



REQUEST FOR QUOTATIONS (RFQ)

1. **SADC Secretariat** is inviting videographer companies to submit a quotation for provision of video documentaries as detailed below;

PLEASE PROVIDE FULL PRICE AND PLEASE ENSURE TO SUBMIT ON HEADED PAPER

- 1.1. **One** High Definition 6-minute video documentary (HD422: 1920x1080/50i 50 Mb/s / HD: 1920x1080/50i, 35 Mb/s) explaining the operations/implementation of the stunting reduction programme (***interviews with the district partners and beneficiaries of the programme***);
- 1.2. **Three** High Definition 30 – 45 seconds social media video clips (HD422: 1920x1080/50i 50 Mb/s / HD: 1920x1080/50i, 35 Mb/s) of beneficiaries and government official talking about the value of the multi-sectoral stunting reduction programme;

The produced material will be used by the Member States and the region at various platforms to share information and to advocate for implementation of high impact actions to address stunting.(See Annex. 1 – Terms of Reference).

2. You can only send one quotation for this requirement.
3. Your quotation should be submitted to email: stuntingvideography@sadc.int
4. The deadline for submission of your quotation, to the address indicated in Paragraph 3 is: **03rd September 2019; 14:00 Hours.**
5. Quotations by Fax or E-mail **are not** acceptable.
6. Your quotation should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order for SADC which is available on request.
 - (i) **PRICES:** The prices should be quoted in the local currency, including all duties attached to the sale of the **goods** (such as VAT, customs duties, etc.) and transport to the final destination.

(ii) EVALUATION AND AWARD OF PURCHASE ORDER: Quotations determined to be administrative (see Paragraph 2,3,4,5 and 6) and technically compliant to the requirements will be evaluated by comparison of their prices per lot (defined as above). The award will be made to the bidder offering an administratively and technically compliant quotation at the lowest total price for each lot separately.

(iii) You are requested to provide updated copies of Trading license, Tax Clearance Certificate and Certificate of Incorporation

(iv) VALIDITY OF THE OFFER: Your quotation should be valid for a period of 90 days from the date of deadline for submission of quotation indicated in Paragraph 4 above.

7. The **Service is** expected to be delivered within 7 **days** from the signature of the Purchase Order or Contract. Specific delivery period must be indicated in your quotation.

8. Additional information and clarifications can be requested **in writing**, no later than 3 days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: **SADC Secretariat**
Contact person: **Ms Pontsho Sepoloane**
Telephone: +2673951863
Fax: +2673972848
E-mail: psepoloane@sadc.int;
Copy: imoatshe@sadc.int;
gqwaza@sadc.int;

Sincerely,

Name: Isaac Moatshe
For/Head of Procurement
Date: 20th August 2019

Reference Number: SADC/3/5/2/67

ANNEX 1



Terms of Reference

to

Document multi-sectoral coordination mechanisms and programmes on stunting reduction and produce videos in United Republic of Tanzania and Zimbabwe.

SADC SOCIAL AND HUMAN DEVELOPMENT DIRECTORATE

August 2019

2. BACKGROUND

2.1. Introduction

SADC is a regional economic development community comprising 16 Member States in the Southern African and Indian Ocean region. Its overall goal is to promote and achieve equitable and sustainable development, through increased regional integration underpinned by an environment of peace, security and regional stability. The region's development policies and priorities are defined in the Regional Indicative Strategic Development Plan (RISDP), which provides policy and strategic direction towards the attainment of the overall SADC goal.

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In line with the RISDP there are several sectoral policies and strategies including the SADC Regional Food and Nutrition Security strategy (2015 – 2025) which was approved by SADC Council in 2014. The Food and Nutrition Security Strategy recognise that the prevalence of stunting contributes substantially to the global and regional burden of morbidity and mortality. Being malnourished in early childhood increases healthcare costs and social safety nets expenditures, lowers the efficiency of investments in education, decreases lifelong income-earning potential and labor force productivity resulting in a vicious cycle of poverty, ill health and poor nutrition which can be transmitted across generations.

Stunting is caused by a set of interacting factors that are multi-sectoral, related to health, access to safe water, sanitation and hygiene practices, and care practices as well as consumption and access to nutritious food. Further influencing factors include education, gender, social equity, and the local social and environmental context.

3.

4.

5. The SADC region has set an ambitious goal of ensuring that all Member States have stunting levels below 30% by 2025. Furthermore, during a high-level forum held in Lesotho 2018, the SADC Heads of States adopted the “**CALL TO ACTION FOR RENEWED COMMITTEMENT TO INVESTING IN NUTRITION**”. **The Call to action was further endorsed by the SADC Ministers of Health in November 2018.** This is one of the efforts to accelerate progress towards reduction of child malnutrition as central to the optimal development of the region.

