Q & A: RFP-ROAP-2015-002

Q: Which format should the technical proposal be in - i.e. PPT, Word Doc or Key Note? From the guideline, it seems as though a word document format is required but we wanted to double check.

A: Word or PDF should be fine

Q: For the references under the CV format, is that 3 references per CV or 3 references for the organization as a whole?

A: 3 references for the organization as a whole.

Q: One of the key tasks mentioned is drawing up a budget and plan for the productions along the way. Do you expect us to make a calculation for this now? We don't know the result we will be working on – but can give some options and draw up some rough budgets…?

A: Some options and draw up some rough budgets should be enough

Q: Can you tell me which locations the survey was held (countries)?

A: The countries included were Bangladesh, Cambodia, China, Indonesia, Sri Lanka and Papua New Guinea.

Q: In this project, for work on location, do we have to keep in mind that we have to pay own accommodation, food etc…or will this be covered by UN Women?

A: The budget details will include all expenses.

Q: Are there specific projects that are organized now that can be highlighted in the project?

A: No for the specific matter of this proposal.

Q: Is the expected outcome of the product(s) all in English? If not, what language(s) are you looking to produce it in?

A: All in English.

Q: Under "Expected Outputs" in Section V of the TOR, the key deliverables are listed as:

- key messages;
- storyboards and layouts;
- audiovisual communication and public awareness materials, including a 1-2 min PSA/advocacy video; and
- adapted materials for different usages.

I would like to confirm how many pieces of content are expected to be produced under this RFP. Just 1 x PSA/advocacy video (and various adaptions of that single video)? Or would you like us to propose multiple audiovisual products, perhaps for different target groups?

A: The original idea was 1 piece including teaser and adaptations for social media but we are open to consider any proposed approach, such a series of several of them.