

## REQUEST FOR QUOTATION FOR SERVICES – RFQ/S

### Ref.: MGIEP/2026/RFQ/008/Request for quotation for hiring an Individual Consultant or Firm for AI-enabled video generation

(Please, quote this UNESCO reference in all correspondence)

You are invited to submit your quotation offering your best prices and delivery conditions to UNESCO for the provision of services described below:

#### Request for quotation for hiring an Individual Consultant or Firm for AI-enabled video generation

Your quotation must consist of two separate files: (i) Technical Proposal and (ii) Financial Proposal no later than **19 May 2026 at 11:59 PM Indian Standard Time:**

The vendor shall bear all costs associated with the preparation and submission of the Proposal and UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.”

#### 1. Technical proposal:

*Instruction to vendors: Please use the template, supplementing your statements with evidence (e.g. links to portfolios or CVs) when suitable.*

| No. | Item  | Vendor's input  |
|-----|---|---|
| 1   | Experience and Expertise of Individual Consultant or Agency | <i>Describe, Confirm and provide the proofs of compliance with the requirements/expertise required in the Terms of Reference (TOR).</i>   |
| 2   | Approach, methodology and implementation plan               | <i>Describe your approach to the provision of the requested service, specific methodologies or equipment used (if applicable) and outline the implementation plan with the proposed timeline.</i> |
| 3   | Qualifications of Key personnel to implement the services   | <i>List of the key personnel involved in the service delivery, with a short description of their role and expertise.</i>  |

#### 2. Financial Proposal:

The Service Provider is requested to share:

| Item   | Total cost on per minute basis [Currency]         |
|--|---|
| <b>I. Professional services</b>  |   |
| <b>Deliverable 1: Inception report and Production Plan</b><br>A concise inception report confirming scope, proposed AI tools, production approach, timelines, agreed deliverables, and overall workflow for video creation and adaptation. | <b>Cost of per minute of final approved video</b> |
| <b>Deliverable 2: End-to-End Video Production (All Stages)</b>   |   |

|   |   |
|---|---|
| <p><b>1. Scripts, Storyboards &amp; Pre-Production Package:</b> Preparation and submission of scripts, storyboards, narration text, visual concepts, and localization/adaptation plans for both new and existing videos including all AI prompts and prompt sequences, reference assets, input media used to condition AI outputs, and intermediate AI output(s) produced for UNESCO MGIEP review and approval prior to production.</p> <p><b>2. Video Production &amp; Adaptation (Draft Outputs):</b> Revision of pre-production materials based on UNESCO MGIEP feedback and production of draft video outputs using AI-assisted tools and workflows, including new videos and adapted/localized content.</p> <p><b>3. Revisions of drafts &amp; Final Video Delivery:</b> Submission of all finalized videos, subtitles/captions, and source/editable files in formats compatible with the FramerSpace platform, including incorporation of agreed revisions following review.</p> <p><b>Note 1: Reviews for the deliverables by UNESCO MGIEP would include 1-3 rounds of edits.</b></p> <p><b>Note 2: Videos must be delivered in MP4 format (H.264 video, AAC audio) with a minimum resolution of 720p (1080p preferred), standard 16:9 aspect ratio, and native frame rates (min. 30 fps) to ensure optimal quality and platform compatibility.</b></p> <p><b>Note 3: It is expected that the total combined duration of all individual videos will be approximately 50 minutes.</b></p> |   |
| <p><b>II. Other related costs</b></p>   | <p><i>The sum of fees for items absent from the template.</i></p> |
| <p><b>TOTAL SUM OF QUOTATION</b></p>  |   |

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WE ARE LOOKING FORWARD TO RECEIVING YOUR QUOTATION comprising of a technical proposal and a financial proposal, in two separates files and emails

AT

[procurement.mgiep@unesco.org](mailto:procurement.mgiep@unesco.org)

**Subject: Ref. MGIEP/2026/RFQ/008/Request for quotation for hiring an Individual Consultant or Firm for AI-enabled video generation**

