

## REQUEST FOR PROPOSALS

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# **DOCUMENTARY VIDEO & PHOTO & VIDEO COMPETITION – PROGRAM OF JACK BEAN TEMPEH DEVELOPMENT**

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**Issued by  
The Global Alliance for Improved Nutrition (GAIN)**

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## **I. PROJECT BACKGROUND AND SCOPE OF WORK**

### **1. ABOUT GAIN**

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people.

At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in Denmark, The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

### **2. BACKGROUND**

The Global Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP.

The purpose of this RFP is to engage services of a Service Provider to document stories of change in the development of alternative tempeh project.

### **3. SCOPE OF WORK AND DELIVERABLES**

The successful applicant shall present :

1. Collect and compile video recordings from the video voice/photo voice competition.
2. Organize a photo and video competition, with the following key activities:
  - Develop the competition concept and theme.
  - Prepare technical guidelines for participants.
  - Establish evaluation criteria and requirements.
  - Collect and select submitted materials.
  - Create an engaging and informative competition recap video.
  - Conduct the judging process.
  - Announce winners and develop promotional materials based on competition results.

3. Conduct additional filming if necessary at relevant locations, such as *koro* plantations, tempeh production facilities, and alternative tempeh sales points.
4. Develop scripts and storyboards based on curated stories of change.
5. Edit and produce high-quality videos, including graphics, light animations, and supporting text.
6. Produce two videos:
  - Full documentary.
  - Short version.
  - Each video will be available in two versions: one with the GAIN logo and one without.
7. Manage asset rights, licensing, and video ownership in accordance with agreed terms.

### 3.1. OBJECTIVES

This activity aims to document stories of change in the development of alternative tempeh through:

#### 1. Video & Photo Competition

- Introducing alternative tempeh and its benefits while encouraging public participation in consuming and supporting sustainable nutritious food.
- Documenting the cultivation, production, distribution, and consumption processes of *koro pedang* tempeh in visually engaging formats from the perspective of the general public.
  - Footage from this competition will be incorporated into the *Tempeh (Koro) Revolution* documentary.
- Enhancing appreciation for farmers, producers, suppliers, and consumers of *koro pedang* tempeh.
- Supporting the activities of actors across the *koro pedang* tempeh value chain.

#### 2. Video Documentation; documentary movie

Documenting stories of change from various stakeholders in the alternative tempeh supply chain, including farmers, tempeh artisans, and street vendors. The resulting videos will serve as an effective communication tool to capture the attention of national and international audiences, donors, and GAIN's strategic partners.

### 3.2. DELIVERABLES

#### Video Documentation:

- **1 (one) documentary video** (5–7 minutes) with the GAIN logo.
- **1 (one) documentary video** (5–7 minutes) without the GAIN logo.
- **Short clips** (30–60 seconds) for social media, with and without the GAIN logo.

- **1 hard drive** containing all raw photos, videos, recordings, and appropriate video usage rights (complete documentation).
- **1 drive link** containing all raw photos, videos, recordings, and appropriate video usage rights (complete documentation).

#### **Photo and Video Competition:**

- Winners of the photo and video competition: **1st, 2nd, and 3rd place in four categories** (youth, mothers, farmers, tempeh producers & sellers, consumers) at the **Aceh, Bogor, and national levels**.

**The video competition is divided into five categories:**

##### **1. Aceh Area – Participants residing or working in Aceh**

- Farmers cultivating *koro pedang* beans.
- Producers/artisans making *koro pedang* tempeh.
- Suppliers and sellers of *koro pedang* tempeh products.
- Aceh residents who consume *koro pedang* tempeh or its derivative products.

##### **2. Bogor Area – Participants residing or working in Bogor**

- Farmers cultivating *koro pedang* beans.
- Producers/artisans making *koro pedang* tempeh.
- Suppliers and sellers of *koro pedang* tempeh products.
- Bogor residents who consume *koro pedang* tempeh or its derivative products.

##### **3. General/National – Participants from across Indonesia, e.g., Central Java and Yogyakarta**

- Farmers cultivating *koro pedang* beans.
- Producers/artisans making *koro pedang* tempeh.
- Suppliers and sellers of *koro pedang* tempeh products.
- Consumers of *koro pedang* tempeh or its derivative products.

