

REQUEST FOR QUOTATION (RFQ)

To: **Consulting firms or Individuals**

From: **Conservation International Foundation (Guyana) Inc.**

Date: **July 19, 2021**

Subject: **Request for Quotation – planetGOLD Guyana Year 3 Video**

Dear Offerors:

Conservation International Foundation (Guyana) Inc. (CI – Guyana) is procuring a consultancy titled “**planetGOLD Guyana Year 3 Video.**”

CI- Guyana invites all eligible suppliers to provide your best offer for this solicitation by the due date stated in part I. ***(Please include all cost related in your price quotation)***

I. Submission of Quotations

All quotations and CVs are due on **August 09, 2021**, no later than **11:59 PM**. These should be sent by email, in PDF format, to applicationscig@conservation.org with the subject line “**Request for Quotation – planetGOLD Guyana Year 3 Video**”

Quotations submitted after the deadline will be considered “late” and will be disqualified from further evaluation process.

II. Budget

The budget allocated for this consultancy is GYD 2,000,000.

III. Questions

Technical inquiries and/or requests for clarification to this RFQ must be made in writing via e-mail to: applicationscig@conservation.org. All questions received may be forwarded by CI–Guyana to all participating bidders.

IV. Reserve the Right

CI-Guyana reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI to award a purchase order, nor does it commit CI to pay any costs incurred by the Offeror in preparing and submitting the quotation. CI reserves the right to enter negotiations about price and terms as required.

V. Procurement Standards

All offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work and in accordance with CI's Code of Ethics.

Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, and Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to.

Any violation of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com

Concerns regarding the integrity of the procurement process and documents shall be reported to www.ci.ethicspoint.com under the procurement and purchasing activities.

Conservation International Foundation (Guyana) Inc.
El Dorado Gold – Responsible Mining for Guyana
GEF GOLD

Consultancy Terms of Reference

Title: Video Producer

Location: Based in Georgetown

Type: Individual/ Firm

1. Project Background

Conservation International-Guyana (CI-Guyana) through its El Dorado Gold - Responsible Mining for Guyana initiative (RMI), is assisting Guyana to meet its commitment under the Minamata Convention. The GEF GOLD Project involves providing business enterprises with a profit motive for leading the shift in the development of a mercury-free ASGM supply chain and downstream El Dorado Gold branded jewelry. The project intends to demonstrate innovative approaches and strengthen partnerships with public and private sector actors for guiding the switch to environmentally friendly approaches to mining.

The planetGOLD Project is preparing to set up its first demonstration site in Region 7. This consultancy will involve the production of a video that outlines the process to develop and operationalize the site. The final product will capture the various steps in the production chain for responsibly-mined, mercury-free gold in Guyana.

2. Objectives

The Consultant will support the production of the planetGOLD year 3 video which should be a modular, maximum 10-minute video highlighting the primary steps (min 4 standalone modules) involved in producing responsibly-mined, mercury-free gold. The video should take a captivating, approach to storytelling, focusing on the activities under the project that were key to set up of the site. There should also be capture of the stakeholders and partners who supported this activity under the project.

3. Characteristic of Consultancy

3.1 **Type:** Individual/ Firm

3.2 **Procurement Method:** Open Competition

3.3 **Duration:** 6 months (August 15, 2021 – February 15, 2022)

3.4 **Place of Work:** Guyana

3.5 **Language:** Proficiency in English (both written and spoken)

4. Scope of services

Reporting to CI-Guyana's GEF Communications Coordinator, the Consultant will provide the following:

- Storyboard based on concept note provided by CI-Guyana.
- Raw footage and still images of prospecting activities, soil analysis in lab, mine set up and production, marketing and interviews with 4 miners, 1 gold shop owner and 1 jewelry shop owner, 2 government officials and 2 CI-Guyana Team members.
- Rough draft of mini documentary based on the concept provided from the Conservation International Guyana.

- A high definition, 10 minute (max) modular documentary with appropriate branding in subtitled and non-subtitled versions, with a least four modules/sections focused on each stage of the process, and capable of standing alone.
- Condensed versions of the video formatted for easy sharing via WhatsApp, Facebook, Instagram and other social platforms in subtitles and non-subtitled versions.
- All raw and edited footage and any other audio-visual materials collected during the consultancy to CI-Guyana.

5. Specific Qualification and Experience

5.1 **Qualifications/Experience** – The Consultant must have at least three (3) years of experience in video production preferably with emphasis on telling conservation stories. The Consultant must have reasonable knowledge of gold mining work in Guyana and an understanding of the local socio-cultural and political dynamics.

5.2 **Skills and Abilities** – The Consultant must demonstrate excellent oral and written English. Excellent computer and video editing skills are necessary.

6 Deliverables

The Consultant is required to produce deliverables against which payments will be made, in accordance with the following.

6.1 Deliverable Schedule

Deliverables	Date Due ¹
Storyboard based on concept note provided by CI-Guyana.	September 5, 2021
Audio recording and raw video files of interviews with project representatives conducted in Georgetown.	September 15, 2021
Raw footage of filming of prospecting activities	September 30, 2021
Raw Footage of soil analysis conducted in lab	October 15, 2021
Raw footage of filming of Demo site preparation	November 25, 2021
Raw footage of the processing of ore for gold production	December 15, 2021
Rough draft of video.	December 21, 2021

¹ Deliverable dates may vary dependent on discussions with client and situation on the ground at the time of implementation.”

Edited rough draft of video	January 15, 2022
Final draft of video	February 5, 2022
Submit Final versions of video (HD, Subtitled and Non-Subtitled Versions).	February 10, 2022