**(To be noted that all files together not to exceed 10 MB)**

**Quotes shall be in written English**

| <b>FOR UNESCO</b> |  |
|-------------------|--|
| NAME              |  |
| FUNCTIONAL TITLE  |  |
| SIGNATURE         |  |
| DATE              |  |

## ANNEX I – General Terms and Conditions for Professional Services

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### 1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

### 2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

### 3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### 4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

### 5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

### 6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

### 7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature

or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

### 8. INSURANCE AND LIABILITIES TO THIRD PARTIES

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;  
8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage

8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

### 9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or

on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

#### **10. TITLE TO EQUIPMENT**

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

#### **11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UNESCO's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law

#### **12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

#### **13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

Information and data that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on

completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

UNESCO may disclose Information to the extent required pursuant to resolutions or regulations of the General Conference or rules promulgated thereunder and to the UNESCO Access to Information policy. The Contractor acknowledges that UNESCO's Information, including any information relating to an identified or identifiable individual ("Personal Data"), is subject to privileges and immunities accorded to UNESCO and that as a result any such Information is inviolable and cannot be disclosed, provided or otherwise made available to, or searched, confiscated or otherwise be interfered with by any person, unless such immunity is expressly waived in writing by UNESCO. To ensure compliance with the privileges and immunities of UNESCO, the Contractor shall segregate Information provided by UNESCO or generated by the Contractor under this Contract to the fullest extent possible.

#### **14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNESCO shall

have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

#### **15. TERMINATION**

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

#### **16. SETTLEMENT OF DISPUTES**

##### **16.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

##### **16.2 Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL

Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

#### **17. PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

#### **18. TAX EXEMPTION**

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter-alia*, that UNESCO, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### **19. CHILD LABOUR**

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter-alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

#### **20. MINES**

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain

Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

#### **21. OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

#### **22. AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

#### **23. SECURITY**

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

#### **24. ANTI-TERRORISM**

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

#### **25. AUDITS AND INVESTIGATIONS:**

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

#### **26. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE**

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other

persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

(a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.

(b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse.

(c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

**Reporting of allegations to UNESCO.** The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

## **27. UNITED NATIONS SUPPLIER CODE OF CONDUCT**

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

## **28. PERSONAL DATA PROTECTION AND PRIVACY**

Both UNESCO and the Contractor shall ensure an appropriate protection of Personal Data in accordance with UNESCO's Principles on Personal Data Protection and Privacy (<https://www.unesco.org/en/privacy-policy>) and their applicable regulations and rules. Personal Data shall be processed solely for the purpose of undertaking this Contract.

The Contractor warrants and represents that it shall establish and maintain appropriate technical and organizational measures against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access to Personal Data in compliance with best industry standards.

The Contractor shall promptly notify UNESCO of any actual [or suspected or threatened] incident of accidental or unlawful Initials destruction or accidental loss, alteration, unauthorized or accidental disclosure or access to Personal Data, or a breach of this article. The Parties shall consult with a view to addressing, reacting to, and resolving the situation.

The Contractor shall notify UNESCO within five working days of any complaint by an individual in respect of his/her Personal Data. The Parties shall consult with each other before taking any action as a result of or in reaction to such complaint.

The obligations and restrictions in this Article shall be effective during the term of this Contract, including any extension thereof, and shall remain effective following any termination of this Contract, unless otherwise agreed between the Parties in writing.

Unless otherwise agreed between the Parties in writing, after termination of this Contract the Contractor shall return all Personal Data collected for the performance of this Contract to UNESCO in a structured, commonly used and machine-readable format, and shall then delete and procure the deletion of all copies of that Personal Data. The Contractor shall provide written certification to UNESCO that it has fully complied with this paragraph after termination of this Contract.

