

*[Instructions for users: Ensure any applicable donor requirements are incorporated into the RFP. Complete the blue fields and delete instructions.]*

## **Request for Proposals**

**Title: Photographer Panel to Capture Konservasi Indonesia Area Program**

**Date of Issuance: 14 January 2025**

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- 1. Background:** Konservasi Indonesia is a national foundation that aims to support the sustainable development and protection of critical ecosystems in Indonesia. We believe in the importance of multi-stakeholder partnerships across sectors and jurisdictions. Working in partnership with the government and others, we design and deliver innovative nature-based solutions to climate change, using a sustainable landscapes-seascapes approach to create lasting impacts for people and nature.
- 2. Project Overview** The Company aims to create a panel of qualified and experienced providers to deliver high-quality creative and digital communication services. This includes videography and photography to support Konservasi Indonesia's programs.
- 3. Terms of Reference, Deliverables and Deliverables Schedule** (attached).
- 4. Submission Details**
  - a. **Deadline.** Proposals must be received no later than (Jan 20, 2025 + 5 pm Jakarta Time). Late submissions will not be accepted. Proposals must be submitted via email to ([indonesia@konservasi-id.org](mailto:indonesia@konservasi-id.org) and [grantcontractid@konservasi-id.org](mailto:grantcontractid@konservasi-id.org)). All proposals are to be submitted following the guidelines listed in this RFP.
  - b. **Clarifications.** Questions may be submitted to ([indonesia@konservasi-id.org](mailto:indonesia@konservasi-id.org) and [grantcontractid@konservasi-id.org](mailto:grantcontractid@konservasi-id.org)) by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. KI will respond in writing to submitted clarifications by the date specified in the timeline below.
  - c. **Amendments.** At any time prior to the deadline for submission of proposals, KI may, for any reason, modify the RFP documents by amendment which will be posted to the KI website and/or communicated via email.
- 5. Minimum Requirements**

Konservasi Indonesia is seeking professional videography and photography freelance to produce and develop short videos that effectively support our programs. The scope of work includes comprehensive video production services, encompassing pre-production planning, on-site filming, equipment provision, and editing. We invite qualified providers to contribute to our mission by delivering high-quality visual content.



**6. Proposal Documents to Include**

- a. Signed cover page on consultants' letterhead with the consultant's contact information.
- b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- c. Technical Proposal.
  - i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
  - ii. Qualifications of Key Personnel. Please attach Proposal that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
  - iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the consultant intends to carry out the requirements described in the Terms of Reference.
- d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 3).

**7. Evaluation Criteria** In evaluating proposals, KI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

(The evaluation table below is a sample only. Add to or adjust the Evaluation Criteria below and associated scoring to fit the assignment. Adjust the scoring to match your needs. It should be as detailed as needed to ensure the best proposal is selected. It may include for example, evaluation of individual personnel qualifications, specialized knowledge, etc.

Proposals will be evaluated ONLY against the Evaluation Criteria in the RFP (no other evaluation criteria may be considered for selection).

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
Is the proposed approach to the assignment and practical in the prevailing project circumstances?	20%/ Max points
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	20%/ Max points
Does the consultant's past performance demonstrate recent proven experience doing similar work?	20%/ Max points
Does the consultant and the proposed personnel have the specific technical expertise for the assignment?	20%/ Max points
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20%/ Max points

**8. Proposal Timeline** (Please add other solicitation events to this timeline if applicable such as interviews or demos).

RFP Issued	14 Jan 2025
Clarifications submitted to KI	20 Jan 2025
Complete proposals due to KI	20 Jan 2025

- 9. Resulting Award** KI anticipates entering into an agreement with the selected consultant by [\(20 January 2025\)](#). Any resulting agreement will be subject to the terms and conditions of KI's Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate KI to execute a contract, nor does it commit KI to pay any costs incurred in the preparation or submission of the proposals. Furthermore, KI reserves the right to reject any and all offers, if such action is considered to be in the best interest of KI. KI will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

- 10. Confidentiality** All proprietary information provided by the consultant shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. KI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded.
- 11. Code of Ethics** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with KI's Code of Ethics [[for GCF-funded projects only, add: "and the Green Climate Fund's Policy on Prohibited Practices"](#)]. Konservasi Indonesia's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. KI's Code of Ethics (the "Code") provides guidance to KI employees, service providers, experts, interns, and volunteers in living KI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to KI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

**12. Attachments:**

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility  
Attachment 2: Terms of Reference  
Attachment 3: Cost Proposal Template

## **Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility**

RFP No. [KI-001/I/2025](#)

UEI Number (if applicable):

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with KI's Code of Ethics. KI's Code of Ethics provides guidance to KI employees, service providers, experts, interns, and volunteers in living KI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to KI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

KI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

### **I. With respect to KI's Code of Ethics, we certify:**

- a. We understand and accept that KI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

### **II. With respect to social and environmental standards, we certify:**

- a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
- b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.