##### **4. Youth – Participants aged 13-25 years**

- Consumers of tempeh, including those who cook and prepare dishes using *koro pedang* tempeh as an ingredient.

##### **5. Mothers – Participants who are homemakers or women actively involved in the production and consumption of *koro pedang* tempeh**

- Including those who cook and prepare dishes using *koro pedang* tempeh as an ingredient.

#### **Competition Categories**

- Participants can choose one category to enter either the **photo** or **video** competition. The categorization will be further refined by the documentary film vendor to align with the overall film concept.
- Winning photos and videos will be incorporated into the documentary video.

#### 4. VENDOR QUALIFICATION

The video vendor must meet the following criteria:

- Experienced in producing high-quality documentary videos.
- Possesses a relevant portfolio, particularly in social, agricultural, or sustainable food themes.
- Capable of working with a participatory approach and documenting stories of change.
- Equipped with adequate video production tools (high-quality cameras, optional drones, professional editing software).
- Able to meet the agreed-upon deadlines.

## II. INSTRUCTIONS FOR RESPONDING

This section addresses the process for responding to this solicitation. Applicants are encouraged to review this prior to completing their responses.

### 1. CONTACT

Please direct all inquiries and other communications to the contact: [ibudiman@gainhealth.org](mailto:ibudiman@gainhealth.org) and [Eyunindio-sari@gainhealth.org](mailto:Eyunindio-sari@gainhealth.org). Responses will not be confidential except in cases where proprietary information is involved.

### 2. BUDGET

Applicants are required to provide GAIN with a detailed fee percentage proposal. The final budget amount will have to be approved by the organisation prior to starting the project.

### 3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

1. Background, objective
2. Strategy (video & competition)
3. Steps to be taken (video & competition)
  - preproduction
  - production
  - postproduction
4. Concept, mechanism
5. Proposed story board draft for video
6. Timeline

#### 7. Proposed budget breakdown

**NOTE: The competition prizes are outside the vendor's budget and will be covered by GAIN.**

#### 4. DEADLINE

The quotation/proposal (including the proposed concept ideas for the video and competition) must be submitted no later than March 17, 2025 by 23.59 COB Jakarta time, to [ibudiman@gainhealth.org](mailto:ibudiman@gainhealth.org) and [eyunindio-sari@gainhealth.org](mailto:eyunindio-sari@gainhealth.org), with the subject "Proposal Vendor Video Documentation of Alternative Tempeh."

#### 5. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline at the specified receiving office.
- Proposals received by fax.
- Incomplete proposals.
- Proposals that are not signed.

#### 6. REVISIONS

Proposals may be revised by electronic mail and confirmed by hard copy provided such revision(s) are received before the deadline.

#### 7. ACCEPTANCE

GAIN will not necessarily accept the lowest cost or any of the Proposals submitted. Accordingly, eligibility requirements, evaluation criteria and mandatory requirements shall govern.

#### 8. COMPLETION

- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed by a principal or authorising signatory of the lead firm or organisation.
- In case of errors in calculating overall costs, the unit costs will govern.
- It is the applicant's responsibility to understand the requirements and instructions specified by GAIN. In the event that clarification is necessary, applicants are advised to contact the responsible person at GAIN under section II. point 1., prior to making their submission.
- While GAIN has used considerable efforts to ensure an accurate representation in this Request for Proposal (RFP), the information contained in this RFP is supplied solely as a guideline. The information is not warranted to be accurate by GAIN. Nothing in this RFP is intended to relieve applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
- By responding to this RFP, the applicant confirms its understanding that failing to comply with any of the RFP conditions may result in the disqualification of their submission.

## **9. RIGHTS OF REJECTION**

GAIN reserves the right to reject any or all submissions or to cancel or withdraw this RFP for any reason and at its sole discretion without incurring any cost or liability for costs or damages incurred by any applicant, including, without limitation, any expenses incurred in the preparation of the submission. The applicant acknowledges and agrees that GAIN will not indemnify the applicant for any costs, expenses, payments or damages directly or indirectly linked to the preparation of the submission.

## **10. REFERENCES**

GAIN reserves the right, before awarding the Proposal, to require the applicant to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the applicant.

## **11. RELEASE OF INFORMATION**

After awarding the Proposal and upon written request to GAIN, only the following information will be released:

- Name of the successful applicant.
- The applicant's own individual ranking.

