

1. As mentioned in your request for quotation, that's it's preferable to have managing skills in case there will be filming in different countries at the same time. We will be two videographers who can travel and film and can hire a videographer in Palestine. so I want to know how many shootings are happening in different countries at the same time to be able to manage between me and the videographer and send a quotation according to that.

We have offices in 15 countries (please refer to the TOR to see the list of countries). The project might require conducting shootings/filmings in several countries (3 to 4 countries or may be more) at the same time depending on the production schedule and the arrangement with our country offices. The vendor should be able to send crews to all countries OR hire local crews in all countries and manage them remotely in parallel.

2. Can a non-Arabic company apply? the director / photographer would be Arabic speaker:

Yes

3. Does our offer need to include all logistical costs ? (International travel, local travel, hotel & meals) or will it be discussed prior to each assignment?

The offer should include all costs under this project. Logistical costs should be under the 'Out of Pocket expenses' section.

4. Do you consider one person will do both photography and videography on each assignment? Or can we suggest sending a videomaker + a photographer ?

It's up to the vendor as long as the final products meet our requirements. The offer should include all costs under this project. The vendor should be able to send crews to all countries listed in the TOR or hire local crews in all countries and manage them remotely in parallel.

5. Regarding video, do you expect references from the videomaker himself or from our agency ? And for the photographer?

References should be from the agency as we will be dealing with agencies not individuals.

6. Does the Travel related expenses go under the "Out of Pocket expenses" section, including Flight tickets, Accommodation, and Visas expenses?

Yes, the offer should include all costs under this project. All logistical costs should be under the 'Out of Pocket expenses' section.

7. What else would be considered as an "Out of Pocket expenses"?

All logistical related arrangements, including but not limited to international travel, local travel, hotel, meals, visas ... etc.

8. Regarding your request for a proof of capacity, are you requesting a proof of financial capacity or only proof of previous experiences managing similar projects?

Proof of previous experience managing similar projects. We have offices in 15 countries (please refer to the TOR to see the list of countries). The project might require conducting shootings/filmings in several countries (3 to 4 countries or may be more) at the same time depending on the production schedule and the arrangement with our country offices. The vendor should be able to send crews to all countries OR hire local crews in all countries and manage them remotely in parallel.

9. Regarding the part mentioned in "Required expertise, qualifications and competencies, including language requirements" that requested for the financial proposal to mention "Per day Fees", kindly clarify for which part exactly? As for the professional fees it will be stated in "Unit Price" not "Per day Fees".

All prices should be stated in 'unit price' and 'total price' as per the request for quotation (RFQ).

10. For electronic links requested, is it to be included in the email body of the submission email, or better to be in a separate attached file?

Both work as long as the links are working.

11. Is there an announced Budget Cap for the project?

No announced budget cap

12. How many days will it be shot in each country of the 15 countries?

To be determined based on the number of projects that will be filmed in each country and depending on the production schedule and the arrangement with our country offices.

13. Will there be a communication member from your side in each country to facilitate the filmmaker job?

Yes.

14. There are two options that we can include the first is to include traveling costs for our filmmaker to visit each country (visa/traveling tickets/allowance) and the second option is to hire a

filmmaker from each country of the 15. So can you tell us which option you would like to include in our quotation?

The project might require conducting shootings/filmings in several countries (3 to 4 countries or may be more) at the same time depending on the production schedule and the arrangement with our country offices. The vendor should be able to send crews to all countries OR hire local crews in all countries and manage them remotely in parallel. It's up to the vendor to submit the offer as long as the final products meet our requirements.

15. Is there an indicative budget for this project?

No indicative budget

16. What timeframes will we be working to - what is the delivery date and any other significant dates?

This project should end in November 2023 and all deliverables should be completed before 30 November.