### Terms of reference

|                              |   |
|------------------------------|---|
| <i>Scope of work for TOR</i> | <p>Under the overall authority of the Director, UNESCO MGIEP, and National Project Officer (Chief of DL, AI and IT) and the direct supervision of Associate National Project Officer (AIED), the consultant or firm shall undertake the key tasks outlined below:</p> <ol style="list-style-type: none"> <li>1. Inception and Planning <ul style="list-style-type: none"> <li>• Conduct an inception meeting with UNESCO MGIEP teams to confirm expectations, scope, priorities, and timelines. The meeting will be virtual.</li> <li>• Develop and submit an inception report note outlining the proposed approach, tools, workflows, deliverables, and implementation plan.</li> </ul> </li> <br/> <li>2. AI-Enabled Video Production Framework <ul style="list-style-type: none"> <li>• Design a structured AI-assisted video production and post-production workflow suitable for educational content.</li> <li>• List appropriate AI tools and technologies for scripting, storyboarding, voice generation, video synthesis, editing, translation, and localization.</li> <li>• Define standards for quality, consistency, branding, and pedagogical alignment.</li> <li>• Establish and maintain AI Production Inputs Register, documenting including all AI prompts and prompt sequences, reference assets, input media used to condition AI outputs, and intermediate AI output(s) produced, submitted alongside every finalised video.</li> <li>• List guidelines used for ethical and responsible use of AI-generated media, including attribution, and quality assurance.</li> </ul> </li> <br/> <li>3. Creation of New Video Content <ul style="list-style-type: none"> <li>• Work with UNESCO MGIEP subject-matter experts to gather requirements, clarify learning objectives for developing scripts, storyboards, and visual concepts.</li> <li>• Produce new videos using AI-supported production techniques, including animation, narration, graphics, and editing.</li> <li>• Ensure all videos are instructionally sound, engaging, and designed for adaptability across diverse cultural and linguistic contexts.</li> <li>• Deliver finalized media assets in required technical formats and specifications.</li> </ul> </li> <br/> <li>4. Quality Assurance and Review <ul style="list-style-type: none"> <li>• Conduct iterative reviews with UNESCO MGIEP teams and incorporate feedback.</li> </ul> </li> </ol> <p>Ensure final outputs meet agreed technical and instructional standards.</p> |
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|   | <p><b>Note 1: Reviews for the deliverables by UNESCO MGIEP would include 1-3 rounds of edits.</b></p> <p><b>Note 2: Videos must be delivered in MP4 format (H.264 video, AAC audio) with a minimum resolution of 720p (1080p preferred), standard 16:9 aspect ratio, and native frame rates (min. 30 fps) to ensure optimal quality and platform compatibility.</b></p> <p><b>Note 3: It is expected that the total combined duration of all individual videos will be approximately 50 minutes.</b></p>  |
| <p><i>Background information on the project</i></p> | <p>The UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP) is UNESCO’s category 1 Research Institute that focuses on Sustainable Development Goal (SDG) 4.7 towards education for building peaceful and sustainable societies across the world.</p> <p>As part of this mandate, UNESCO MGIEP has developed FramerSpace, a digital learning experience platform that hosts interactive, multimedia courses on themes such as sustainable development, peace education, social-emotional learning, and digital citizenship (<a href="https://www.framerspace.com/">https://www.framerspace.com/</a>). In this platform, video-based learning resources play a central role in supporting learner engagement, conceptual clarity, and contextual relevance across courses.</p> <p>To strengthen the quality, scalability, and reach of its digital course offerings, UNESCO MGIEP seeks to adopt Artificial Intelligence (AI)–enabled approaches to educational video production and adaptation. This includes creating new video content using AI-assisted production workflows and transforming existing videos through localization, contextualization, translation, and other AI-supported enhancements to efficiently serve diverse learner groups and geographies.</p> <p>In this context, UNESCO MGIEP intends to engage a qualified individual consultant or firm with demonstrated expertise in AI-enabled multimedia production (preferably educational content) to support two streams of work (a) adaptation, localization, and transformation of existing videos, and (b) creation of new educational videos using AI-assisted tools." for course(s) hosted on the FramerSpace platform.</p> |
| <p><i>Objectives of the assignment</i></p>          | <p>UNESCO MGIEP seeks to hire an Individual Consultant or firm to support UNESCO MGIEP in designing and implementing AI-enabled video production and adaptation workflows for the FramerSpace platform, and to develop high-quality, pedagogically aligned multimedia learning resources for course(s) hosted on FramerSpace.</p> <p>Specific objectives include:</p>   |

