

ANNEX 1: Description of Requirements

Context of the Requirement	<p>The project “Biodiversity mainstreaming into Sectoral Policies and Practices and Strengthening Protection of Biodiversity Hot-spots in Montenegro” is geographically focused on the Key Biodiversity Areas (KBAs) of Montenegro and includes various types of interventions and involves both ecosystem protection and work with production sectors, such as tourism, agriculture and forestry.</p> <p>Within the framework of the project, we provide support to the Regional Development Agency for Bjelasica, Komovi and Prokletije in the process of preparing an international nomination of katuns as cultural heritage under the FAO Globally Important Agricultural Heritage Systems (GIAHS) programme. In parallel, the national nomination process of katuns as cultural heritage is in its final phase, further confirming the cultural, historical, and environmental significance of this traditional system.</p> <p>Recognizing the need to raise awareness and enhance the visibility of katuns at both national and international levels, the project foresees the production of a series of promotional videos during 2026, the Global Year of Katuns. These videos, each 5 to 10 minutes long, will present katuns as living systems, highlighting traditional ways of life, their contribution to biodiversity conservation, the role of women, and the involvement of young people in inheriting and revitalizing these practices.</p> <p>This activity contributes directly to Outcome 5, supporting traditional livelihoods, the revitalization of traditional agriculture (grazing) and nomadic settlements (katuns) as key elements representing the unique cultural value of the area. At the same time, it aims to ensure community engagement and increase local benefits from traditional agriculture and sustainable tourism development, positioning katuns as an authentic heritage-based model that cannot be replicated elsewhere.</p>
Brief Description of the Required Services	<p>The objective of this assignment is to produce five promotional films focusing on the seasonal movement to katuns (izdiga) as a traditional pastoral practice placed under national protection as intangible cultural heritage. The films aim to bring this practice closer to the general public and to present its overall social, cultural, and environmental significance, particularly in light of the fact that 2026 has been proclaimed the International Year of Pastoralism.</p> <p>The project team within the Ministry of Ecology, Sustainable Development and Northern Region Development is inviting proposals from reputable and qualified experts with a track record of success in filming, editing and producing promotional videos.</p>
List and Description of Expected Outputs to be Delivered	<p>Selected vendor for production of 5 promotional videos will have the following specific responsibilities during the period from 10 March 2026 – 31 October 2026 (with possibility of extension):</p> <ol style="list-style-type: none"> 1) The Vendor undertakes to comply with all provisions of this Contract and with applicable national legislation; 2) The Vendor shall be fully responsible for fulfilling all assumed legal obligations; 3) The Vendor shall provide personnel, facilities, equipment, and materials to the extent necessary for the implementation of activities in accordance with the requirements for producing 5 promotional videos; 4) In the process of concept development, selection of interviewees, filming locations, and film editing, the Vendor shall consult representatives of the Regional Development Agency for Bjelasica, Komovi and Prokletije and the project team of the project “Integrating Biodiversity into Sectoral Policies and

	<p>Practices and Strengthening the Protection of Key Biodiversity Areas in Montenegro”, in order to ensure alignment with project objectives;</p> <p>5) The Vendor shall ensure adequate and continuous communication with representatives of the Regional Development Agency for Bjelasica, Komovi and Prokletije and the project team of the project “Integrating Biodiversity into Sectoral Policies and Practices and Strengthening the Protection of Key Biodiversity Areas in Montenegro”;</p> <p>6) The Vendor shall timely inform representatives of the Ministry of any event that may significantly affect or delay the implementation of activities stipulated under this Contract, as well as of any significant deviation from the project (e.g. change of contact person, changes in the beneficiary’s budget, deviations from the filming schedule, etc.);</p> <p>7) The Vendor shall be responsible for the selection and performance of all consultants or subcontractors engaged for the purpose of implementing the activities defined under this Contract.</p> <p>Expected deliverables:</p> <p>1) Five (5) professionally produced promotional films on katuns, developed, filmed, edited, and delivered in line with the agreed production schedule and thematic focus;</p> <p>2) Active coordination and consultation with the Regional Development Agency for Bjelasica, Komovi and Prokletije and the project team to ensure thematic accuracy, alignment with project objectives, and community-sensitive representation;</p> <p>3) Final narrative and financial report, including complete supporting documentation (audio-visual materials, promotional evidence, and full financial records), submitted no later than 30 October 2026.</p>
Person to Supervise the Work/Performance of the Service Provider	Project team (Project Manager, Project Chief Technical Specialist, Project Assistant Admin/Finance and Project Procurement Specialist) Representatives of Regional Development Agency for Bjelasica, Komovi and Prokletije
Frequency of Reporting	Monthly
Progress Reporting Requirements	Progress report should be sent by the 5th of each month, based on the tasks and expected deliverables.
Location of work	Katuns on the territory of northern part of Montenegro. The exact location will be defined after the contract signing
Expected duration of work	March – October 2026 (7 months)
Target start date	March 10, 2026
Latest completion date	October 31, 2026
Travels Expected	It is the Contractor’s responsibility to anticipate and plan for necessary travel at their own expense.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required
Names and curriculum vitae of individuals who will be involved in completing the services	Required <i>CVs and copies of certificates and licenses for at least two key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in Section 2 should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i>

Criteria for Contract Award	Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
Criteria for the Assessment of Request for Proposal	<p>Technical Request for Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Company 30%</p> <p><input checked="" type="checkbox"/> Methodology, Appropriateness and Timeliness of the Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Qualification of Key Personnel 30%</p> <p>Financial Request for Proposal (30%)</p> <p>To be computed as a ratio of the Request for Proposal's offer to the lowest price among the Request for Proposals received by Ministry.</p> <p><i>*Only Proposals which pass the technical criteria will have their financial proposals considered.</i></p>
UNDP will award the contract to:	One and only one Service Provider
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Request for Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Technical offer (Annex 3)</p> <p><input checked="" type="checkbox"/> Form for Submission of Financial offer (Annex 4)</p>
Other Information [pls. specify]	<p><i>The bidder shall obtain following documentation:</i></p> <p>- Proof of registration for performing the relevant activity (Extract from the Central Register of Business Entities – CRPS);</p>