

## **Questions & Answers**

### **Consultant to Produce Video Documentary on UNDP Cambodia Country Programme Document (CPD) 2016-2018 (Process 35-41888)**

No.	Questions	Answers
1	Home based, can this also be abroad?	No, this shall be based in Cambodia.
2	Will there be someone on location to assist in translations during interviews?	The consultant will be responsible for hiring its own translation as this a lump sum output based contract
3	Should we include all travel on location, or will travel to filming locations be covered by UNDP?	The consultant shall propose a lump sum amount inclusive of all costs
4	Can you let us know if we can apply as a company? We feel that it would benefit the project to work with multiple staff, sharing responsibilities and tasks	You can apply as a company. However, you need to propose only one CV of a consultant who will be producing the video documentary as the evaluation is based on the individual's qualification. The lump sum offer can include any relevant costs to be incurred in producing this video.
5	Will a UNDP Officer be travelling with the successful consultant for the filming?	Yes (depending on the need).
6	Will UNDP provide transportation means?	No. The consultant shall propose a total lump sum amount inclusive of all costs including travel expenses and transportation to the provinces.
7	What are the filming site locations?	The location will be selected when consultant is on board. Therefore, the consultant can propose its estimated budget in the lump sum amount. It is expected that the consultant will takes around 6 days to at least 3 provinces (Siem Reap, Prey Veng and Takeo)
8	Regarding expected trip to provinces. The document states 6 days. Does that include travel time?	Yes.
9	How many people will be required to be interviewed in each of the sites?	Depends on the script and discussion when the consultant is on board.
10	Do you have flexibility regarding start dates?	The consultant is expected to start as soon as possible – 1st week of October.
11	How do you want the DVDs provided ? E.g colour printed DVD faces in plastic covers? Do the DVD's need just a basic menu ? Can you provide a link to the UNDP Corporate Guidelines?	DVD with final and raw files that we can further use

12	Do you require electronic files as well as the DVDs?	Yes
13	Do you expect music to be included in the films?	Yes – the more creativity the better.
14	Is the consultant expected to organize translation or will UNDP assist with this?	The consultant
15	Can you please clarify your Deliverables/Outputs and Expected Duration to Complete ? I cannot see any provision made for production/filming in this table.	<p>As stated in ToR, the contract duration will take around 25 working days from October to December 2016. Please refer to section 4 in ToR for detail expected output and deliverables.</p> <p>The ToR can be downloaded from the below website which is linked to  <a href="https://jobs.undp.org/cj_view_job.cfm?cur_job_id=68279">https://jobs.undp.org/cj_view_job.cfm?cur_job_id=68279</a>  <a href="http://procurement-notices.undp.org/view_notice.cfm?notice_id=32371">http://procurement-notices.undp.org/view_notice.cfm?notice_id=32371</a></p>
16	Is there any existing documentation or research available to help inform the development of the script?	Yes – Country Programme Document and technical summary of key issues and other relevant documents will be provided.