|   | <ul style="list-style-type: none"> <li>• Design an AI-enabled strategy and workflow for scalable video creation and adaptation.</li> <li>• Recreate new videos by adapting and transforming existing video content.</li> <li>• Ensure all videos are localization-ready by design, with culturally neutral visuals and modular audio-visual structures that support seamless translation, dubbing, and adaptation across languages and contexts.</li> <li>• Produce new educational videos from concept to final delivery using AI-assisted tools and production techniques (if requested by UNESCO MGIEP).</li> </ul>  |   |             |   |    |  |                                    |    |   |                                    |
|---|---|---|-------------|---|----|--|------------------------------------|----|---|------------------------------------|
| <p><i>Scope of work, consistent with the budget</i></p>                                     | <p>The Individual Consultant or an agency will be compensated with payments linked to the satisfactory completion and submission of deliverables as specified in the next section “<b>Deliverables with timeline (i.e., output) that must be submitted for approval</b>”. Payment will be made as per the deliverable’s timelines, submission of invoice and approval from the responsible officer of UNESCO MGIEP as per below breakup:</p> <ul style="list-style-type: none"> <li>• First payment, 10% of the total contract value will be paid upon completion and approval of Inception report (Deliverable 1).</li> <li>• Remaining payments will be paid is recurring deliverable for each video produced, shared by the vendor and approved by MGIEP, Deliverable 2 (with stages 1, 2, and 3).</li> </ul> <p><b>Note :</b> The payment for Deliverable 1 will be invoiced in the first billing cycle upon approval. Payments for video production under Deliverable 2 will be calculated proportionately, based on the total duration (in minutes) of approved video content delivered within the billing period at the end of every month. In case there is no video submission and approval in a month, no payment will be made.</p>   |   |             |   |    |  |                                    |    |   |                                    |
| <p><i>Deliverables with timeline (i.e., output) that must be submitted for approval</i></p> | <p>The Individual Consultant or firm is required to submit the following deliverables as per the specified timelines to the responsible officer of UNESCO MGIEP:</p> <table border="1" data-bbox="459 1379 1468 1991"> <thead> <tr> <th data-bbox="459 1379 539 1563">No.</th> <th data-bbox="539 1379 1129 1563">Deliverable</th> <th data-bbox="1129 1379 1468 1563">Timeline (These are tentative timelines. Final timelines will be mentioned in the contract)</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 1563 539 1776">1.</td> <td data-bbox="539 1563 1129 1776"> <p><b>Inception report &amp; Production Plan:</b><br/>A concise inception report confirming scope, proposed AI tools, production approach, timelines, agreed deliverables, and overall workflow for video creation and adaptation.</p> </td> <td data-bbox="1129 1563 1468 1776">Within 2 weeks of contract signing</td> </tr> <tr> <td data-bbox="459 1776 539 1991">2.</td> <td data-bbox="539 1776 1129 1991"> <p><b>Final Video(s) Delivery:</b></p> <ol style="list-style-type: none"> <li>1. Scripts, Storyboards &amp; Pre-Production Package: Preparation and submission of scripts, storyboards, narration text, visual concepts, and</li> </ol> </td> <td data-bbox="1129 1776 1468 1991">Within agreed production schedule.</td> </tr> </tbody> </table> | No.   | Deliverable | Timeline (These are tentative timelines. Final timelines will be mentioned in the contract) | 1. | <p><b>Inception report &amp; Production Plan:</b><br/>A concise inception report confirming scope, proposed AI tools, production approach, timelines, agreed deliverables, and overall workflow for video creation and adaptation.</p> | Within 2 weeks of contract signing | 2. | <p><b>Final Video(s) Delivery:</b></p> <ol style="list-style-type: none"> <li>1. Scripts, Storyboards &amp; Pre-Production Package: Preparation and submission of scripts, storyboards, narration text, visual concepts, and</li> </ol> | Within agreed production schedule. |
| No.   | Deliverable   | Timeline (These are tentative timelines. Final timelines will be mentioned in the contract) |             |   |    |  |                                    |    |   |                                    |
| 1.  | <p><b>Inception report &amp; Production Plan:</b><br/>A concise inception report confirming scope, proposed AI tools, production approach, timelines, agreed deliverables, and overall workflow for video creation and adaptation.</p>  | Within 2 weeks of contract signing  |             |   |    |  |                                    |    |   |                                    |
| 2.  | <p><b>Final Video(s) Delivery:</b></p> <ol style="list-style-type: none"> <li>1. Scripts, Storyboards &amp; Pre-Production Package: Preparation and submission of scripts, storyboards, narration text, visual concepts, and</li> </ol>   | Within agreed production schedule.  |             |   |    |  |                                    |    |   |                                    |

