



Terms of Reference (TOR) for Production of Access to Finance Rwanda Documentary

About Access to Finance Rwanda (AFR)

AFR is a Rwandan not for Profit organization, established in March 2010 by the governments of the United Kingdom (UK) and Rwanda and with support from DFID, the UK Department for International Development and the World Bank. Existing funders of AFR include DFID, the MasterCard Foundation, Sweden and USAID.

AFR's strategic focus is stimulating financial sector development by partnering with financial institutions and other stakeholders to increase access to and use of financial services. We identify and address constraints that prevent the financial market from reaching Rwanda's low-income population, and promote innovations and learning that result in sustainable change in the financial sector. Improving access to financial services for the rural poor and women is a particular focus.

Purpose of the assignment

Access to Finance Rwanda seeks a documentary filmmaker to direct and produce a high-quality, 15-20 minute documentary showcasing our work with the financial sector to improve the livelihoods of the poor in Rwanda. The documentary is aimed at the donors, government, Financial Service Providers and General Public and should therefore serve as a summary of AFR's activities at the community level and to showcase the impact of AFR's market facilitation for the low income people. In this regard, hearing directly from the community members themselves through the medium of film will effectively illustrate the impact of our projects on individual lives of low income women and men in Rwanda. Thus, the documentary should include footage of both individual interviews, community meetings and activities.

Specific Tasks for Documentary Maker

- Draft a brief synopsis and script setting out the situation of financial inclusion and sector development in Rwanda, as well as the purpose and impact of AFR's activities as facilitator of financial sector development. After completing the draft, get it approved by relevant AFR staff.
- Establish a plan and schedule to conduct interviews with key stakeholders and film clips and images of key meetings/interviews/activities with AFR key staff. Also accompany field staff on visits to sites where AFR recently completed and/or is currently implementing projects and film any other relevant clips and images based on the approved synopsis.
- Travel to project areas and offices of AFR's partners in different locations throughout Rwanda.
- Film video of interviews with the major beneficiaries and stakeholders of AFR projects (project areas will be assigned beforehand).
- Narrate, edit and produce a high-quality documentary on the situation of Rwanda's Financial Inclusion and sector development challenges and AFR's response to these challenges through the AFR program. Share the draft version with AFR for review and consent. The script with font size 12 should cover 6-12 pages.



- Provide a 15-20 minutes Digital Video Disk (DVD) of the final, approved documentary with adequate background music in finest and high quality video formats including HD, AVI and MP4
- In addition to the documentary, capture at least 50 high quality pictures of AFR activities/beneficiaries during the field visit

Expected Deliverables/Output

The main outcome of the consultant's work is to direct, edit and produces a 15-20 minute documentary film on the status of financial inclusion and sector development in Rwanda and AFR's activities in this sector. The documentary will include footage of communities' meetings/activities and individual interviews with low income women and men, youth, and other relevant stakeholders. The documentary should be suitable for public screening and posting on digital media.

Deliverables

- Submission of final master high quality video in HD, AVI and MP4 formats
- Raw footages captured in project areas.
- Provide at-least 50 pictures of AFR activities/beneficiaries with name of subject in picture, brief description of activity, location, and the date picture is captured.

Duration and Location of the Assignment

AFR will sign a contract for one month, with Level of Effort (LOE) of at least 15 working days. During the contract period, based on the activities in the field, AFR will inform the documentary maker of when to join AFR's team for visits to field areas in order to film the proposed activities/situation.

The documentary maker will be required to visit project areas in different parts of Rwanda.

AFR's Responsibility

- Establish and facilitate contact with any external contacts needed;
- Coordinate with project staff for the field visits to set appointments, identify content, and capture the footage;
- Review and approve the work plan, including schedule for filming, timeframe and approach to be used;
- Provide reference material;
- Identify thematic cases for documentation;
- Provide feedback when and where necessary;
- Meet the relevant costs related to this production, as agreed in the contract upon approved offer;



- Review and approve the draft and final production as stipulated in the deliverables section of contract;
- All transportation cost during the field visit will be the responsibility of AFR.

Remuneration and Payment Procedures

The consultancy firm's payment shall be based on the financial proposal developed for this consultancy. Payment shall be through cross cheque or bank transfer in three instalments of;

- 1st installment of 20% on submission of synopsis/script of the assignment;
- 2nd installment of 40% upon submission of an acceptable draft documentary; and
- 3rd installment of 40% final payment upon submission of the final outputs, incorporating suggestions and recommendations from relevant AFR staff.

Required Experience

- Five years and above of experience working in a similar field;
Extensive experience in producing development-related documentaries for national or international organisations with the aim of reaching both local and international audiences;
- Experience in working with government and international NGOs
- Local knowledge of the all regions in Rwanda;
- Excellent technical capacities (state-of-the-art filming equipment, preferably High Definition) to ensure smooth and high quality production.

ELIGIBILITY CRITERIA:

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in the procurement exercise:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. not to have a conflict of interest in relation to this procurement requirement; and
6. Not have a conflict of interest in relation to this procurement project.

Documents Evidencing Eligibility: Video Production firms are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration in the Technical Proposal Submission Sheet:

1. Certificate of Incorporation
2. A copy of the Bidder's Trading license or equivalent and a copy of the Bidder's Certificate of Registration;
3. Evidence of statutory compliance such as a tax clearance certificate
4. Power of attorney with a specimen signature of authorised representative

5. Any other relevant documentation.

Nationality of Personnel: All personnel employed under any resulting contract shall have the nationality of an eligible country to conduct business in Rwanda.