### **III. With respect to our eligibility and professional conduct, we certify:**

- a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
- b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
- c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.
- d. We have not engaged in any collusion or price fixing with other offerors.



- e. We have not made promises, offers, or grants, directly or indirectly to any KI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the process launched by KI.
- g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
- h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
- i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension". [\[Include additional sanctions lists of the country of a public donor, if required by the donor.\]](#)

Name: Regina Rethanovagi

Signature: 

Title: Administrative Officer

Date: 14 January 2025

**Attachment 2: Terms of Reference****1. Background:**

Konservasi Indonesia is a national foundation that aims to support the sustainable development and protection of critical ecosystems in Indonesia. We believe in the importance of multi-stakeholder partnerships across sectors and jurisdictions. Working in partnership with the government and others, we design and deliver innovative nature-based solutions to climate change, using a sustainable landscapes-seascapes approach to create lasting impacts for people and nature.

**2. Objectives:**

The Company aims to create a panel of qualified and experienced providers to deliver high-quality creative and digital communication services. This includes videography and photography to support Konservasi Indonesia's programs.

**3. Scope of Services:**

Konservasi Indonesia is seeking professional videography and photography freelance to produce and develop short videos that effectively support our programs. The scope of work includes comprehensive video production services, encompassing pre-production planning, on-site filming, equipment provision, and editing. We invite qualified providers to contribute to our mission by delivering high-quality visual content.

**4. Duration and phases**

The duration of the engagement will be for a 12-month period, with the possibility of extension based on the quality of services provided. Quality assessments will be conducted annually. Please note that being part of the panel arrangement does not guarantee work; rather, it allows the Company to procure services from the selected tenderers directly as needed.

**5. Financial component**

In addition to the technical components of the Request for Tender (RFT), tenderers are required to submit detailed tender documentation. As part of the panel, your submission will be evaluated in comparison to other tenderers, with value for money being a key criterion in the assessment process. Interested organizations and individuals are invited to submit their tenders in Indonesian Rupiah (IDR).

**6. Technical Assessment Criteria:**

Tenderers will be expected to submit the following:

1. Cover letter
2. Company Profile, key personnel and networks, and examples of recent work
3. Legal Company document – example: SIUP, NIB, NPWP (for registered company only)

The technical proposal will be assessed on the ability of the Tenderer to meet the assessment criteria.



**Criteria include:**

1.	Organization Be registered and have legal entity and operate legally in Indonesia.	10%
2.	Financial and requirements: 1. Best price offer. 2. Own skill and experience working with NGOs (explain this further on your company profile or portfolio). 3. Providing high quality and professionalism on producing videography (please share the link on your proposal if you have YouTube channel or any social media to see your video or photo project). 4. Own a complete videography and photography equipment to fulfill the scope of services.	70%
3	Experience and Willingness 1. At least 5 years' experience in creative and digital communication, particularly in photography and videography and related services. 2. Be willing to travel all around Indonesia, including remote areas, for photo or video production	20%
	Total score	100%

**7. Key selection criteria**

**Photographer**

Technical Skills:

- **Photography Skills:** Proficient in using various types of cameras and photography equipment, including knowledge of lighting, composition, and editing software.
- **Editing Skills:** Ability to use software such as Adobe Photoshop, Lightroom, or similar tools to enhance and adjust photos.

Experience:

- **Photojournalism:** Experience in photojournalism or documentary photography is essential, as this field requires capturing genuine and honest moments that tell a story.
- **Portfolio:** A strong portfolio that showcases storytelling through photography, ideally with previous work covering similar themes such as coastal life, local communities, indigenous people, or social issues.

Interpersonal Skills:

- **Communication:** Good communication skills to interact with subjects, gain their trust, and ensure they are comfortable being photographed.



- **Cultural Sensitivity:** Understanding and respecting the cultural context of the subjects being photographed, particularly in diverse environments.

Storytelling:

- **Narrative Skills:** Strong storytelling ability to create a complete and engaging narrative through a series of photos.
- **Interview Skills:** Ability to conduct interviews with subjects to gather background information and quotes that can accompany the photo story.

Ethics and Professionalism:

- **Ethical Standards:** Commitment to ethical standards in photojournalism, including respect for the dignity and privacy of subjects. Photographers must obtain consent before taking photos.
- **Professionalism:** Reliability, punctuality, and the ability to work independently or as part of a team.

