

**JRF-P-2020-029**

**video shoot**

**Questions & Answers**

1. Is there a tentative timeline for when the field visits, job fairs, mentoring sessions and other events will begin? In other words, when will filming start? **Currently the project team conducts field visits, in addition to the follow-up visits have been started by the mentors for the Employability component, with regard to the job fairs, and we will conduct job fairs, all activities are specified, but the dates are not specified. We will be agreed upon later with the company**
2. Do you expect all of the sessions to be filmed for archival purposes or only a selected number of sessions that will be used as examples in the film? If it is a selected number are you able to narrow down approximately how many over the course of the year? If it is all of them for archival purposes, can you give a range of how many filmed events are expected? **Selected Four Outreach and Information Sessions at least, Training program include (Value Driven Training Program, Business Operations and Sub Grant Management Training, Employability Training, Self-Employment Formalization Training, Mentorship training, Capacity building package for CBOs and Capacity development package for JRF training) at least two training session. three job fair, 30 mentoring visits to each component, documenting all events include (Employer Meet & Greet and Recognition Events, Advocacy Event, Employer recognition event) as well as main activities such as, but not limited, (Mid-term and Final Evaluation activity, Market Assessment, CBOs Community Awareness Raising Sessions), Documenting project's staff field visits (15 field visit), Donor meetings and field visits, Conducting interviews with JRF's management and RDPP.**
3. The same question as above for the photography component.
4. In regard to shootings during field visits, as you know it must be linked with operational pre-organizing and planning, could you please specify the frequency, location and the kind of each, if available, or at least to provide us with some expected schedule? **It will be agreed upon periodically, all activities are specified, but the dates are not specified.**
5. Subsequently, would you please explain the Item #3 Page 3 "success stories" abbreviations? And is that 30+4 story means only 34 visits? It's also needed for technical reasons. **Following 30 beneficiaries' to documenting their projects or/and employments, after that selection only 4 beneficiaries to complete with them as successful stories. Therefore, the stories have to show the impact of the project and how it changes their lives to the better.**

6. Concerning the upcoming training sessions, are you looking for full filmmaking and edits for the intended lectures? Or merely quick shot to documenting the phase? And the same also applied here in terms of required scheduling. **Quick shot to document the phase**
  
7. Based on the earlier points, I presume the project will definitely need to put in place a time sheet along with activities to be arranged by dates (for example Gantt chart), and it's essential with respect to Items#6.3 Page "Work Plan" and #7.1.1. "Cost overview" both in Page 9, since running expenses estimation (apart of pricing process) depends on incurring activities and our cost driver is the quantity, days and hours, equipment's, quality (creativity, which will be demonstrated later within our profile) etc. **It will be agreed upon periodically**
  
8. Do you have general forecasting for the project total of shooting/filming days? **It will be agreed later on with The contracted company**
  
9. As long term project, in case of emergency or personal circumstances for any of my crew, what would be the policy to substitute members of my team? **It's not our responsibility**
  
10. Would you please provide a sample for both commitment letters Item #3 Page 8 "Amendments based on feedback" and "Copyrighted materials"? **bidders can use their samples as there is no defined format.**
  
11. Would you please elaborate on Item#8.1.4? Page 10? And if this needs a separate annex or simply binary choices in case of emergencies? **Bidders are asked to adhere to requirements and specs of the RFP and the point mean that if the bidders foresee a drastic change in requirements then they are asked to inform JRF formally. Cases of emergency and responses to COVID-19 circumstances are considered to be an alternative course of action for implementing the same requirements and objectives and hence not an overall change in the requirements.**