

Millennium Challenge Georgia Fund (MCG)

LETTER OF REQUEST FOR QUALIFICATION INFORMATION

Production of MCG Documentary Film Reporting on Operations within Georgia MCC Compact

Identification number: CQ-13

Date: March 11, 2010

1. Introduction

The United States of America, acting through the Millennium Challenge Corporation (MCC), and the Government of Georgia (the “Government”) executed the Millennium Challenge Compact on September 12, 2005 (the “Compact”), that sets forth the general terms and conditions on which MCC will provide funding of up to \$295,300,000 to the Government for a Millennium Challenge Account program to advance economic growth and reduce poverty in Georgia (the “Program”). An amendment to the Compact was signed on November 20, 2008 on provision of additional US\$100 million assistance. The Program is comprised of five projects: Energy Infrastructure Rehabilitation, Samtskhe-Javakheti Road Rehabilitation, Georgia Regional Development Fund, Agricultural Development, and Regional Infrastructure Development (for detailed information regarding MCG projects please visit our website www.mcg.ge).

For the implementation of the Program, the Millennium Challenge Georgia Fund now seeks Qualification Information from eligible Consultants for production of MCG documentary film reporting on operations within Georgia MCC Compact. More details are provided in the Appendix 1: Terms of Reference.

The **Letter of Request for Qualification Information** is addressed to all eligible Consultants. After downloading the Letter for Qualification Information and the Registration Form from MCG’s web site, please register your firm as Consultant by filling in the Registration Form. The registration should be done by close of the business day in Georgia on March 25, 2010.

Please be informed that the Consultant for production of MCG documentary film will be selected under Selection Based on Consultants Qualification method (Paragraph 3.7. of the **Procurement Guidelines** available at MCG website www.mcg.ge). Please submit additional information regarding your qualifications relevant to the assignment in accordance with the attached forms.

While preparing the qualification information, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the Assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture relationship or sub-consultancy, as appropriate.

- (ii) It is desirable that the majority of the key professional staff proposed is permanent employees of the firm or have an extended and stable working relation with it.
- (iii) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

A. The qualification information should provide the following information:

- (i) A brief description of the firm's organization and capabilities. In addition, an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference.
- (iii) The composition of the proposed staff team, the tasks that would be assigned to each staff team member.
- (iv) CVs recently signed by the proposed professional staff.
- (v) References from other clients, who have recently contracted the Consultant on assignments of similar nature.

SUBMISSION OF DOCUMENTATION

- A. For each set of original qualification documents, you should submit 5 copies. Each set should be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the qualification documents, the original governs.
- B. The original and all copies of the qualification documents shall be placed in a sealed envelope clearly marked

Millennium Challenge Georgia Fund

Address: 4, Sanapiro Street, Tbilisi, Georgia, 0105

Name of the Assignment: "Production of MCG documentary film reporting on operations within Georgia MCC Compact"

Contract Number: CQ-13

- C. The completed qualification information must be delivered at the submission address indicated above no later than close of business on March 26, 2010.

EVALUATION

General

A. Consultants shall not contact the Client on any matter relating to their submission from the time of its opening to the time the Client has notified the winning firm. If a firm wishes to bring additional information to the notice of the client, it should do so in writing at the address indicated below.

B. The evaluation panel appointed by the Client will evaluate the qualification information on the basis of their responsiveness to the Terms of Reference, applying the following criteria:

Points

(i)	Specific experience of the consultant related to the assignment	40
(ii)	Qualifications and competence of the proposed film director for the assignment	60
	Total Points:	100

The number of points to be given under each evaluation sub criteria for qualifications of film director are:

	<u>Points</u>
(i) General qualifications	20
(ii) Adequacy for the project	40
Total Points:	60

C. The Client shall invite the successful Consultant with the most appropriate qualifications and references to submit a technical and financial proposal.

D. Please inform us, upon receipt:

- (i) that you received the request for qualification information; and
- (ii) whether you will submit the information alone or in association.

This request includes the following documents:

Request for qualification information
Appendix 1 –Terms of Reference
Appendix 2 – Qualification Forms

Yours sincerely,

Giorgi Tvalavadze
Procurement Director, MCG

APPENDICES

APPENDIX 1 TERMS OF REFERENCE

MCG Documentary Film Reporting on Operations within Georgia MCC Compact

Background

The five-year, \$395.3 million Millennium Challenge Compact seeks to reduce poverty and stimulate economic growth in the regions outside of Tbilisi. The Compact will rehabilitate key regional infrastructure by improving transportation for regional trade, ensuring reliable supply of energy, and improving the delivery of regional and municipal services. In addition, the program will develop regional enterprises by funding investment and increasing productivity in farms, agribusinesses and other enterprises to increase jobs and rural income. With this purpose, Millennium Challenge Georgia Fund (MCG) is implementing 5 projects:

1. **Samtskhe-Javakheti Road Rehabilitation Project** (\$203,5 million) is aimed at improving the road network in the region. The Project plans to rehabilitate 223 km of road in Kvemo Kartli and Samtskhe-Javakheti regions, as well as to provide technical assistance to the Roads Department of Georgia.
2. **Agribusiness Development Activity, ADA** (\$20,2 million) is aimed at transforming from ineffective subsistence farming to commercial, profitable agribusiness through matching grants, awarded on a competitive basis, for the development of farm service centers, value-adding enterprises, value chain initiatives and primary production in any region of Georgia.
3. **Regional Infrastructure Development (RID) Project** (\$57,7 million) is aimed at improving the municipal services. Grant funds will mainly be used for the rehabilitation of water supply systems in the regions of Georgia.
4. **Energy Infrastructure Rehabilitation Project** (\$49,5 million) is aimed at rehabilitating the most damaged sites of the North-South gas main pipeline. It also permits the priority energy studies, including the completion of a full pre-construction study and design for the underground gas storage facility and associated infrastructure.
5. **Georgia Regional Development Fund, GDRF** (\$32,1 million) is aimed at long-term growth-oriented investments in small and medium enterprises, primarily in tourism and agriculture.

Objective

With the aim to promote the MCC Georgia Compact operations and results on ground, as well as the positive changes made in each of the above project activities, MCG seeks to procure a qualified film

production/directing company to produce a documentary film. The Documentary will assist sharing the Compact outputs including initial situation, project efforts and achieved results in terms of infrastructure rehabilitation and enterprise development in the regions of Georgia. It shall emphasize the successful cooperation and long-term partnership between the Governments of the United States of America and Georgia and will ideally have quotes/interviews of the high officials involved. It shall also respond to MCC's values in terms of aid effectiveness, health, gender, food security and environment, and will include several human stories from field.

Tasks and Responsibilities:

The Millennium Challenge Georgia Fund (MCG) will need a qualified film production company for script adaptation, shootings in the field and post-production for the period of April 15, 2010 through December 31, 2010. (Note: MCG may request the extension of contract until April 7, 2011 for additional editing services of documentary if such service(s) appears to be necessary.).

The above described documentary film phases are as follows:

Phase I: Address the *current state* of MCG Projects/activities; film-style field shots and interviews with local population, businesses and officials as agreed with MCG in the outline/synopsis of the documentary film; shots capturing the *implementation phase* of the activities thus creating the mid-term documentary film, also responding to aid effectiveness, health, gender, food security and environment and other as applicable.

Phase II: Address the project *outcomes and results* by showcasing still ongoing and completed rehab works in fields and its linkage to affected population; human stories of positive outcomes bridged with supporting comments from e.g. field experts, community leadership, etc., thus creating the final documentary film. At the end of the day, the purpose of the entire documentary would be to create/raise awareness of various stakeholder groups (including government, business and civil sectors, donors/international community and the general public) about MCG activities and results on the ground.

Final Phase: Demonstrate the breadth and impact of the aid to diverse directions ranging from small and medium businesses to big constructions; beautiful shots of landscapes combined with a convincing messages.

Given the above described tasks, the selected Company will have to:

- Develop a draft outline/synopsis for Phase I and Phase II in native Georgian language;
- Mobilize required crew (film director, cameraman, script-writer, editor); hire a consultant for voice recording (native Georgian and native English-speaker);
- Conduct number of visits to selected projects/activities located in the regions of Georgia during all shooting phases, capturing: phase I – existing situation at the selected locations and implementation of the project activities and phase II – the project outcomes and results. The

site visits will be scheduled following the dynamics of the implementation of the project activities in the field;

- Review the selected part of the filmed material, after each shooting phase, with MCG and work on further improvements upon necessity and as instructed by MCG.
- Based on the previews of the filmed material and the recommendations for improvement provided after field visits secure that MCG's messages and efforts are well incorporated and adequately presented in the film;
- Provide inputs, if necessary, for the final draft of the script (provided by MCG);
- Cover all travel and accommodation costs.

Meetings

MCG will request regular working/update meetings with the selected Company at least once a month or more frequently, upon necessity, at MCG's or the Company's request and/or need. Monthly/other meetings can be also used for screening the shots.

Deliverables

- June 30, 2010 – one 3-5 minute film (tape format: Beta or DV Cam format; language: original film has to be in Georgian and a dubbed version in English) showcasing the current and implementation states of all 5 projects. Mid-term documentary film.
- November 30, 2010 – one 15-minute film (tape format: Beta or DV Cam format; language: original film has to be in Georgian and a dubbed version in English) showcasing the initial situation, project efforts and achieved results of all 5 projects. Final documentary film.
- December 31, 2010 – edited versions of the final documentary film for its various applications.
- Final deliverables shall be copied on Compact Disks (CDs), at least 400 copies.

Requirements

Firm's experience and capacity

- Experience in the area of film making/production;
- Highly qualified staff;
- Availability of all necessary equipment (filming, editing, etc.);
- Experience of working with donor-funded organizations is a plus;
- Good command of native Georgian and preferably of English by the consultants staff;
- Exceptional interpersonal skills and cultural sensitivity of film director/producer/crew to effectively interact with all layers of society; work experience in multi-cultural environment is preferred;
- Ability to operate under strict time limits.