Additional Skills:

- **Drone Photography Skills:** Proficiency in operating a drone can be beneficial. Aerial photography is sometimes necessary to capture expansive views of coastal communities.
- **Underwater Photography Skills:** Professional and licensed underwater photographer can be advantage to capture wider views of our Ocean program.

## Videographer

Technical Skills:

- **Videography Skills:** Proficient in using various types of cameras and videography equipment, including knowledge of lighting, composition, and editing software.
- **Editing Skills:** Ability to use software such as Adobe Premiere Pro, Final Cut Pro, or similar tools to edit and enhance video footage.

Experience:

- **Documentary Filmmaking:** Experience in documentary or narrative filmmaking is essential, as this field requires capturing authentic moments that tell a story.
- **Portfolio:** A strong portfolio showcasing storytelling through video, ideally featuring previous work on themes such as coastal life, local communities, indigenous people, or social issues.

Interpersonal Skills:

- **Communication:** Strong communication skills to interact with subjects, gain their trust, and ensure they are comfortable on camera.
- **Cultural Sensitivity:** Understanding and respecting the cultural context of the subjects being filmed, particularly in diverse environments.

Storytelling:

- **Narrative Skills:** Ability to create a compelling narrative through video, effectively conveying emotions and messages.
- **Interview Skills:** Proficiency in conducting interviews to gather background information and quotes that enhance the video story.

Ethics and Professionalism:





- **Ethical Standards:** Commitment to ethical standards in videography, including respect for the dignity and privacy of subjects. Videographers must obtain consent before filming.
- **Professionalism:** Reliability, punctuality, and the ability to work independently or as part of a team.

Additional Skills:

- **Drone Videography Skills:** Proficiency in operating a drone for aerial filming can be beneficial. Aerial shots are sometimes necessary to capture expansive views of coastal communities.
- **Underwater Videography Skills:** Professional and licensed underwater cameraperson can be advantage to capture wider views of our Ocean program.

**8. Photo and video production will follow below concepts:**

*Pre-production*

- Structured concept based on brainstorming session(s) with Konservasi Indonesia program and communication team.
- Storyline, In a Microsoft Word form, as the base of story guidelines for shooting. This storyline needs to be approved by Konservasi Indonesia team
- Script and Storyboard, in a form that is easy to comprehend, to be the base frame guidelines for shooting. This storyboard needs to be approved by Konservasi Indonesia team

*Production*

**Video Production**

- *Use professional videography equipment to ensure high-quality footage.*
- *Direct and film interviews, events, and activities.*
- *Capture supplementary b-roll footage to enhance storytelling.*
- *Manage lighting, sound, and framing for optimal results.*
- *Coordinate with Konservasi Indonesia's team to obtain a consent form for filming specific individuals.*

**Photo Production**

- *Each photo should be edited for strong visual impact.*
- *Each photo should have its metadata with standard. captions, copyrights, and other relevant information.*
- *Standard caption information to be embedded in the images. Should include full names, location, age of subject and date.*
- *Coordinate with Konservasi Indonesia's team to obtain a consent form for specific individuals' photos.*



*Postproduction*

***Video and photo***

- High-definition documented video format
- Electronic raw HD format video to be delivered via external hard drive, or similar file sharing/ transfer tools.
- Copyright-free background music
- Video transcript in word format
- High resolution jpeg or raw files of photos (300 dpi at 2610 x 3900 pixels) photos related with Konservasi Indonesia's program in external hard disk (provide by KI) or via WeTransfer.

*Equipment*

- All Equipment for video and photo production should be provided by the Tenderer

### Attachment 3: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price.

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

#### Cost Breakdown by Deliverable

Description	Unit	Unit Cost (IDR)
Documentary, Duration 3 – 5 minutes (Project with 3x day shoot plus travel time) with pre-production planning, post-production editing, imagery and music licensing included.	Package	
Documentary, Duration max. 10 minutes (Project with 5x day shoot plus travel time) with pre-production planning, post-production editing, imagery and music licensing included.	Package	
Additional output (additional editing required for another output video using the same content, duration under 3 - 5 minutes)	Package	
Video infographic/Motion graphic, Duration max. 3 minutes	Package	
Additional duration for Video Infographic	Minutes	
Video Profile, Duration max. 3 – 5 minutes (Project with 2x day shoot/ travel only)	Package	
Additional output (additional editing required for another output video using the same content, duration 3 – 5 minutes)	Package	
Photography output (with all raw and edited material submit to Konservasi Indonesia) 1x day shoot	Package	
<p><i>Note:</i> Some tasks may require more travel time than others due to locations. Additional costs associated with the travel will be negotiated on a case-by-case basis.</p> <p>Travel and accommodation will be arranged by Konservasi Indonesia. Perdiem will be calculated based on Konservasi Indonesia standard cost or as agreed.</p>		