**UNITED METHODIST COMMITTEE ON RELIEF (UMCOR) HAITI**

**Expression of Interest**

**“For Video Documentary Production”**

**Background:-**

UMCOR- mission has long history of working in Haiti and aimed to provide emergency response to hurricane Matthew in the South Department, early recovery and transitional development assistance to vulnerable communities in west department. The overall goal of program is to address the issues of food insecurity, strengthening of livelihoods, improving access to water, promoting hygiene and sanitation including construction of required facilities, Gender based violence and construction of houses for vulnerable people. All mentioned interventions are leading to bring positive changes in socio-economic status of vulnerable communities. UMCOR-Haiti intended to hire services of vendor for production of program documentary containing various filed images; motion pictures including background of implemented interventions. UMCOR Haiti seeks services of firms/agent/ vendor to produce program documentary.

**Description:-**

United Methodist Committee on Relief (UMCOR) Haiti invites application from reputed and eligible firms/vendors/service providers/ with alike technical background to deliver required services through catching filed level achievements and over all work accomplished by the Mission at country level.

**Deliverables: -**The work consists of development and production of video documentary comprising duration of 15-20 minutes covering all sectors of program including cross cutting themes into 3 phases:

1. Phase of implementation program
2. during program activities phase.
3. Phase of program completion and inauguration.

Company will be required to move to the field and work closely with program to capture all the details of program activities, in TOrbeck, Chantal, Port-Salut, Les Cayes, Maniche, Camp-perin and Cavaillon.

Each phase should be captured within 1 week.

**Submission of Applications: -**The applicants are requested to submit Expression of Interest (EOI) containing suitability of approach and methodology including firm’s capability to undertake the services by and attend the bid opening At; ***9:00 AM the 29th of March 2016***. It is pertinent that application should be submitted in **English.**

The application must include:

1. Inclusive information’s containing contact number and address.
2. Relevant experience
3. Technical proposal
4. No financial proposal at current stage

Application package can be submitted in a sealed envelope to the following address:

**UNITED METHODIST COMMITTEE on RELIEF (HAITI)**

**P.O Box 15562, HT 6140, Port- au-Prince, Haiti, Or** Sealed bids can be submitted by hand at**, 23 A, Rue Garoute, Pacot, Port-au-Prince, office UMCOR-Haiti**

(Separate box is designated for submission of Bids),

 For technical questions & clarification, please contact: ***gmichel@umcor-haiti.org******.*** Hence all questions & clarification would be shared among all applicants.

 **Evaluation:-**

The evaluation of applicants will be carried out in accordance with defined policies and procedures of UMCOR. There will be evaluation of technical component which represents 60% of the points and followed by evaluation of financial component which represents 40% of the points.

**Refusal of Application:-**

 UMCOR Haiti reserves the right to cancel selection process or to reject all applications without any liability to applicants. UMCOR Haiti has no liability of payment incurred for documentation of application to serve purpose of submission.

**Note: -** Application submitted electronically will be considered in-eligible for process.