Film Director

Film director will have to take overall responsibility for the look, sound and style of a documentary film, including controlling the content and flow of the film's plot, directing the performances of interviewees, organizing the locations in which the film will be shot and managing technical details such as positioning of camera(s), the use of lighting, etc. The selected candidate may come from a range of different backgrounds (e.g. production, camera, editing) but shall have substantial experience in the industry (3 to 5 years). The selected candidate will be responsible for:

- interpreting the script;
- developing storyboards;
- directing actors (e.g. interviewees);
- managing technical details, such as camera shots and the use of lighting;
- making decisions about location and design;
- participating in editing the final 'cut';
- managing the work of the other production staff and delegating tasks accordingly to realize the final production.

Timeframe (Breakdown by Months)

Tasks for total of 9 months	04/2010	05/2010	06/2010	07/2010	08/2010	09/2010	10/2010	11/2010	12/2010
PHASE I – MID-TERM DOCUMENTARY – BEFORE (CURRENT STATE, IMPLEMENTATION)									
Inception meeting with MCG, general consultations	x								
Preparation and submission of detailed plan of operation	x								
Submit a draft synopsis for the documentary	x								
Shootings in field, including interviews of locals (where/as necessary, in agreement with MCG)		x							
Submitting draft script in Georgian (responsible: MCG)		x							
Submitting draft script in English (responsible: MCG)		x							
Editing and submitting rough cut of film		x							
Additional shootings in field		x	x						
Pre-testing			x						
Revise and finalize mid-term documentary (BEFORE)			x						
Submission of the final output of mid-term documentary			x						
PHASE II – FINAL DOCUMENTARY – AFTER (OUTCOMES AND RESULTS)									
Shootings in field, including interviews of locals (where/as necessary, in agreement with MCG) and high officials				x	x	x	x	x	
Submitting final full script in Georgian (responsible: MCG)							x	x	
Submitting final full script in English (responsible: MCG)								x	
Editing and submitting rough cut of film						x	x		
Additional shootings in field (where/as necessary)							x	x	
Pre-testing							x		
Revise and finalize final documentary (AFTER)								x	
Submission of the final outputs and deliverables								x	
Submission of final dubbed version in English								x	
Additional editing for various applications									x

APPENDIX 2 Qualification Forms

2. 1. Qualification submission form
2. 2. Firm's experience
2. 3. Firm's references
2. 4. Firm's comments and suggestions on the Terms of Reference
2. 5. Composition of the team and task(s) of each team member
2. 6. Curriculum vitae of proposed professional staff
2. 7. Financial and economic capacity

2.1. QUALIFICATION SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Qualification Information [*Date*]. We are hereby submitting our qualification information, which we hereby submit sealed under a separate envelope.

If we are invited to submit a proposal, we will base our proposal on the proposed staff in our qualification information, subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any firm you invited to provide information.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

2.2. FIRM'S EXPERIENCE

Relevant Services carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity(profiles):
Name of Client:		N ^o of Staff:
Address:		N ^o of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		N ^o of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

2.3. FIRM'S REFERENCES

[Provide references for at least one (1) similar completed assignment. References should preferably pertain to projects listed in form 2.2. Be advised that MCG may also contact other sources to check references and past performance.]

2.4. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

2.5. COMPOSITION OF THE TEAM (PERSONNEL), AND TASK(S) OF EACH TEAM MEMBER

1. Technical/Managerial Staff		
Name	Position	Task

2.6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about three-quarters of a page.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date: _____
[Signature of staff member and authorized representative of the Firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

2.7. FINANCIAL AND ECONOMIC CAPACITY [*The Consultant's financial and economic capacity and its sustainability to administer the outlined tasks and provide the necessary initial financing are imperative. In its Proposal, the Consultant is required to provide information on its financial status. This requirement is met by the submission of one of the following: 1) audited financial statements for the last three years, supported by an audit letters or 2) certified financial statements for the last three years, supported by tax returns. The reports should be submitted in the order of the partner's significance in the partnership, greatest to least. Additionally the following financial data form shall be filled out for the consultant and all named partners. MCG reserves the right to request additional information about the financial capacity of the Consultant. A Consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required Services may be disqualified.*]

Financial Data Form

Consultant's Legal Name:

Date:

Page ___ of ___

Financial Information in (US\$ equivalent in 000s)	Historical information for previous three (3) years (most recent to oldest) (US\$ equivalent in 000s)		
	Year 1 [Year]	Year 2 [Year]	Year 3 [Year]
Information from Balance Sheet			
(1)Total Assets (TA)			
(2)Current Assets (CA)			
(3)Total Liabilities (TL)			
(4)Current Liabilities (CL)			
Information from Income Statement			
(5)Total Revenue (TR)			
(6)Profits before taxes (PBT)			
Net Worth (1) - (3)			
Current ratio (2)/(4)			