

UNHCR RFP/BEL/2020/002
FOR THE CREATION OF AN EDUCATIONAL GRAPHIC NOVEL ON THE
TOPIC OF REFUGEES, ASYLUM AND MIGRATION

Questions and answers

Date: 11 November 2020

Q: Does UNHCR aim for a particular drawing style for the graphic novel?

No. As explained in the ToR (Annex A, p. 3), we will ask the Contractor for this project to first develop a set of story ideas and a script and then to present to us a set of moodboards which will be approved before the graphic novel is produced. Any style serving the storyline and script is possible, so long as UNHCR approves the mood boards first.

Q: What is the intended length of the graphic novel?

As a guideline, we are aiming for maximum 20 A4-sized pages (see Annex A p. 2).

Q: Can companies from outside Europe bid for this RFP?

Yes. This is a global RFP so companies from any country can submit a bid.

Q: I have no company, but work as an independent. Can I submit a bid?

Yes. However, you need to be able to invoice UNHCR and, when services are delivered to satisfaction, you need to be able to receive payments on a bank account, in accordance with local rules and regulations.

Q: What is the projected production time of the graphic novel?

We need to be able to issue a Purchase Order with the selected Contractor before the end of the year. The exact timing of the project is subject to agreement between UNHCR and the contractor and dependent on the script and chosen production style.

Q: Are you able to disclose the budget for the project?

No. One of the purposes of the RFP procedure is to get a range of prices and to weight those prices in accordance with the weighting in the RFP and in accordance with budget available. At this point, we expect our budget to be modest for a project of this scope and size.

Q: Can I both bid for this RFP and RFP/BEL/20202/003 for the creation of UNHCR educational video game? And can we propose that some of the scripting and visual work would be shared between both projects?

Yes you can.

Both RFPs are open to all interested parties. If you want to bid for both projects and see synergies, please indicate this very clearly in Section D of the Technical Offer Form (Annex B).

In points 15-19 of this Form you will need to propose a work plan. We would encourage you to first propose an approach for the project for which you enter the bid in this work plan, and indicate where relevant in a note inside the same boxes of the Technical Offer Form which parts of the work plan you expect to overlap with the work for the educational video game, should you be selected for both projects.

The cost elements that can be shared or reduced between the two projects can be indicated in the 'comments' boxes of the Financial Offer Form (Annex C). These comments can be provided using the right columns next to each cost component you are requested to quote for.

In the comments you can for example indicate that 'costs for this element of the project can be shared between the graphic novel (RFP/BEL/2020/002) and the educational video game (RFP/BEL/2020/003)' or 'costs for this element can be reduced to XXX if shared between the graphic novel (RFP/BEL/2020/002) and the educational video game (RFP/BEL/2020/003)'.

END