



Procurement Notice

Posting Title	Video and Communication Consulting Firm
Contracting Agency:	Environment Protection Fund
Project Title:	Implementation of Governance, Forest Landscapes and Livelihood Project (I-GFLL)
Reporting to:	GIZ/CLiPAD
Period of assignment/Duration:	90 days
Place of Work:	Vientiane, Laos
Expected Starting Date:	October, 2024 or as soon as possible

- 1 Environment Protection Fund (EPF) is implementing the “Implementation of Governance, Forest Landscape and Livelihood Project (I-GFLL)” who board is presided by the Ministry of Natural Resource and Environment (MONRE) and Ministry Agriculture and Forestry (MAF), as chair and co-chair and the Funded Activities Agreement by Green Climate Fund (GCF) and GIZ in December 2019. The Environmental Protection Fund has been assigned to support the project for procurement and financial management.
 - 2 In the scope of the above-mentioned project the EPF intends to apply part of the Green Climate Fund proceeds towards payments under the service contract for the “Implementation of Governance, Forest Landscape and Livelihood Project (I-GFLL)”
 - 3 The Environment Protection Fund Office (EPFO) invites you to present a proposal to provide the following consulting services (hereinafter called “Services”): “Video and Communication Consulting Firm for the I-GFLL Project”. More details on the Services are provided in the Terms of Reference (Section 7)
 - 4 Qualification of Video and Communication Consulting Firm
 - A legal entity in Lao PDR with business license granted by appropriate authority.
- **Past experience of the entity:**
 - Video Production firm has at least 5 years of working experience in video and media production, experience related to local communities’ development, forestry, agriculture, climate change and environment sectors designing is advantage.
 - Extensive experience in designing and developing visibility items and printed materials.
 - Excellent technical capacities to ensure smooth and high-quality production.
 - Experience in using professional editing software.
 - Experience in Motion graphics and 3D animation.
 - Experience in media servicing for GIZ and other international organizations is highly desirable.
 - The firm should bring their previous successful development videos as examples to show to project technical staff.
 - **Past performance of the entity:**
 - Strong portfolio of compelling work
 - Demonstrated experience in conception, production and editing of mini video documentaries and PSAs;
 - Knowledge of ethical standards in reporting on issues related to the environment will be an asset.
 - Understanding of video needs in non-profit/pro-social context

3. Interested eligible Video and Communication Consulting Firm may obtain the Request for Proposal (RFP) and register your company to participate in bidding process by written official letter to Ms. Anongphone Sisoulath, procurement officer; Email: anongphone.s@laoepf.org.la; CC: bounphama.phothisane@laoepf.org.la, phicksaway.vongsaly@laoepf.org.la Tel: (+856-20) 5557 3555, or inspect Request for Proposal (RFP) and register your company to participate in the bidding process at Building No.100, 2nd Floor, Sidamduan Village, Chanthabouly District, Vientiane Capital, Laos PDR. Tel: (+856-21) 252 739
4. The Proposals shall be delivered **before 14:00h on 05/08/2024** to Building No.100, 2nd Floor, Sidamduan Village, Chanthabouly District, Vientiane Capital, Laos PDR. Tel: (+856-21) 252 739.
5. Technical Proposals will open at **14:00h on 05/08/2024** with the presence of the Bidding Committee and the Video Production firm's representatives who choose to attend at EPFO which located at Building No.100, 2nd Floor, Sidamduan Village, Chanthabouly District, Vientiane Capital, Laos PDR. Tel: (+856-21) 252 739.