

Questions & Answers:

1. As you mentioned during the Zoom meeting, we have clarified the arrangement of 30 photo shootings. They will be conducted by a team comprising one photographer and one video cameraman and the budget will be prepared accordingly. Will there be a per diem for expenses like meals, local transportation, etc.? If not, will these costs be borne by the Contractor and subsequently invoiced to ILO, and is there an upper limit for this?

Yes, the statement "30 photo shootings" is changed to "30 photo and video shootings" in the updated ToR. Additionally, a pdf photo book design, mentioned in the document but not in the deliverables, was added to the deliverables in the updated ToR.

For the reimbursement of travel-related expenditure, please refer to sections 7 "Duty Station and Travel Arrangements" and 11 "Payment Terms":

- The Contractor will be responsible to arrange all administrative costs, and any other expenses incurred for the activities outlined in this Terms of Reference. These costs should not be included in the Financial Proposal.
- Travel-related costs (inter-city travel, accommodation (B&B) and in-city transportation) associated with the assignment are included in the contract on a reimbursable basis.
- Please note that the reimbursable travel amount represents the maximum payment that can be made to the Contractor for travel expenses. The actual payment will be based on the total amount of realized expenditures.
The Contractor is expected to submit a statement of travel expenditure along with supporting documents (boarding passes, invoices, receipts, etc.) to the ILO in order to receive reimbursement for their travel expenses.
- The maximum reimbursable travel amounts and conditions are detailed in section 11 "Payment Details".
- The reimbursable amounts for travel and accommodation reflect the maximum amount to be paid to the Contractor. They will be subject to prior approval of the ILO before the initiation of travel and will be calculated according to the mode of transportation and the pilot provinces that the Contractor is expected to visit.
- Please note that the travel-related costs (inter-city travel, accommodation (B&B) and in-city transportation) will be converted to USD based on the UN Official Rate of Exchange at the time of submission of the invoices and receipts by the Contractor.

Reimbursement for travel-related expenses, including those of a photographer and a video cameraman, will be granted for a maximum of two individuals per trip, provided that the Contractor obtains prior approval from the ILO. There will be no reimbursement for meals.

2. As mentioned in the Terms of Reference, travel-related costs associated with the assignment are included in the contract on a reimbursable basis. Also, it sets maximum reimbursable amount for both travel and accommodation. Unit prices for 30 business trips mentioned in Payment Details presumably refers to the logistic costs of a single person which should be the project's Senior Communication Expert. In this case, should we add the logistic costs of our photo and video shooting teams as lump sum in the organization of 30 photo and video shootings in pilot provinces?

Reimbursement for travel-related expenses (inter-city travel, accommodation (B&B) and in-city transportation), including those of a photographer and a video cameraman, will be granted for a maximum of two individuals per trip, provided that the Contractor obtains

prior approval from the ILO. There will be no reimbursement for meals. The travel-related expenses should not be included in the financial proposal.

3. Could you please list the project's pilot provinces?

Please be informed that the pilot provinces may change in the course of the implementation of the project and the planned travels are estimations. Please refer to the tables under section 11 "Payment Details" for the pilot provinces.

4. What shall be the technical specifications of the photo book? The information on the number of pages and photos, possible text/narrative use and language requirements is required to determine the scope of design work under the responsibility of the contractor.

The photobook will be in pdf and have max. 90 A4 pages. There will be a front and back cover with ISBN (will be taken by the ILO), and a foreword page. The rest will be photos with captions (max. 3 sentences each). All contexts will be in Turkish and in English.

5. What shall be the technical specs of infographic and brochure design? The number of design elements and pages as well as materials to be benefited are important to determine the scope of design work under the responsibility of the contractor.

The infographics will be in pdf and here are examples:

https://www.ilo.org/ankara/publications/infographics/WCMS_867026/lang--tr/index.htm

https://www.ilo.org/wcmsp5/groups/public/---europe/---ro-geneva/---ilo-ankara/documents/genericdocument/wcms_738684.pdf

The brochures will be 2 folded like here:

https://www.ilo.org/wcmsp5/groups/public/---europe/---ro-geneva/---ilo-ankara/documents/publication/wcms_740545.pdf

https://www.ilo.org/wcmsp5/groups/public/---europe/---ro-geneva/---ilo-ankara/documents/publication/wcms_648013.pdf

All contexts will be in Turkish and in English, in pdf.

6. How many brochures and infographics are expected from the contractor to design? In the list of deliverables given in the Terms of Reference, two infographics and brochures are mentioned (deliverable 3, 4, 7 and 8). However, Offer Submission Form puts the number of them as four.

There will be 2 brochures and 2 infographics, all together 4 items.