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|  | <p>localization/adaptation plans for both new and existing videos including all AI prompts and prompt sequences, reference assets, input media used to condition AI outputs, and intermediate AI output(s) produced for UNESCO MGIEP review and approval prior to production.</p> <ol style="list-style-type: none"> <li>2. Incorporation of Feedback &amp; Video Production: Revision of pre-production materials based on UNESCO MGIEP feedback and execution of full video production using AI-assisted methods.</li> <li>3. Final Video Delivery &amp; Revisions: Submission of all finalized videos, in formats compatible with the FramerSpace platform, including incorporation of agreed revisions following review.</li> </ol> <p><b>Note:</b> <u>Stages 1, 2, and 3 mentioned above are applicable to each individual video delivered under this contract.</u></p> <p><u>All videos should be produced making ethical and responsible use of AI and other technologies.</u></p> <p><b>Note 1: Reviews for the deliverables by UNESCO MGIEP would include 1-3 rounds of edits.</b></p> <p><b>Note 2: Videos must be delivered in MP4 format (H.264 video, AAC audio) with a minimum resolution of 720p (1080p preferred), standard 16:9 aspect ratio, and native frame rates (min. 30 fps) to ensure optimal quality and platform compatibility.</b></p> <p><b>Note 3: It is expected that the total combined duration of all individual videos will be approximately 50 minutes.</b></p> |
| <p><i>Period of performance and the review/approval time required.</i></p> | <p>The duration of the contract will be 5 months from the start date of the contract. The Individual consultant / Agency can work remotely. <b>Meetings and presentations will be conducted virtually, unless otherwise specified.</b></p>   |
| <p><i>Selection criteria, qualifications and performance or</i></p>        | <p><b>Qualification/experience requirements</b><br/>It is mandatory that the individual consultant or the personnel assigned/proposed by the firm must have following qualifications/experience:</p>   |

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| <p><i>other standards the contractor must fulfil.</i></p> | <ol style="list-style-type: none"> <li>1. An individual consultant or the proposed personnel of the firm must have a minimum of bachelor's degree in multimedia production, design, digital media, film, communication, or a related field.</li> <li>2. A minimum of one year of relevant professional experience in video content production, including planning, scripting, editing, and delivery of digital media assets. Evidence via portfolio links, showreel, or CVs is required.</li> <li>3. Demonstrate experience of using AI-assisted video creation, editing, animation, or production workflows. The individual consultant or firm should have completed at least three (3) relevant projects showcasing AI-video production capabilities.</li> <li>4. Good communication and documentation skills, with the ability to present scripts, concepts, and deliverables clearly in professional English.</li> <li>5. A portfolio or samples of previous work demonstrating relevant multimedia or video production experience is required.</li> </ol> <p>Preference will be given to candidates who demonstrate:</p> <ol style="list-style-type: none"> <li>6. It is desirable to have experience in developing or adapting content for diverse audiences, including translation, contextualization of multimedia materials. Minimum 3 projects as evidence (via portfolio links or showreels) required.</li> </ol>  |
| <p><i>Content of Proposal</i></p>                         | <p>The final proposal should comprise 2 files containing the following information:</p> <p><b>TECHNICAL PROPOSAL</b></p> <p>The technical proposal will be evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and the bidder's demonstrated expertise in AI-enabled multimedia production and educational video development. The technical proposal should include:</p> <ol style="list-style-type: none"> <li>1. An up-to-date curriculum vitae of the Individual consultant or a company profile (indicating primary location and field offices, number of years of operation, legal status, founder information, and organizational structure), along with the curriculum vitae of the proposed implementation team.</li> <li>2. A short statement describing how the bidder's qualifications, experience, and technical expertise correspond to the requirements of this assignment, particularly in relation to: <ol style="list-style-type: none"> <li>a. AI-assisted video production</li> <li>b. Development of localization-ready and culturally inclusive media assets</li> </ol> </li> <li>3. A detailed <b>technical approach and methodology</b> outlining how the assignment will be executed, including: <ol style="list-style-type: none"> <li>a. Proposed AI tools and production workflows</li> <li>b. Content development and review processes</li> <li>c. Quality assurance mechanisms</li> <li>d. Strategies for localization-ready design (e.g., context-neutral visuals, modular audio-visual structures)</li> </ol> </li> </ol> |

