

**UNDP's Responses to Vendors Questions for RFP**  
**AUDIO-VISUAL CONSULTANCY**

**Vendor A**

Q1) The AF-SWoCK Project's first schedule was from 2011 to 2015. Is it correctly assumed that the video documentaries shall focus on what has been done in this period and the results?

A: The 5 themes are crafted around what has been done during this period and the results or impacts on community agriculture adaptation.

Q2) Will there be any existing visual or audio material from the past available for the documentaries?

A: There are some footage and audio records for one of the five proposed themes only.

Q3) Can you name the prime target audience(s)?

For example: 1) General public; 2) Solomon Island population; 3) Local and global decision makers; 4) Professional climate adaption staff.

A: Prime target varies for the proposed 5 documentaries. However they would include policy makers, international/regional audience, general public, village level audience.

Q4) Travel between the Solomon Islands can be time consuming. Do you have an idea about how many Islands, which shall be covered in the documentaries?

A: 4 Provinces with at least one documentary per province - estimate travelings between islands is 2 weeks (including weekends).

**Proposed Schedule for the filming trips**

<b>Days</b>	<b>Destinations</b>	<b>Travel Modes</b>
Thur	HIR/CHY	Plane
Fri	SASAMUNGGA	Outboard Motorized Boat
Sat	LOLOKO	Outboard Motorized Boat
Sun	CHY/HIR	Plane
Mon	HIR/RUS	Plane
Tue	WEATHER COAST SITE 1	Outboard Motorized Boat
Wed	WEATHER COAST SITE 2	Outboard Motorized Boat
Thur	RETURN TO HIR	Plane
Fri	HIR/FRE	Plane
Sat	TIROTONNA	Walk
Sun	K'MAGA	Boat
Mon	FRE/HIR	Plane
Tue	AUKI	Ferry boat
Wed	LLL	Outboard Motorized Boat
Thur	LLL	Outboard Motorized Boat
Fri	RETURN TO HIR	Ferry boat

5) Assuming that not everybody engaged in the documentary work can speak English, is cost for translation needed in the proposal?

A: NO. SWoCK staff and partners will provide translation services if needed.

## Vendor B

Q1) Can you advise on the selected project sites that we would have to visit?

A: The proposed sites to be visited are as follows;

1. Langalanga Lagoon, Malaita Province
2. Weather coast, South Guadalcanal
3. Sasamunga & Loloko, South Choiseul
4. Maringe, Isabel Province

Q2) We are not overly familiar with some places in Solomon Islands, therefore requesting if you would be able to assist us on the below. We understand that we would be stationed in Honiara, however if you can advise or confirm travel mode to the following places from Honiara or what would be the possibility of island hopping from each of these locations, if we would be looking at back to back filming.

Langalanga Lagoon, Malaita - flight?

Weather Coast, South Guadalcanal - flight to Marau Airport? How far to weather coast and do we take a vehicle here or boat)

Sasamunga & Loloko, South Choiseul - flight??? or please advise?

Maringe, Isabel Province - flight or boat?

My draft schedule has 2 weeks for travelling and filming in the field.

Days	Destinations	Travel Modes
Thur	HIR/CHY	Plane
Fri	SASAMUNGA	Outboard Motorized Boat
Sat	LOLOKO	Outboard Motorized Boat
Sun	CHY/HIR	Plane
Mon	HIR/RUS	Plane
Tue	WEATHER COAST SITE 1	Outboard Motorized Boat
Wed	WEATHER COAST SITE 2	Outboard Motorized Boat
Thur	RETURN TO HIR	Plane
Fri	HIR/FRE	Plane
Sat	TIROTONNA	Walk
Sun	K'MAGA	Boat
Mon	FRE/HIR	Plane
Tue	AUKI	Ferry boat
Wed	LLL	Outboard Motorized Boat
Thur	LLL	Outboard Motorized Boat
Fri	RETURN TO HIR	Ferry boat

Q3) Video shooting - which locations are we filming?

A: shooting will be done in all 4 sites

Q3) Would there be any interviews filmed? How many? Would interviews be conducted in English or the local language or whichever is applicable and the interviewee is comfortable in?

A: Interviews will be conducted mostly in English and Pidgin. There may be a few cases where local languages may be used. A SWoCK staff will always accompany the consultant for any translation required and facilitation with communities and interviewees.

Q4) If we are bidding as a company, do we still have to fill the P11 form? Can we submit as a company the general proposal with relevant documents?

A: Yes, a company may submit a bid through nominating a qualified individual whom they believed to have met the requirements stated in the TOR. During the evaluation process, the review committee will evaluate the proposals of the individual nominated by the company only and not the company itself. If the nominated individual is successful, the resulting contract will be a Reimbursable Loan Agreement (RLA) signed with the firm, and at the same time a side letter signed with the individual. The firm therefore is responsible for the direct payment of the actual cost of salaries, taxes insurances and other entitlements due to the selected individual contractor, and UNDP merely reimburses the firm.

Q5. Are we able to provide 2 people (normally we always have our producer/director with our cameraman) or should it be just an individual?

The consultancy as per Terms of Reference is for an Individual Consultant (IC). As Tristram has pointed out earlier, a firm may propose and submit an individual as long as he/she meets the requirement so that we can evaluate that person.