

LRPS-2022-9173116 WASH 7 animated videos

Clarifications to Questions from Bidders

Part 1 - 15/02/2022

No	Reference	Question from Bidders	Clarification from UNICEF
1	Annex B: Term of Reference (TOR) 3. Description of assignment	Regarding Captions/Dubbing (14 territories) requirements, UNICEF mentions "caption the voice-over into English for subtitles"; could UNICEF clarify whether UNICEF needs any other languages for the captions and dubbing?	Captions and dubbing will be English only.
2	Annex B: Term of Reference (TOR) 2. Objectives, Purpose & Expected results 3. Description of assignment	Regarding video duration, with animation it is crucial to have an indication of anticipated duration per video to accurately quote for this as a minute's difference has major ramifications. Could UNICEF provide duration range per video that bidders must plan for?	Please refer to the information was presented on Annex B - TOR page 1. Each video shall be approximately between 2 and 3 minutes in length (the video length should be at least 2 minutes in length but should not exceed 3 minutes)
3	Annex B: Term of Reference (TOR) 3. Description of assignment	Creative elements pertaining to the type of animation UNICEF envisions. Please advise a genre UNICEF prefers: - Whiteboard animation? - Narrative-driven explainer video? - Explainer video? Could UNICEF share some reference materials with bidders as these will help lock into this vision and best cater to UNICEF needs.	A mixture of whiteboard animation and narrative-driven explainer video will be used. The type of animation will be determined upon discussion. Here are some examples of animation video previously produced by UNICEF; https://www.youtube.com/watch?v=GYesy3mBtJE&t=1s&loop=0 https://www.youtube.com/watch?v=3Oxpt6bDhc&t=219s&loop=0 https://www.youtube.com/watch?v=Xliil_omLPYQ&t=101s&loop=0
4	Annex B: Term of Reference (TOR) 3. Description of assignment	In terms of complexity, has UNICEF an idea of number of voices required? How many characters? Would UNICEF prefer talking characters or voiceover-led? (The more voices and characters = more costly. Talking characters cost more than voiceover-led videos.)	UNICEF expect each video with one voiceover between 2 and 3 minutes length.

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5	LRPS document, page 3, bid form	Regarding " Request for Proposal for Services form", what does the following offered payment terms pertain to: Please indicate which of the following Payment Terms are offered by you: 10 Days 3.0% ____ 15 Days 2.5% ____ 20 Days 2.0% ____ 30 Days Net ____ Other ____	UNICEF standard payment terms are 30 days net (kindly refer also to Annex B TOR, section 10 payment terms). The bidder is requested to confirm the payment terms on the bid form; either agree to 30 days net or propose one or more discounts for earlier payments.
6	Annex B: Term of Refernce (TOR) 6. Location and Duration 7. Mandatory and Desirable Qualification Requirements 9. Administrative Issues	Please advise whether companies (like from outside USA, located in Europe ,etc) can apply for this?	There is no restriction for bidders to submit a proposal from any country. For mandatory and desirable qualifications of bidders, kindly refer to section 7 in Annex B - TOR. It is important that the selected contractor can efficiently work with our office located in Bangkok, Thailand (for example, over different time zones). No meetings in Bangkok are required, and no international travel is foreseen under this assignment (refer to section 9 in Annex B - TOR). All work can be completed remotely from the contractors premises (refer to section 6 - Annex B - TOR).
7	Annex B: Term of Refernce (TOR) 6. Location and Duration	Please advise whether bidders need to come over UNICEF office for meetings?	see question 6 above.
8	Annex B: Term of Refernce (TOR) 6. Location and Duration	Please advise whether bidders can perform the tasks (related to RFP) outside USA?	see question 6 above.
9	LRPS document, invitation to tender, instructions to bidders	Please advise whether bidders can submit the proposals via email?	All submissions must be made through UNGM online submission system. Submissions by email are not allowed. Kindly refer to the instructions to bidders in the LRPS document, tender invitation email / instructions, as well as the attachments provided "UNGM vendor registration process" and "e-submission instruction" enclosed. If any further guidance is needed please reach out to the UNICEF Supply team

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10	Annex B: Term of Reference (TOR) 7. Mandatory and Desirable Qualification Requirements	Is it mandatory to have worked with UNICEF/or other UN agencies in this field?	No, it is not mandatory
11	Annex B: Term of Reference (TOR) 3. Description of assignment	Related to; '5 videos are aimed at WASH sector professionals'; Can UNICEF let bidders know what UNICEF intends to communicate to this specific group?	UNICEF intends to communicate why the theme/issue is important for the region, provide some background and definition followed by the evolution of the concept, its application in the field, and end with key recommendations for application.
12	Annex B: Term of Reference (TOR) 3. Description of assignment	Does UNICEF has examples of previously produced animation video (either by UNICEF or others) which have a style that inspires UNICEF?	Here are some examples of animation video previously produced by UNICEF; https://www.youtube.com/watch?v=GYesy3mBtJE&t=1s&loop=0 https://www.youtube.com/watch?v=3Oxpht6bDhc&t=219s&loop=0 https://www.youtube.com/watch?v=Xlil_omLPYQ&t=101s&loop=0
13	Annex B: Term of Reference (TOR) 3. Description of assignment	Will the videos only have to be made in one format (16:9)? Or does UNICEF foresee other/multiple outcomes, like 1:1 for social media. Please note that this impacts the time required from the beginning of the project, hence bidders always like to know this from the start.	Only one format (preferably 16:9) is required.
14	Annex B: Term of Reference (TOR) 3. Description of assignment	Besides making the videos ready for captioning in other languages, bidders can also offer options for complete other language versions (without on-screen text and without voice-over), would this be a good additional option?	Yes, this would be a good additional option.