4. A **project management plan** indicating tasks, roles and responsibilities, timelines, milestones/deliverables, risk factors, dependencies, and communication channels. (Please refer to the Scope of Work and Key Tasks for deliverable-based activities.)
5. It is mandatory to provide best **three (3) references or portfolio samples** for each of the following following:
  - a. Design and implementation of AI-enabled video production workflows. This should include scripts, storyboards, narration text, visual concepts, and localization/adaptation plans.
  - b. AI-supported localization, contextualization, and adaptation of multimedia resources
6. Links to sample work, showreels, or portfolio materials to be included where available.

#### **FINANCIAL PROPOSAL**

- 1 A separate financial proposal should be submitted in PDF format (Please refer to the format given on Page 1).
- 2 The quoted fee for the assignment must be provided in INR and USD, EURO where applicable (see note below).
- 3 Please use the UN conversion rates given below:  
1 USD = INR 94.84  
  
1 USD = EUR 0.855  
  
EUR = INR 110.924

#### **Note:**

Please note that the contract will be executed in INR for Individuals based in India, and USD for all other countries except EU member states. Individuals submitting the proposals from EU member states may submit the budget in EURO in addition to INR and USD. The budget comparison will be made in USD for all submissions and contract maybe granted for the equivalent budget in EURO quote submitted, if an individual based in EU member state is selected for the consultancy.

- 4 Vendors must structure their financial proposal using the specified rate components. No lump-sum total contract price is required, and financial evaluation will be conducted on the defined per-minute rate.
- 5 The proposal should include a single all-inclusive per-minute rate for finished video content. This rate must cover the entire production process, including concept development, scripting framework, storyboarding, adaptation planning (where applicable), narration structuring, AI-assisted production (voice generation, video synthesis), editing, and quality assurance.
- 6 No separate per-video base rate (for either new or adapted videos) should be quoted, as all pre-production and production costs are expected to be fully integrated into the per-minute rate.
7. Other related cost (if any).

