

**RfP18/01684: Organization of a national campaign around the International Women's Day**

**Clarifications Questions and Answers  
(as of 8 February 2018)**

**Question 1. *The Annex 2 includes the document "INTENT TO RESPOND FORM". Do we have to send this form before the deadline of quotation sending?***

**Answer:** As per the requirement from the RfQ, page 2, the *Duly Accomplished Form as provided in Annex 2* shall be submitted before deadline. The INTENT TO RESPOND FORM is part of the Annex 2, therefore it shall be submitted before the deadline.

**Question 2. *In materials of distribution for participants, will be included only agendas and folders, or also we must ensure pens and some notebook? Will these materials must be printed with event logo?***

**Answer:** Pens and notebooks will be provided by UN Women. The agendas will be printed with a color logo and color printing prices per page will be applied.

**Question 3. *With reference to the support in organizing photo-exhibitions - will there be used the same printed photos that were placed at photo exhibition from event around 8 March? Or other photos must be printed? How many?***

**Answer:** At the photo-exhibition the photos from the Women's Day event and other photos will be used. No additional printing is needed. The total number of photos in photo exhibitions is up to 20.

**Question 4. *Shall we include transport round-trip from Chisinau to districts? For how many people we must ensure transport?***

**Answer:** As indicated in the Term of Reference, for Task 2 the selected company shall ensure reimbursement of transportation costs for up to 80 participants round trip from localities of Moldova to Chisinau, as per agreed list and public transportation tariff. Payment will be done on actual number of participants that required reimbursement.

Also, the selected company shall ensure transportation for up to 20 participants with disabilities to and from the event venue within Chisinau. Payment will be done on actual number of participants that required transportation.

For Task 3, there is no need to provide transportation for invitees, as the events will be organized for local participants.

**Question 5. *Launch event of the campaign, to take place around March 8:***

- a. ***The dates of 8, 9, 10 and 11<sup>th</sup> of March 2018 are officially days off in Moldova. Which date is preferable for the event – a working day or a weekend is also ok?***

**Answer:** The preferred day is 8 of March. We may consider 7<sup>th</sup> or 9<sup>th</sup> of March as well. Weekend days are not an option.

- b. ***How many hours is the duration of the event? Shall we propose also some additional services that are not described in your RFQ like: photographer for the event, printed photo-wall, entertainment activities like live band or singer performance?***

**Answer:** The duration of the event is up to 3 hours. The above-mentioned additional services may be proposed.

**Question 5. *With reference to developing and promoting up to 10 videos, up to 10 written stories, and photos of women leaders from different professional backgrounds, who broke the stereotypes and made a significant change at national and/or international levels:***

- a. ***Shall we propose the persons or there is already a list of potential/preferable persons to be involved in the campaign? All video and photo sessions should be done in February?***

**Answer:** Support in identifying and contacting women with remarkable success is needed. However, UN Women will provide substantial inputs as to who are the preferred candidates to be considered. All photos with quotes should be ready and printed on foam boards by March 7th. At least 2 videos (preferably more) should be ready by March 7th as well. The rest of the videos should be submitted as soon as ready, but not less than one video every two days, after March 7th.

Note: Photos should illustrate the stories and the women's achievements. Therefore, they will be portraits, in a symbolic place, based on the story.

**Question 6. *With reference to developing up to 10 interactive, short videos (up to two (2) minutes long) about the selected women's stories and creating a final video compilation (up to 5 minutes) with all the selected women's stories:***

- a. ***Story telling videos should be filmed in the studio or including shootings at person's home or work place? Style of the video - is like interview Questions-Answers or monologue?***

**Answer:** All videos should be filmed in symbolic places, at work or at home, based on the story, in order to best illustrate women's stories and achievements. The videos will be in journalistic style, featuring the main protagonists, it will be a monologue, no voice over is needed. Based on the story, possibly, some relevant people in women's surroundings will also need to be filmed as general images, especially if her story is related to work with the community.