

**EXPRESSION OF INTEREST
(CONSULTANCY SERVICES – FIRMS SELECTION)**

The Bhutan Education and Skills Training (BEST) project funded by Global Affairs of Canada and implemented by International Development Institute, Humber College in partnership with the Ministry of Education and Skills Development (MoESD) and Respect, Educate, Nurture and Empower Women (RENEW) would like to invite request for quotation for production of short video clips – **Audio visual for the project.**

The selection criteria of the firm are given in Terms of Reference (ToR) which is available Financial Institute Training Institution (FITI) website. The quotation (both financial and technical) must be sealed and delivered to the address given below at or before 11:00 AM on 26 February 2024. It will be opened on the same day at 11:30 AM. For further information, contact BEST office Mobile # 77326142/17928585

Country Coordinator

Bhutan Education & Skills Training, IDI, Humber College, Toronto, Canada,

BHUTAN BEST OFFICE: Financial Institutions Training Institute Ltd (FITI) Building 2nd Floor
Thimphu: Bhutan

Terms of Reference (ToR) for Hiring Consultancy Firm for Production of Short Video Clips – Audio visual

1. PROJECT BACKGROUND

Humber College is a post-secondary institution established in 1967 that offers polytechnic education in Toronto, Canada. It is one of the biggest Colleges in the country and it is ranked as the number 1 College in Research in the province of Ontario and number 2 in Canada. Through its International Development Institute, Humber College implements capacity-building projects in Africa, Asia, and Latin America such as BEST.

Bhutan Education and Skills Training (BEST) is a 5-year project funded by Global Affairs Canada and led by Humber College in Canada in partnership with Bhutan's Ministry of Education and Skills Development, and RENEW (Respect, Educate, Nurture and Empower Women). BEST aims to develop capacity in Bhutan's Technical and Vocational Education and Training (TVET) institutions and agencies in support of the implementation of the TVET reform in the country.

For the implementation of the project, Humber College will establish an office in Thimphu, Bhutan, led by the Director of the International Development Institute.

2. OBJECTIVE IS HIRING OF THE CONSULTANCY FIRM

The objective is hiring of the consultancy firm is to develop 15 short video clips – Audio visual focusing on gender and accessibility in TVET education.

3. EXPECTED OUTCOME

The consultancy firm is expected to execute following works:

Sl	Item	Description & Details (<i>minimum specifications of goods to be supplied</i>)		Unit	Qty
		Features	Specifications		
		Time Duration	Between 2-5minutes for each item		

1	Video Clip-Audio visual	Strategic Communications	Developing concepts, ideas, scripts and storylines for audio-visual productions to imaginatively and effectively describe the key messages, including technical aspects;	no	15
		Editorial Support	Researching and analyzing information on requested topics and providing advice on editorial content and the structuring of messages;		
		Total			

The work shall be completed and handed over to BEST project office within 7th March 2024.

4. SCOPE OF WORK

The firm must deliver the work with following features and specifications:

Sl. No.	Features	Specifications
1	Time Duration	Between 2-5 minutes for each item
2	Strategic Communications	Developing concepts, ideas, scripts and storylines for audio-visual productions to imaginatively and effectively describe the key messages, including technical aspects;
3	Editorial Support	Researching and analysing information on requested topics and providing advice on editorial content and the structuring of messages;
4	Branding Material	Applying and adapting existing logos, the visual identity and text (web addresses, etc.) to different branding items.
5	Audio-visual media products and services	Producing videos in various formats, including reportages, promotional clips, video products aimed at social media distribution (app store optimization), Screen casting and voice-over where appropriate, Subtitling and dubbing in the languages of the target audiences, including translation and/or adaptation of texts, commentaries, subtitles;
6	Language	Dzongkha/English with bilingual subtitles
7	Actors	Executive members from the relevant agencies
8	Theme	TveT Education; Gender and Accessibility
9	Key messages	Empowering All Genders Through TveT

	Accessibility is a Right, Not a Privilege
	Bridging the Gender Gap in STEM and Technical Fields
	Inclusive Education for Sustainable Development
	Enhancing Employability Through Inclusive TveT
	Policy Integration for Gender and Accessibility in TveT
	Creating Safe and Supportive Learning Environments
	Community and Stakeholder Engagement for Inclusive TveT

5. QUALIFYING AND SELECTION CRITERIA

5.1. Qualifying Criteria:

- 5.1.1. The firm must have the legal status to provide in Bhutan.
- 5.1.2. The firm must have at least produced 5 documentary/ video clips.
- 5.1.3. The production license and one sample of documentary video clips to be submitted to BEST project office.

5.2. Selection Criteria

- 5.2.1. The Lead/Director must have at least Bachelor's degree.
- 5.2.2. The following selection criteria shall apply during evaluation.

Sl. No	criteria	Maximum points (70)
1.	Audience awareness: Demonstrated capability, capacity and experience in this field.	10
2.	Corporate branding and layout: Demonstrated capability, capacity and experience in this field.	10
3.	Editing: Demonstrated capability, capacity and experience in this field.	10
4.	Proven experience and knowledge in video production, target group, and channels. To be documented and presented in a short presentation of a representative project undertaken by the firm	20
5.	Quality and relevance of previous work with government policy related implementation issues covering all aspects of video production.	10
6.	Demonstrated complementary communication channels	5

7.	Quality of sample synopsis/storyboard (*)	5
8	Financial Offer	30

The firm securing highest combination point of technical and financial (technical 70: 30financial) will be awarded the service.

6. TIMELINE:

The following is the timeline of the RFQ. Please note that any quote received after the submission deadline will not be considered.

No	Activity	Date
1	Issuance of the request for quotes	February 20, 2024
2	Q&A and request of further information by the interested vendors	February 20, 2024, to February 26, 2024
3	Deadline for the submission of the quotes	February 26, 2024
4	Review of the eligibility of the vendors and Evaluation of the quotes	February 27 – February 28, 2024
5	Notification of the selected quote and negotiation of the terms	February 29, 2023
6	Debriefing to the vendors not selected	February 29, 2023

7. PAYMENT:

The pay and benefit shall be paid at the lump sum contract as follows:

S/N	Details	Amount
	Signing of Contract	25%

	Submission of short video clips	50%
	Submission of all 15 video clips	25%

The payment will be done in Bhutanese Ngultrum (Nu.) and T.D.S. & other applicable taxes will be deducted from the remuneration amount as per existing government rules.

The quotation (both financial and technical) must be sealed and delivered to the address given below at or before 11:00 AM on 26 February 2024. It will be opened on the same day at 11:30 AM. For further information, contact BEST office Mobile # 77326142/17928585, BHUTAN BEST OFFICE located in Financial Institutions Training Institute Ltd (FITI) Building 2nd Floor.