8. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation (if applicable)
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

9. Submission Checklist

Document	Form
Annex A - Supplier Questionnaire	Please complete with all requested information and return in word or pdf format. format. For individual contractors- please complete as much as possible and if non applicable please justify why.
Annex B - Non Staff Code of Conduct	Please sign and return with your proposal

Technical Proposal	Please include: - Company information/ CV - Relevant examples of previous work - Indicate how you meet the requirements of this ITT (PDF or Word format only). Links will not be accepted except for portfolios.
Financial Proposal	Detailed breakdown of fees Please include all additional costs that we may need to consider All prices must be quoted in **GBP,** and exclusive of Value Added Tax (VAT). Non UK-based bidders must quote in GBP **and** their invoicing currency.