

Question for WHO Nepal about the RFP and Terms of Reference

Under the purpose of RFP

Question No. 1: Under the Point No III of the Requirement; you mentioned that "Capable to implement the desired work/projects in specified location (project sites) utilizing own existing administrative, operational, and logistical resources to implement the projects without adding up Overhead costs to the Purchaser (WHO)". Please clarify this point. We understand that the vendor will not receive any overhead institution cost. Is it correct ?. Usually the institution receives about 7 to 10 percent of overhead costs of the total program budget. Can we include this provision in financial proposal ?

Response: Overhead Institutional cost can be included and recommended not to exceed 7% of the total program budget.

Under the Terms of Reference:

Question No. 2: Under the scope of work, point number 3, entitled "Develop a list of SBCC materials" you mentioned that the vendor should develop at least 12 different types of SBCC materials (including print, audio, video, social media, etc.). Is it correct?. Do you have any preference in types of material ? This information is very important for bidder to estimate the cost of materials.

Response: In this bullet, a list of the SBCC materials is expected with the specification.

Types include at least one for each of the following types:

- print materials (including posters/charts for health workers)
- radio public service announcements PSAs (30-60 seconds each, focusing on priority messages).
- short videos or animations (1-2 minutes each, suitable for digital and community use) which are disability friendly (includes caption and sign language).
- carousels for social media
- radio drama and the types of the materials expected are also mentioned.

Vendor needs to provide the rate for developing individual type of SBCC material. Materials also need to be developed which may be less than those listed.

Question No 3: Under the scope of work, point number 5, "Develop SBCC materials", you suggested to develop;

- print materials (including posters/charts for health workers)
- radio public service announcements PSAs (30-60 seconds each, focusing on priority messages).

- short videos or animations (1-2 minutes each, suitable for digital and community use) which are disability friendly (includes caption and sign language).
- carousels for social media
- radio drama

In this task we have following questions;

Print materials: Are you expecting to develop and print the copy of the print materials or only develop a final copy and submitted to WHO Nepal. If we need to print the materials, how many copies need to be printed? This information is important for bidder to estimate the cost.

Response: Expected to **print the materials for pretesting**. Once finalized after pretesting, dissemination is planned through available social media.

What do you mean by Chart ? Is it flipchart ? If not please clarify.

Response: A chart to hang in the health facility. Not a flipchart.

Development of PSA: I hope that the bidder should develop a complete PSA not only the script of the PSA. This information is important for bidder to estimate the cost.

Response: Yes, not only script but the PSA ready for dissemination.

Development of Short Videos or animation: I hope that the bidder should develop a complete Short Videos or animation not only the script of the Short Videos or animation. This information is important for bidder to estimate the cost.

Response: Yes, not only script but the video or animation ready for dissemination.

Development of Radio drama: I hope that the bidder should develop script and prepare a complete radio drama not only the script of the drama. This information is important for bidder to estimate the cost. There are various types of radio drama; short period (about 10 mts one time drama), long drama (about 30-45 mts one time drama) and series of radio drama (one short drama per week for 4-6 weeks). Which types of radio drama are you expecting from the bidder ?

Response: This will be identified during the consultations. However, vendor can provide the rate for each type of radio drama.

Question No 4: Under the scope of work, point number 7, "Dissemination of the materials targeted at two local levels of two provinces urban/rural, hill/terai regions using different available media portals". Please explain in details about your expectation under this task.

Response: Dissemination is planned through the available social media portals and NHEICC network. Two local levels will be identified during the consultations. Vendor is expected to coordinate and follow up with the local level coordinators, health facilities if they have received the links to the SBCC materials and they are using them.

Question No 5: Under the scope of work, point number 8, "Monitor the message dissemination through different social media platforms". Please explain in details about your expectation under this task. Since the time period of this assignment is only 4 months. It takes long time after dissemination to monitor the implementation and use of the media by target groups. So your detail explanation will help us to plan activities and budget.

Response: Close monitoring regarding reach of the messages upto the target group is not expected during this contract period. The previous response stands for this query too.

General

Question No 6: What is the language of the BCC materials?. English or Nepali ?

Response: Local language expected which would mostly be Nepali. 1-2 materials may be in local language specific to the local level identified.

Question No 7: Can we submit the proposal jointly with two agencies? (One will be lead partner and another will be supporting partner)

Response: Can be done. However, there will be single contract from WHO.

Thank you !