



REQUEST FOR PROPOSAL **MULTIMEDIA SERVICES IN ST. KITTS & NEVIS**

The Caribbean Institute for Meteorology and Hydrology (CIMH) has received financing from the United States Government through the United States International Development Agency (USAID) towards the “**Strengthening Disaster and Climate Resilience in the Eastern and Southern Caribbean (SDCR) Project**” and intends to apply a portion of the proceeds to eligible payments under a contract for which this invitation is issued.

The CIMH, the Implementing Agency, wishes to procure short-term services, from a multimedia service in St. Kitts & Nevis, to produce an video from footage captured of the installation of a GEONETCAST (GNC-A) system at the premises of the National Meteorological and Hydrological Services (NMHSs). The primary objective of this consultancy is the production of a final video which provides clear and detailed steps of GNC-A systems installation.

The CIMH now invites submission in English from suitably qualified candidates located and operating in St. Kitts and Nevis, on or before **October 14th, 2021, 4:00 pm (Barbados Time)** to procurement@cimh.edu.bb, and addressed to:

Dr. David A. Farrell,
Principal,
Caribbean Institute for Meteorology and Hydrology (CIMH)
Husbands, St. James , BARBADOS

Further information may be obtained through email submission to sdcr@cimh.edu.bb, Attn: Ms. Cisne Pascal, Project Manager.

The CIMH reserves the right to accept or reject late applications or to cancel the present request for proposals partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of proposals.

1. SCOPE OF WORK

Key duties and responsibilities of the Consultants include:

- (a) Execution of Inception Meeting with CIMH
- (b) Working with the contracted CIMH supplier and installer of the GNC-A System and assigned staff of the St Kitts & Nevis Meteorological Service to provide a full recording/raw footage of the five-day (5-day) in-country installation of the GNC-A system. Details of (i) the “locking the system’s signal” and (ii) the process for acquisition/processing /visualization of the system’s data MUST be captured.
- (c) Submission for CIMH’s review and feedback a first version of the edited raw footage, free of pauses and extraneous material and which shows the installation process from start to finish. The edited first version MUST capture and feature the parts of the process which details the (i) locking of the signal and (ii) the process for acquisition/processing/visualization of data.
- (d) Submission of a final video which documents a logical and chronological installation process of the GNC-A System at the premises of the St. Kitts & Nevis Meteorological Service, to be used as guidance for other similar installations.

2. DELIVERABLES

Key deliverables of the Consultant include:

- (a) Inception Meeting Report
- (b) A full recording/raw footage of the five-day (5-day) in-country installation of the GNC-A system. Details of (i) the “locking the system’s signal” and (ii) the process for acquisition/processing /visualization of the system’s data MUST be captured.
- (c) Edited raw footage, free of pauses and extraneous material and which shows the installation process from start to finish. The edited version MUST capture and feature the parts of the process which details the (i) locking of the signal and (ii) the process for acquisition/processing/visualization of data.
- (d) A final video which documents a logical and chronological installation process of the GNC-A System at the premises of the St. Kitts & Nevis Meteorological Service.

3. QUALIFICATIONS AND EXPERIENCE

The Consultant is required to have a proven track record in digital media and video production to include:

- (a) A Diploma/Certification in journalism, digital media, video production or similar
- (b) Experience (at least 3 years) in producing digital media projects and videos.
- (c) Demonstrated experience in delivering similar projects.

The consultant must be self-motivated, highly organized and able to work within strict deadlines.

4. DURATION

It is expected that the scope of work will be implemented, over a total of hours not exceeding 14 man days (1 man day = 8 hours).

5. PROPOSAL

The CIMH invites interested Consultants to submit a proposal that includes the following elements:

- (a) A Methodological Approach to achieving the Scope of Work and Deliverables described above. The Methodological Approach and the Work Schedule should be informed by national COVID-19 Protocols.
- (b) Detailed Work Schedule inclusive of personnel assigned and the level of effort required for each task; (Reference Templates in Appendix 1 &2)
- (c) A Curriculum Vitae (CV) for each team member along with copies of certificates/diplomas etc.
- (d) A list of “url”/links or samples of similar work completed in the past three years, inclusive of the date and location.

The ceiling price of the consultancy is USD 10,000. This total is inclusive of all professional fees and other related expenses.

The CIMH now invites submission in English, on or before **October 14, 2021, 4:00 pm (Barbados Time)** to procurement@cimh.edu.bb.

APPENDICES

APPENDIX 1- Work Schedule Template Table: Level of Effort

Work Schedule Template Table: Level of Effort

Tasks	Team				Total (Man Days)	Timeline
	Team Member 1 (Man Days)	Team Member 2 (Man Days)	Team Member 3 (Man Days)	Team Member 4 (Man Days)		
Broad Task 1						
Sub-task 1.1						Start Month – End Month
Sub-task 1.2						Start Month – End Month
Sub-task 1.3						Start Month – End Month
Broad Task 2						
Sub-task 2.1						Start Month – End Month
Sub-task 2.2						Start Month – End Month
Sub-task 2.3						Start Month – End Month
Total						

APPENDIX 2: Work Schedule Template Table: Timeline/Work Plan

Work Schedule Template Table: Timelines/Work Plan

	Month 1		Month 2		Month 3		Month 4		Month 5		Month 6	
	Weeks											
	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4	1-2	3-4
Broad Task 1												
Sub-task 1.1												
Sub-task 1.2												
Sub-task 1.3												
Broad Task 2												
Sub-task 2.1												
Sub-task 2.2												
Sub-task 2.3												
Total												