5.1. Rationale

It is noted that the three (3) out of every 10 children in Africa are already stunted; a third of these are in the 16 SADC Member States. Stunting rates in 14 Member States within SADC are classified as high or very high¹, with highest rates found in Madagascar (where almost half of all children are stunted), Mozambique, DRC and Zambia.

Progress towards stunting reduction is varied across the different Member States and there is a keen interest to learn what works in the region. Considering the inter-generational cycle of malnutrition there is a need to identify intervention areas that have supported women to improve their nutritional status and empowered them as caregivers of infants and young children.

There is interest in understanding better about the multi-sectoral coordination mechanisms that have worked in achieving the desired impact of stunting reduction. Malawi, Tanzania, Zimbabwe have reported declines in stunting in some of the districts and it is against this background that the assignment is commissioned to add to the body of knowledge on stunting reduction through interaction with key informants from government, international Cooperating partners and communities.

6. THE OBJECTIVE OF THE ASSIGNMENT

The main objective of the assignment is to engage local service providers (in the United Republic of Tanzania and Zimbabwe) to document multi-sectoral coordination mechanisms and programmes that have worked in achieving the desired impact of stunting reduction in United Republic of Tanzania and Zimbabwe.

¹ Mercedes de Onis, Elaine Borghi, Mary Arimond, Patrick Webb, Trevor Croft, Kuntal Saha, Luz Maria De-Regil, Faith Thuita, Rebecca Heidkamp, Julia Krasevec, Chika Hayashi and Rafael Flores-Ayala. *Prevalence thresholds for wasting, overweight and stunting in children under 5 years*. Public Health Nutrition, 2018. https://www.cambridge.org/core/services/aop-cambridge-core/content/view/52FB155B69DC75990CEFEE0C13A65A65/S1368980018002434a.pdf/prevalence_thresholds_for_wasting_overweight_and_stunting_in_children_under_5_years.pdf

7. EXPECTED OUTPUTS

After the assignment, we should have content and produce the following material:

- 7.1. **One** High Definition 6-minute video documentary (HD422: 1920x1080/50i 50 Mb/s / HD: 1920x1080/50i, 35 Mb/s) focussing on the Multisectoral coordination mechanisms and overview on the implementation of high impact interventions that contributed to the reduction of stunting in the targeted area/district; (***Interview with the National Coordinator for the stunting reduction programme***);
- 7.2. **One** High Definition 6-minute video documentary (HD422: 1920x1080/50i 50 Mb/s / HD: 1920x1080/50i, 35 Mb/s) explaining the operations/implementation of the stunting reduction programme (***interviews with the district partners and beneficiaries of the programme***);
- 7.3. **Three** High Definition 30 – 45 seconds social media video clips (HD422: 1920x1080/50i 50 Mb/s / HD: 1920x1080/50i, 35 Mb/s) of beneficiaries and government official talking about the value of the multi-sectoral stunting reduction programme;
- 7.4. **A Policy brief** that documents programme implementation and the outcome of the interventions. This aims to facilitate sharing of lessons and replication of best practices by other Member States.

The produced material will be used by the Member States and the region at various platforms to share information and to advocate for implementation of high impact actions to address stunting.

8. Duration of the Assignment and schedule of payment

The assignment is for periods of 15 days during months of September to October 2019.

Consultant's deliverables	Estimated Duration (day)
Malawi	5 days (October 2019)
United Republic of Tanzania	5 days (October 2019)
Zimbabwe	5 days (September 2019)

9. Reporting

The service providers will report to and perform the assigned tasks under the guidance and direct supervision of the Senior Technical Advisor - Nutrition, SHD Directorate, in SADC, Botswana. The Senior Technical Advisor - Nutrition will among other things, facilitate the service provide contacts with key actors and key stakeholders in the region, and facilitate access to relevant documents and information.

10. Expertise Required

Minimum Requirements:

Education: An advanced University Degree in film production and communication

Experience Required:

- At least six years' experience in the field of documentary production, particularly, professional experience in producing high-level videography, audio-visual news features, documentary making, and script writing + sound portfolio of previous work.
- Prior experience developing features for the SADC Secretariat, other Regional Economic Communities, UN agencies, and international NGOs is desirable and an added advantage.
- Prior understanding of the vulnerability situation in the SADC region is an added advantage.
- Exceptional abilities to write and speak fluent English

Languages: He/she must be fluent in English. He/she must possess excellent written and oral communication skills. Knowledge in the other SADC languages – French and Portuguese will be an added advantage.

Other Skills:

- Ability to work under tight schedules
- Good analytical and communication skills
- Excellent written and oral communication skills.
- Strong interpersonal skills.
- Prior experience working with UN agencies is desirable.

He/she must have sound knowledge of the regional institutions in Southern Africa.

11. Evaluation Criteria

All applications received will be assessed using the following criteria:

Category	Points
Education and Training	20
Specific Skills	60
General Skills	20
Total	100