# **III. TERMS AND CONDITIONS OF THIS SOLICITATION**

## **1. NOTICE OF NON-BINDING SOLICITATION**

GAIN reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal. GAIN additionally reserves the right to negotiate the substance of the successful applicants' proposals, as well as the option of accepting partial components of a proposal if deemed appropriate.

## **2. CONFIDENTIALITY**

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, GAIN will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential.

## **3. RIGHT TO FINAL NEGOTIATIONS ON THE PROPOSAL**

GAIN reserves the right to negotiate on the final costs, and the final scope of work of the proposal. GAIN reserves the right to limit or include third parties at GAIN's sole and full discretion in such negotiations.

## **4. EVALUATION CRITERIA**

Proposals will be reviewed by the Selection Team. The following indicate a list of the significant criteria against which proposals will be assessed. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

Applicants are required to submit the following information, conforming to the guidelines given in this section:

- Understanding of the scope of work:

- Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section I.
- Demonstrate a clear understanding of the technical requirements of this RFP:
  - Providing detailed technical documentation of the proposed strategy.
  - Evidence of experience delivering solutions using the proposed information technology platform.
- The creative and methodological approaches required to implement each of the parts of the scope of work.
- Comprehensiveness of work plan and reasonableness of proposed time frame:
  - Proposal shall include a feasible work plan to ensure successful completion of deliverables.
  - The work plan details how activities will be coordinated.
- Detailed budget and cost-effectiveness of proposed approach:
  - Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
  - Proposal shall identify possible challenges and include creative approaches to addressing them.
- Management and personnel plan:
  - The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
  - Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.
- A duly completed offer of services.

**GAIN reserves the right to contact the individuals and contractor(s) in order to verify the information provided as part of the Proposal.**

## **5. REVIEW PROCESS**

The review process will involve a Review Panel with participants selected by GAIN.

## **6. LIMITATIONS WITH REGARD TO THIRD PARTIES**

GAIN does not represent, warrant, or act as agent for any third party as a result of this solicitation. This solicitation does not authorise any third party to bind or commit GAIN in any way without GAIN's express written consent.

## **7. COMMUNICATION**

All communication regarding this solicitation shall be directed to appropriate parties at GAIN. Contacting third parties involved in the RFP, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

## **8. FINAL ACCEPTANCE**

Award of a Proposal does not imply acceptance of its terms and conditions. GAIN reserves the right to negotiate on the final terms and conditions including the costs and the scope of work when negotiating the final contract to be agreed between GAIN and the applicant.



## 9. VALIDITY PERIOD

The offer of services will remain valid for a period of 60 days after the Proposal closing date. In the event of award, the successful applicant will be expected to enter into a contract subject to GAIN's terms and conditions.

## 10. INTELLECTUAL PROPERTY

Subject to the terms of the contract to be concluded between GAIN and the applicant, the ownership of the intellectual property related to the scope of work of the contract, including technical information, know-how, processes, copyrights, models, drawings, source code and specifications developed by the applicant in performance of the contract shall vest entirely with GAIN.

## 11. SCOPE OF CHANGE

Once the contract is signed, no increase in the liability of GAIN or in the fees to be paid by GAIN for the services resulting from any change, modification or interpretation of the documents will be authorised or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.

## IV. OFFER OF SERVICES

1. Offer submitted by:

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(Print or type business, corporate name and address)

2. I (We) the undersigned hereby offer to GAIN, to furnish all necessary expertise, supervision, materials, and other things necessary to complete to the entire satisfaction of the Executive Director or authorised representative, the work as described in the Request for Proposal according to the terms and conditions of GAIN for the following prices:
  - a. Click or tap here to enter text.
  - b. Click or tap here to enter text.
  - c. Click or tap here to enter text.
  - d. Click or tap here to enter text.
3. I (We) agree that the Offer of Services will remain valid for a period of sixty days (60) calendar days after the date of its receipt by GAIN.
4. I (We) herewith submit the following:
  - (a) A Proposal to undertake the work, in accordance with GAIN's requirements specified.
  - (b) A duly completed offer of services, subject to the terms herein.

**OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE.**

Date this day of Click or tap here to enter text. in Click or tap here to enter text.

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)