FORMAT OF THE BIDS:

The technical proposal should include the following:

- a) Profile of consultant and an outline of recent experience on assignments of a similar nature;
- b) References from the consultant's clients for similar assignments;
- c) The consultant's comments or suggestions on the TORs and appreciation of the assignment - the objectives, tasks and deliverables;
- d) A clear description of the methodology and work plan that the consultant proposes to execute the assignment, illustrated where appropriate, with bar charts of activities;
- e) The timeline for carrying out the assignment is indicated

The Financial proposals should be set out in the following format:

Component	Units	Rate (USD)	T o t a l (USD)
Man days of consultant A			
Withholding tax (15%)			
Total Professional Fees			
Air travel from home base to Kigali			
Airport transfers			
Hotel nights or other accommodation		130*	
Daily subsistence (includes food, drink, local transport, communication and internet access, etc.)		50*	
Total Other Expenses			
Total Cost			

***Daily rates for hotels and subsistence are fixed by AFR.**

EVALUATION OF PROPOSALS:

Evaluation of Proposals: The evaluation of Proposals will use the **Quality Cost Based** methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed Technical evaluation will contribute 80%;
3. Financial scores will be allocated 20% to determine the best evaluated bid.

Proposals failing at any stage will be eliminated and not considered in subsequent stages.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points as indicated in below.

Evaluation Criteria	Marks
Relevant qualifications for the proposed team (at least Post Graduate degree in Media related courses with experience of at least 5 years in developing digital video production for information dissemination)	20
Specific experience: Familiarity with digital video documentary production for reputable organizations in international development;	30
Understanding of the Terms of reference and comments on them including any suggested amendments	10
Adequacy of the proposed technical approach, methodology and work plan in responding to these Terms of Reference	20
Financial Evaluation - (fees and expenses, value for money)	20
Grand Total	100

Minimum technical score: The mark required to pass the technical evaluation is 70%.

Financial Criteria:

Pricing information should not appear in any other section of the proposal other than the financial proposal.

Financial scores shall be determined by awarding 100 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

Total scores: Total scores shall be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

Currency: Proposals should be priced in **US dollars**.

Best Evaluated Bid: The best evaluated bid shall be the firm with the highest combined score and shall be recommended for award of contract.

AFR reserves the right to call for supporting documents to verify data provided by the firm at any time during the evaluation process. The firm in such cases would need to provide the requested clarification/documents promptly and within the stipulated time failing which the firm is liable to be disqualified at any stage of the evaluation.

Confidentiality: Information relating to this RFP and recommendations to AFR shall not be disclosed to any person unless expressly officially authorized by AFR. AFR will treat all information submitted as part of the proposal in confidence and requires all those who have access to such material to treat the same in confidence.



Qualification and Notification: After evaluation of proposals, AFR shall notify both successful bidder as well as unsuccessful bidders. Thereafter, AFR shall immediately engage the selected bidder for contracting.

Right to Reject: AFR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by AFR, without incurring any liability to Consultants.

AFR reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

Clarifications: Interested firms may address their queries relating to this RFP to the Head of SACCOS and Savings Groups Development by email to: nsekanabo@af.rw with a copy to: procurement@af.rw Responses shall be shared by email.

AMENDMENT OF RFP

1. At any time prior to the deadline for submission of proposals, AFR may for any reason, whether at its own initiative or in response to clarifications requested by any firm, modify the RFP by issuance of an addendum.
2. Any Addendum thus issued will be sent in writing by email to all those who have sent queries to the RFP.

LANGUAGE

The RFP and related correspondence and documents should be written in English language.

VALIDITY OF THE PROPOSALS

Proposals shall remain valid for a period of not less than 90 days from the proposal submission due date. AFR reserves the right to reject any proposals, which do not meet this requirement.

Bid submission date:

Interested consultants should send their bids to AFR Offices Kg 5 Avenue, House No. 13, Kacyiru, P.O. Box 1599, Kigali, Rwanda, Tel: +250 782 507 751, The road behind the Netherlands Embassy, on or before **5:00**

PM, April 12, 2018: The documents/proposal should be sealed. Please write “**Production of an Access to Finance Documentary**” on the right corner of the sealed envelope.

Alternatively, interested bidders can also send bids via email procurement@af.rw clearly stating the Subject Line: “**Production of an Access to Finance Rwanda Documentary**”

- Cover letter including details of the cost breakups inclusive of all applicable taxes;
- Profile of consultant highlighting experience with copies of previous similar contracts
- A DVD of recent documentaries made for reference and quality check or a web link of your previous work.

Late proposals:



Proposals received after due date shall not be considered

Note: In future, AFR may use the database from this procurement to select firms for similar assignments.



SECTION 4: TECHNICAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]

Proposal Addressed to:	Access to Finance Rwanda
Date of Technical Proposal:	
Procurement Reference Number:	KRA1/032018/001
Subject of Procurement:	

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

Our proposal shall be valid until _____ [insert date, month and year] and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separate financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Rwanda; and
 - ii. Any contract awarded.
- (c) Avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) Comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving AFR of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;



- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
- (f) Withholding information from the Procuring Disposing Entity during contract execution to the detriment of the AFR.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT

SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

Proposal Addressed :	Access to Finance Rwanda (AFR)
Date of Financial Proposal:	
Procurement Reference Number:	KRA1/032018/001
Subject of Procurement:	

The total price of our proposal is: _____ .

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Breakdown of Lump Sum Price

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorize the rates quoted in the signature block below.]

Procurement Reference Number: _____

CURRENCY OF COSTS: _____

FEES				
Name and Position of Personnel	I n p u t Quantity	U n i t Input	o f Rate	Total Price

REIMBURSABLE AND MISCELLANEOUS COSTS				
Description of Cost	Quantity	U n i t Measure	o f Unit Price	Total Price
TOTAL				

TOTAL LUMP SUM PRICE IN CURRENCY: _____

Breakdown of Lump Sum Price Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____