

TERMS OF REFERENCE

For

The Production of An Audio-Visual Presentation on the Updated Medium Term Regional Development Plan 2008-2010

Background

The NEDA Regional Office 5 has updated the 2004-2010 Medium Term-Regional Development Plan (MTRDP), otherwise known as the Bicol Development Plan (BDP), outlining the objectives, thrusts and strategies for the remaining planning period 2008-2010. As part of the advocacy and information dissemination process, NEDA is interested in having an audio-visual presentation (AVP) on the document to highlight the directions of the region until 2010. The AVP presentation will serve as advocacy material for regional development.

Objective

The objective of the activity is to produce an audio visual presentation (AVP) of the Updated BDP, highlighting the assessment of the socio-economic situation of the region, its development framework and the catalytic programs and initiatives of the different sectors.

Scope of Work and Expected Outputs

The AVP contractor shall produce a 25 minute AVP of the updated BDP covering topics on the regional development perspective, sectoral assessments, major programs and projects, and strategies according to the tasks below.

Project Stage	KMD-NEDA	AVP Contractor	Outputs	Timetable
I. Pre-Production		Preparation of technical story board based on script provided by NEDA Formulation and approval of plan for photo and video shoots	Approved video technical script	1 week
II. Production	On-location shootings Review of rough cut of the AVP	On-location shootings Preparation of rough cut of AVP	Raw video/photo stills	2 weeks 2 weeks
IV. Post-Production		Pre-viewing and shot election Audio recording (voice-over) Editing, scoring Graphics development, CD label design, finalization of opening and closing credits Rough cut presentation, final editing and authoring	Draft 25 minute AVP	2 weeks
	Rough cut viewing; finalization of comments			

	Approval of final AVP	Editing and revision of AVP based on comments	Final 25 minute AVP	1 week
V. Launching	Presentation to RDC- RIAC		AVP uploaded to NEDA website; DVDs for presentation	

The final outputs are:

1. Raw footages obtained by the contractor to be submitted in DVD format
2. Five master copies of the 25 minute AVP of the updated BDP in DVD format.

Approved Budget for the Contract (ABC)

The approved budget is P70,000.00 , inclusive of tax, for services for the production and post-production phase. This shall be paid to the contractor in two installments: 20% of the contract price seven (7) calendar days from issuance of notice to proceed and upon submission of the technical storyboard and plan for video shoots and 80% upon completion and acceptance of the AVP by NEDA.

Default

If the contractor delays, fails to perform the project awarded to the full satisfaction of NEDA, a penalty equivalent to one percent of the total contract amount shall be imposed for every day of delay in the submission of the final output. The imposition of the penalty shall start from the date of the final notice of submission served by the First Party to the Second Party.

Contract Period

The task has to be completed within two months. The video documentation technical storyboard and a plan for video shoots should be submitted by the contractor within seven days after issuance of notice to proceed. The draft AVP

should be submitted to NEDA Region V within 45 calendar days after signing of contract and the final AVP should be submitted within the next 15 calendar days .

Required Qualifications:

1. Professional video production experience
2. Video editing experience
3. Professional narration experience

Eligibility Requirements

- letter of interest and demonstration of capability
- list of previous clients and corresponding output
- technical proposal on how the assignment would be undertaken and financial proposal detailing costs for production (professional fee, travel, materials) in separate envelopes