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|  | <ul style="list-style-type: none"> <li>• UNESCO MGIEP has the right to meet with the bidders if more clarification is required. The bidders may also request clarification or additional details prior to submission of the proposal by sending their queries to <a href="mailto:procurement.mgiep@unesco.org">procurement.mgiep@unesco.org</a> no later than <b>12 May 2026 at 11:59 PM Indian Standard Time</b>. UNESCO MGIEP also has a right to negotiate the final financial amount with the selected bidder before signing the contract.</li> <li>• Any proposal received by UNESCO MGIEP after the deadline for submission of proposals (11:59 IST, May 2026), shall be automatically rejected.</li> <li>• Only shortlisted proposals would be contacted.</li> <li>• All documents must be submitted in English.</li> </ul>  |
| <i>Evaluation Method</i>   | <p>The evaluation will be done on the basis of the following group of criteria: (i) Expertise of the Individual Consultants; (ii) Quality of the Proposed Work Plan and Approach; and (iii) Qualifications and Experience of the proposed Personnel(s); as per the points mentioned in the Technical Proposal and Selection criteria, qualifications and performance section.</p> <p>The Financial Proposal will be evaluated for clarity, detailed cost breakdown and overall cost- effectiveness based on the criteria mentioned in the sections of Financial Proposal. The price/financial proposal will be opened only for offerors who have attained a minimum 70% score in the technical evaluation, will be compared for financial evaluation. The total score will be calculated by adding the points attained out of 700 in the technical evaluation and points attained out of 300 in the financial evaluation. The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighted technical and financial criteria as specified above. Only proposals meeting the mandatory qualifications and submitted in English will be considered.</p> |
| <i>Provisions for monitoring and evaluation of performance</i>   | <p>The project officer concerned will review the timelines of the deliverables and assess the quality of the submissions and recommendations made by the consultant against each deliverable before approving the same for payments.</p>  |
| <i>If applicable, a detailed list of all inputs and services that UNESCO will provide the contractor, or, where applicable, that the government counterpart will provide to perform the contract</i> | <p>UNESCO MGIEP will provide the following support for the execution of the assignment:</p> <ul style="list-style-type: none"> <li>• <b>Access to Content and Source Materials:</b> Provision of all relevant course content, reference materials, and any existing multimedia assets.</li> <li>• <b>Creative and Pedagogical Guidelines:</b> Clear guidance on instructional design expectations, target audience, tone, visual style</li> <li>• <b>Designated Focal Point for Coordination:</b> A nominated point of contact for regular communication, coordination, and facilitation of discussions with relevant internal teams (content, technical, and review stakeholders).</li> <li>• <b>Review and Feedback Mechanism:</b> Timely review of submitted deliverables, along with consolidated feedback, approvals, and necessary clarifications to support iterative refinement.</li> <li>• <b>Access to Stakeholders (as required):</b> Facilitation of interactions with subject matter experts, educators, or project teams for content validation and contextual alignment.</li> </ul>  |

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| <p><i>Eligibility requirements</i><br/>Select the minimum required documents for the bidders eligibility</p> | <p>The Final proposal should comprise of following minimum information other than the Technical and Financial proposals.</p> <ul style="list-style-type: none"> <li>• Duly filled signed on page 1 and 2 of Request for Quotation (RFQ) form</li> <li>• Duly filled vendor forms along with the proposal. <b>Kindly download the form to add the required details and share along with RFQ and proposals.</b></li> </ul> <p>To download the vendor form, please click on the given link: <a href="#">Vendor form for company Or Vendor form for Individual</a></p> <ul style="list-style-type: none"> <li>• Cancelled cheque or bank letter confirming the bank account details including SWIFT CODE.</li> <li>• For companies , copy of certificate of incorporation with the country of incorporation. This includes, Company Registration Certificate (CIN), Articles of Association, Memorandum of Association, Copy of PAN and Composition of Board of Directors, as applicable.</li> <li>• For partnership or Sole Proprietorship firms, Copy of PAN, Partnership deed, proof of registration of the firm, Aadhaar card, and other relevant documents.</li> <li>• For individual consultants - ID proof such as Passport, ADHAAR (National Identification proof), Permanent Account Number (PAN issues by Income Tax of India) etc. and VAT/GST registration or equivalent , as applicable in the country of the Individual.</li> <li>• Two references, including complete contact information.</li> <li>• All documents listed in the technical and financial proposal sections.</li> </ul> |
| <p><i>How to Apply</i></p>   | <p>Interested individuals or organizations are invited to submit their Technical and Financial proposal as two separate PDF attachments via email (PDF password-protected for financials) and company/firm profile to <a href="mailto:procurement.mgiep@unesco.org">procurement.mgiep@unesco.org</a> with subject line as <b>“MGIEP/2026/RFQ/008/Request for quotation for hiring an Individual Consultant or Firm for AI-enabled video generation” by 25 May 2026 11:59 PM Indian Standard Time.</b> Please share the filled vendor form along with the proposal. <b>Any submission after the deadline of 11:59 IST, 19 May 2026 will not be considered.</b></p> <p><b>NOTE: Any clarifications or queries can be directed to the procurement email Id <a href="mailto:procurement.mgiep@unesco.org">procurement.mgiep@unesco.org</a> by 12 May 2026 at 11:59 PM Indian Standard Time</b></p>   |
| <p><i>Awarding Contracts</i></p>   | <p>Individual Consultant/Agency will be recommended under the below conditions and methodology: The minimum required to be technically qualified is 70%. Final selection will be based on highest combined (technical and financial) scored bidders.</p>   |