Upon the signing of the contract, the vendor should provide a production schedule (with specific dates) based on the following deliverables:

- Videos first cut/draft
- Videos' transcripts
- Videos second cut/draft with subtitles
- Videos final versions (after including UNFPA's comments)
- Photos first draft
- Photos second draft with metadata
- Photos final versions (after including UNFPA's comments)
- Uploading of all materials on the multimedia hub

17. Are you able to provide a list of specific locations?

The exact shooting locations will be provided based on the arrangements with country offices. We have offices in the following 15 countries:

Algeria
Djibouti
Egypt
Oman
Iraq
Jordan
Lebanon
Libya
Morocco
Palestine

Somalia
Syria
Sudan
Tunisia
Yemen

18. Can you provide an idea of shoot days, dates etc? It is challenging to estimate costing without understanding where the shoots will be located and timeframes / order they will be taking place? For example, there are cost efficiencies in doing some shoots back-to-back if they are in similar locations.

The exact shooting locations will be provided based on the arrangements with country offices. We have offices in the following 15 countries:

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Syria
Sudan
Tunisia
Yemen

19. Is this part of a wider communications campaign? If so, are you able to share details of how the film content will feature within that?

This project is not part of a wider specific communications campaign

20. How much would the production partner be required to do on the logistical side? Should we assume that we would run all pre-production and shoot planning/logistics?

The vendor should be responsible for managing all the aspects of this project, including all logistical arrangements.

21. Will there be UNFPA presence on the ground at the locations we can work with e.g. translator / local fixer?

Yes.

22. Will the UNFPA be able to support with arranging access to locations and people that will feature in the series?

Yes.

23. Will the UNFPA be able to support with arranging travel visas?

No, The vendor should be responsible for managing all the aspects of this project, including all logistical arrangements.

24. Is it possible to have an extension for the proposal submission until Wednesday 19 th April? (Prior to Eid break)

Yes, the request for quotation will be extended till Wednesday 19 April

25. Regarding the 12 videos, is the agency also responsible for video adaptations? E.g. Reels, stories, social posts?

Yes. Videos to be adapted for social media platforms usage: Instagram, Facebook, Twitter and LinkedIn

26. What is the video approval/photo work process?

The project is managed by the UNFPA ASRO communication team but it will also involve multiple rounds of approval from the country offices and other thematic areas involved in the production. Multiple sources of input and feedback means multiple rounds of edits are inevitable.

27. Are we responsible for script writing, copywriting? Are there specific women 'cast' that need to be highlighted (and provided by UNFPA)?

Yes, the vendor will be responsible for script writing and copywriting.

No, the filming will be of real people on the ground who receive support from UNFPA (real human interest stories to be featured).

28. Will members of UNFPA be accompanying the crew on ground?

Yes.

29. What language will the post edit be in? and the subtitles. As per the RFP details (Videos to include subtitles in Arabic, English and French (to be determined based on the speaking language of the video)

It depends on the native language of each country. E.g (if shooting in Egypt and the speakers language is Arabic then the subtitles will be in French and English)

**For Somalia and Kurdistan, the subtitles will be provided in French, English and Arabic. (UNFPA will be responsible for providing the translation of the script)

30. Do we require any pre - advance authorization for shooting? Particularly for highly secured areas?

It will be handled by UNFPA

31. Where will the videos be used?

For UNFPA promotional and advocacy purposes.

32. Are there regulations on the type of footage that can be shown?

Regulations will be communicated to the selected vendor

33. Will UNFPA provide permit/visas and location access for the photography and videography or is this expected from the agency?

The vendor should be responsible for managing all the aspects of this project, including all logistical arrangements, except the access to the shooting locations, which will be coordinated by UNFPA.

34. Will we be traveling on UN flights or on our own?

The vendor should be responsible for managing all the aspects of this project, including all logistical arrangements (No UN flights will be provided)

35. Will accommodation be provided by the UN? (Staying in UN camps) or on our own?

The vendor should be responsible for managing all the aspects of this project, including all logistical arrangements (No UNFPA accommodation will be provided)

36. Is the flight plan one country after the other (sequenced) according to a fixed schedule or is it depending on production? i.e.do we arrive and shoot at the location and travel back at later a date

The project might require conducting shootings/filmings in several countries (3 to 4 countries or may be more) at the same time depending on the production schedule and the arrangement with our country offices. The vendor should be able to send crews to all countries OR hire local crews in all countries and manage them remotely in parallel.

37. What system is used to upload the content?

UNFPA's [Multimedia Hub](#).

