



UNFPA/WCARO/RFQ/21/003

Questions and answers

- 1. The scope of responsibilities includes 'liaising with media contacts provided by UNFPA WCARO'. Could you kindly provide additional information as to the expected extent of this line of work, and to what degree the selected bidder will be expected to support UNFPA WCARO with media handling?**

This aspect of the assignment is related to managing media contacts. UNFPA WCARO has a database of media contacts, and the expectation is that the selected bidder would complement this database with own media contacts to enhance media outreach. This would include dispatch of press releases, media advisories and other media products.

- 2. Under the section heading 'LTA management', it is highlighted that 'expenditure over any 12-month period will be capped at \$49,999 USD'. Could you please clarify whether this refers to the maximum annual budget for all requested services, or just the maximum annual budget for any expenses accrued while delivering the services?**

This refers to the maximum annual budget for all requested services, and apologies, this should be corrected to read "expenditure within a calendar year will be capped at \$49,999 USD....:"

- 3. If Vendor has an existing master agreement or LTA with the United Nations or its Agencies, may those terms govern an award issued pursuant to this RFP? If the answer is "no" would you agree to review redlines? want them as a part of the submission later this month? Later point in time? General information on the contracting process.**

If a bidder has an existing LTA with another UN agency, with whom they have agreed upon special conditions to the UN General Conditions of Contract, and if the bidder wishes to have the same terms extended to a possible LTA with UNFPA, then the bidder must indicate those changes in Annex II Bid Submission Form, and provide a copy of the approved agreement with those terms integrated, so that this information can be considered during the evaluation.

- 4. Regarding your requirement "Provide access to a platform from which UNFPA can extract reports on brand analysis, traditional media mentions, and social media mentions of WCARO, as well as manage multiple social media accounts" > Can you please specify what you mean by manage? Do you mean being able to engage/respond directly from the platform? Or do you mean having an overview of all the KPIs from your social accounts ?**

UNFPA WCARO has multiple social media platforms, and would like to leverage better performing interfaces to increase interactions and outreach. This would require increasing community engagement as well as having an overview of the KPIs of each social account.



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5. Are you planning to start a project this year? What is your ideal starting date for the project?

We expect to begin services as soon as an LTA can be signed.

6. Is the license for the central team? or do you want to include country teams as well?

The license is for the regional office.

7. Can you please tell me if the price quotation form is to be submitted separately from the technical response?

The price quotation form and technical response should be prepared as two separate documents, but they can be submitted in the same email. Please bear in mind that if the files are heavy (20MB or larger), it is still recommend to submit in 2 or more emails, as needed, to ensure that the documents can be transmitted.