



QUESTIONS & ANSWERS

THIS DOCUMENT CONTAINS RESPONSES TO THE QUESTIONS RECEIVED DURING THE BID FOR CONSULTANCY: PRODUCTION OF ADVOCAY VIDEOS (REF: ECR/ADMIN/Y22/20-JAN/05) PUBLISHED ON ECREEE'S SITE

Q1. Looking at the type of project, it feels that most interviews will be conducted in the capitals (or very close by at least). This would limit the amount of filming days required on-site. However, reading 'its contribution to the region's energy sector, the resources it has been able to mobilize, its renewable energy projects portfolio' in the ToR, we feel it could be worth showcasing some success stories on-site. Can you provide an indication of where you envisage us filming (which city & for how long)? This will help us a lot in setting up a proposal with an accurate amount of days on-site? Especially for Nigeria and Cabo Verde it would help out a lot.

A1. Bidders will be required to visit all 15 member states to capture some success stories, added to the resources that ECREEE have at its disposal. Bidders can estimate a day or two to visit a site, and cover the interviews, if well planned. We Strongly advise as specified in the ToR, to use of local resources such as journalist, media outlets etc. to cover the interviews and filming in the member states.

Q2. Should we quote this project including travel expenses?

A2. Yes, please bidders should consider all resources required to undertake this assignment. Again, its advised to use local resources for filming and conducting interviews in order to reduce the cost of travel

Q3. Would ECREEE (or partners) be able to assist with local transportation to/from sites?

A3. When possible, ECREEE can help to facilitate the interviews and site visits in the member states, but all the cost of logistics is borne by the bidder.

Q4. Would ECREEE (or partners) be able to assist with on-site translations in Cabo Verde?

A4. Bidders should make provision for such services as necessary.

Q5. Can you provide examples of existing video materials which needs review? This will help us to judge how much we might be able to use.

A5. This will have to be discussed extensively with the successful bidder at a later stage. We request bidders to make reasonable estimate. You can check out some relevant videos on our YouTube channel.

Q6. What would the exact audience and channels be per video? As they are both different types of productions, we assume you would have designated different goals between them. It would be good to get your insights.

A6. This will be discussed in more details after the bidding process. At the moment, we believe to have sufficiently described in the Term of Reference, to who and what each of the video is meant for.

Q7. The production timeline is set for roughly three months. Can you let us know if this is done with a specific thought? In an ideal world you would reserve 4-6 months for a project of this scope and size.

A7. We advise that bidders work within the specified time. If for any reason they need more time to deliver, it should be clearly stated with reasons.

Q8. In a more unpredictable world with COVID; would ECREEE be able to assist with the booking of local PCR tests? This would help reduce the time on-site significantly. For instance, during a 4-day stay, we could conduct a PCR test in the early morning of day 3, and fly out to the next country at the end of day 4. If we ensure this fits in the schedules, we will be able to keep the time short. However, if all activities plan to be far into rural areas, things might become very different. Hope to get your thoughts on this!

A8. As advised earlier, the local filming should be undertaken by local experts to avoid travel difficulties and save time as well. If travel is unavoidable, then these travel restrictions should be taken into consideration by bidders.

Q9. Would ECREEE be able to assist with visa requests (especially for Nigeria)? Without them it is unlikely to enter some of the destinations.

A9. Where necessary, ECREEE can support with a note verbal to the respective Embassy, but note that, it's the bidder responsibility to coordinate and plan for their visa arrangements.

Q10. The Annex with the CERTIFICATE OF INCORPORATION and the STATEMENT OF CONFIRMATION are missing or they are not included in the TOR. Would you please indicate where can we download for filling?

A10. Bidders are to submit their Certificate of Incorporation as part of their bids. The STATEMENT OF CONFIRMATION, to be filled, signed and submitted, is available online.

Q11. Video 1: Should this video 1 produced just in EN version and two more versions in French subtitled and Portuguese subtitled?

A11. Video 1 will be produced in French, English and Portuguese and not just subtitled.

Q12. Video 1 and 2: Should the selected interviewees speak in English or in their native languages? (in this case it is needed to translate in dubbing or subtitled in english).

A12. The interviewees will be expected to speak in their native languages, in this case a subtitle in the targeted video language will be sufficient for both videos 1 and 2.

Q13. Video 1: Should we need to shoot some ECREEE's achievements or it would be taken from the edited videos?

A13. Only interviews will be conducted for Video 1. The achievements will be captured in Video 2. Bidders will be required to film some of these achievements in the fifteen member states.

Q14. Video 1 and 2: Should the planned interviews be done face to face or via ZOOM or similar? This would be helpful to better adjust the production budget.

A14 Bidders can use Zoom or similar if it is sufficient to give good quality videos, otherwise we recommend using local resources (journalist, agencies etc.) to conduct the interviews.

Q15. Video 2: One video is required in EN plus 2 versions a) with French subtitles and b) with Portuguese subtitles right? But as mentioned in page 3 "Two videos (2) with comments from ECREEE". So, is one or two videos needed for Video 2?

A15. Yes, it's one video in two versions; First one in English with French subtitle and the other is the same video in English but with Portuguese subtitle. These videos will be submitted to ECREEE for Comments before they are finalized