38. For the 450 photos, what key areas are needed to be covered? Behind the scenes? Casting shoot etc?

Key areas will be determined based on the arrangements with country offices

39. As the scope mentions GCC, which countries are you referring to? E.g. UAE, KSA, Qatar, Kuwait, Bahrain, Oman.

Oman

40. If GCC countries are included, then can you confirm the total list of countries included in

15 countries:

Algeria
Djibouti
Egypt
Oman
Iraq
Jordan
Lebanon
Libya
Morocco
Palestine
Somalia
Syria
Sudan
Tunisia
Yemen

41. the scope is 21? Not 15. (As this will affect the costs and quotation).

15 countries:

Algeria
Djibouti
Egypt
Oman
Iraq
Jordan
Lebanon
Libya
Morocco
Palestine
Somalia
Syria
Sudan
Tunisia
Yemen

42. For each country are we covering remote regions or only the capital city? If work is required outside of the capital city please provide the full list of areas per country.

The exact shooting locations will be provided based on the arrangements with country offices.

43. Will transport and logistics be provided in each country for the photographer and videographer team?

The vendor should be responsible for managing all the aspects of this project, including all logistical arrangements, except the access to the shooting locations, which will be coordinated by UNFPA.

1. Deliverables varying 20% increase or decrease: This range is very wide, and could lead to variation in budgets between suppliers, since we should plan as vendors for a 20% increase in our budget, so is this range an actual range?

This is the decision of the supplier to budget according to their own estimations, UNFPA does not provide a budget range.

2. The quote shall be valid for a period of at least 12 months after the submission deadline: In Egypt, prices will vary due to Inflation and so we normally add 10% contingency, in our quote to ensure this stability of prices for 12 months.

The requested quotation is in USD not local currency

3. Gulf Cooperation Council: What specific countries are meant here?

Oman

4. financial proposal mentioning per day fee as well as the cost of travel to all locations: This is not really possible at the moment since we do not have clarity on which country we will spend how many days in, since with increased number of days, leads to lower cost per day and package prices.

As mentioned we have 15 countries will benefit from this project:

Algeria

Djibouti

Egypt

Oman

Iraq

Jordan

Lebanon

Libya

Morocco

Palestine

Somalia

Syria

Sudan

Tunisia

Yemen

Vendors should be able to determine to which countries they will be able to send their crews to do the shooting and in which countries they will need to hire local vendors to do the shooting.

5. UNFPA will facilitate transportation to and from filming/photo locations in the field, in case of travel, UNFPA will provide a note verbale for visa purposes: We kindly need more clarity on this point, since it might lower transportation and Travel costs.

The vendor should be responsible for managing all the aspects of this project, including all logistical arrangements (travels, issuing visa fees, hotel accommodation ... etc). UNFPA will coordinate only the access to the shooting locations. Transportation and Travel will be the vendor's responsibility.

6. Are there Specific Countries For Maternal Health Content Pillar?

Maternal health is a main area of UNFPA mandate where we operate programmes in all countries. UNFPA will decide on the countries where there will be shooting under this topic.

7. Are there Specific Countries For Youth Content Pillar?

Youth is a main area of UNFPA mandate where we operate programmes in all countries. UNFPA will decide on the countries where there will be shooting under this topic.

8. At least six hours of diverse b-roll footage/establishing shots: 12 videos (15 videos with 20% increase) with average duration of each video 2 mins, leads to total 30 mins total deliverables, Production average to produce 2 mins of content, naturally indicates 30 mins of raw content per each video, meaning total raw hours of 7.5 hours of total content average, so adding 6 hours of b-roll is almost a full project similar to the one at hand, so is this request valid?

The 6 hours of diverse b-roll footage are actually the raw materials to be delivered in addition to the final 12 videos.

9. Content / Storytelling wise, since the project at hand requires Human Stories, this entails creating a list of questions to the interviewees, and developing stories for each human story, should we assume that we will get from UNFPA Teams the raw content, and we develop them into Human stories, and prepare Interview questions?

Yes

10. Will UNFPA provide the Human Story Cases?

Yes

11. How Many Human Stories?

To be determined based on the arrangements between UNFPA ASRO and the Country offices