

Request for Proposals on videography training

BOSCO Uganda invites potential Service Providers to provide Technical and Financial Proposals for the following Services: to develop and deliver a professional training in videography and publication in Gulu..

More details are provided in the Terms of Reference (Section I).

The Service Provider will be selected based on considerations outlined in this RFP.

The RFP includes the following documents:

Section I. Terms of Reference

Section II. Instructions to Applicants

The Proposals must be submitted to limmaculate@boscouganda.com and info@boscouganda.com no later than **5.00 pm on Tuesday 08th of September 2020**. Proposals submitted after the above deadline will not be considered

BOSCO Uganda shall notify the successful bidder via e-mail seven (7) working days of the bids unfolding.. BOSCO Uganda reserves the right to reject the whole or part of any or all Bids based on the fulfilment of the provisions described in the Section II. Service Provider which does not receive notification before **the 14th of September 2020** can consider their bids unsuccessful.

Section I – Terms of Reference

1. Background Information

Battery Operated System for Community Outreach (BOSCO) Uganda is a Non-for-profit Organization (NPO) under the trusteeship of the Catholic Archdiocese of Gulu with registration number B9410051328N on March 9th 2007. BOSCO Uganda was founded as an emergency response to the 1986-2008 government of Uganda and rebel of the Lord's Resistance Army conflict. BOSCO Uganda started its activities bringing Internet and Voice over Internet Protocol (VoIP) telephony with the help of solar powered PCs to rural areas in Northern Uganda. Since then, BOSCO Uganda is a leading NPO in the area of Information Communication Technology (ICT) and the only Community Network within Uganda. (www.boscouganda.com)

While pictures tell a thousand words, a video tells a thousand more. Videos are able to get someone feeling emotional and even getting them to feel angry. With the correct techniques and editing secrets, you can effectively tell someone or many people a message you want to get across. As the development of skills and competencies is crucial for strengthening BOSCO Uganda staff capacity, hence the program effectiveness and efficiency, BOSCO Uganda is seeking to collaborate with

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companies/institutions/centres with extensive and proven experience in developing and delivering professional training in the field of videography and publication including writing winning stories so that the staff are able to show case their extraordinary works to the rest of the world.

2. Participants

The participants of the training are staff with little, or no experience of video editing. The staff are 10 in number with most having IT skills and experience.

3. Objective

The objective of this call for proposals is to select a Service Provider that will develop and implement a training course in videography and publication, for up to **10** trainees.

The selected training firm shall conduct a detailed baseline and end line evaluation of each participant as well as an overall evaluation of the training course held. The selected training firm is expected to release a course certificate to successful participants.

4. Timeframe and deliverables

The implementation of the videography and publication training in Gulu is to be carried out over the duration of 5 days (**21st-25th of September**). The course should apply participatory approach and should include interactive learning methods. The course shall be held in English

Indicative timeframe	Expected output
24th of August	BOSCO Uganda call for proposals sent out for interested training firms to submit their expression of interests (technical and budget proposals)
08th of September	Submission of detailed technical and an all-inclusive budget proposal from interested training firms to BOSCO Uganda
09th -11th of September	Negotiations on the final deliverables, financial and technical proposals
11th of September	Contract signed by both parties
21st -25th of September	Training delivered and Baseline evaluation conducted
30th of September	End-line evaluation findings submitted to BOSCO Uganda

I. Section II - Instructions to Applicants

1. Submission of application

The proposals should be submitted no later than **08th of September 2020**, and should include the following documents:

- i. Company profile including history of similar projects;
- ii. Training curriculum including an outline of the work plan and detailed training agenda;
- iii. Summary of track record and experience in training delivery of the main trainer;
- iv. Budget proposal (as per annex A);

2. Requirements

BOSCO Uganda preference is for companies/institutions/centres. The selected firm should possess the following minimum qualifications and provide references as follows:

- i. Previous experience in conducting videography and publication training. The trainer with experience of at least 2 years in videography and publication
- ii. Technical competencies in developing and delivering trainings in videography and publication
- iii. Be able to provide virtual follow up training questions 30 days after the face to face training.
- iv. Communication skills, time management, gender and cultural sensitivity;
- v. Fluency in English

3. Governance Arrangement

This training is to be coordinated and facilitated under BOSCO Uganda-APC Project.

4. Terms of Payment

The payment will be scheduled in the following terms:

75% paid after the satisfactory training session

25% paid within to 30 days after the training delivery and acceptance of the report

Payment will be through the bank.

5. Evaluation

5.1. BOSCO Uganda shall evaluate the Proposals on the basis of their responsiveness to the ToRs and compliance to the RFP requirements, as well as the following:

- (i) Experience and past performance of the Service Provider relevant to the assignment (15 points);

- (ii) Adequacy and relevance of the training course offered and proposed methodologies (40 points);
- (iii) The Financial Proposal (20 points);
- (v) Training delivery schedule (15 points);
- (vi) Compliance with the submission deadline (10 points);
- (vii) The Proposal contains all information specified in article 1. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

5.2. The Proposals that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

6. Negotiations

6.1. Contract negotiation is expected to take place no more than one week after notification of the successful bidder.

6.2. Negotiation will include discussion and finalization of:

- a) the ToRs and Scope of Services;
- b) the methodology and work program proposed by the Service Provider;
- d) the Financial Proposal submitted;
- f) training delivery timing;
- and g) the contractual terms.

All agreements coming out of the negotiations will be incorporated into the contract.

7. Award of Contract

7.1 Following negotiations, the contract will be awarded to the selected Service Provider. Service Providers which do not receive notification before the **11th of September 2020** can consider their bids unsuccessful.

8. Confidentiality

8.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider who submitted Proposals or to other persons not officially concerned with the process.

8.2 BOSCO Uganda shall not disclose any information in the application to any third party except for donors and communities concerned with the project and on statutory request. BOSCO Uganda will however archive all applications for auditing purposes.

ANNEX A – Budget

	Estimated costs
1. Training delivery fees	
2. Travel to Gulu (in case the provider is not within Gulu)	
3. Accommodation in Gulu (incase the provider is not within Gulu)	
4. Supplies and equipment - the costs of specific supplies and equipment (e.g., computers, software packages) that must be purchased or rented for the training.	
6. Management Fee (indirect cost)	
Total	