

Request for Clarifications No. 1

UNDP-RFP-OHR-012 Video Production for UNDP Best Employer

- As one of the recordings will take place in our region (Europe), we feel it might be an idea to conduct these recordings ourselves (if travel allows under Covid19). If we do this first, we can set a clear example for other locally sourced filmmakers. Please let us know if this would work for you.

The suggested approach is accepted.

- Looking at the outputs we see one 'overall' video and five thematic videos. Towards the end of the document we see possible varieties of social media usage outputs. We usually create videos in 1920x1080 (if for digital use only) and provide social media outputs in 1:1. Can you let us know if specific outputs are required? This makes a big impact on the time of editing.

It is valid to create videos in 1920x1080 (if for digital use only) and provide social media outputs in 1:1.

- Will all videos be in English?

All videos are to be produced in English, with English subtitles to all texts.

- Filming at office level will be quite straight forward (we expect this to be done in one day), but for footage from the field it is difficult to judge how much time is needed per location. From experience we know that sometimes we record all footage in 1/2 days. Sometimes it takes us 2 days of travel to get to/from a project. So anywhere between 1-5 days in the field can be realistic. We would propose to choose an average at this stage (3 days). Please let us know if you think this is reasonable.

As per payment scheme included in the solicitation document, UNDP will pay the awarded vendor a lumpsum amount upon completion of the videos (milestones). Your approach can help you estimate the total lumpsum for each specific video, but the payment will not be based on the number of days worked.

- How should we go about local travel expenses for the external filmmakers? We will pay them a fee to film, but they would probably be dependent on local UNDP transport, as they will be travelling to the field with a UNDP team. Should we assume that UNDP would provide DSA to cover the filmmakers' costs in the field? As each country has different rates, this is also a bit difficult to pinpoint at this stage.

UNDP will not provide DSA to cover costs in the field. Such costs need to be included in the budget proposal.

- We are requested to work with external (local) filmmakers, which we support as well during the Covid19 period. The TiR states ' If the production of the videos/content generation is to be achieved through local subcontracting, please provide details regarding the third parties involved.'. Can you let us know which exact locations we will be working? If this is not known yet, we can give a description on the type of filmmakers we will be scouting.

Provided that the videos feature all regions mentioned in the Terms of Reference and that UNDP has an office in the suggested countries, the service provider may suggest the countries where the footage will be retrieved.