

**Questions and answers for the NT Ref: HSI-030323 D**

**Question:** Is there any particular format that we need to use when describing the methodology?

**Answer:** For this tender, there is no particular form or format for the submission of methodology, however the offeror can use the form or format that they consider is best for the submission of methodology. The offeror must however ensure to include the following elements when submitting the methodology: Proposed methodology, Approach and Implementation Plan (including identification of potential risks and ways of mitigating them).

It is advised also to include within the Methodology form that you use, the Proposed Core Team (minimum 3).

**Question:** Is there a budget limit/ceiling?

**Answer:** The offerors must provide reasonable budget for this activity basing such cost on the scope, tasks and responsibilities of the offeror provided in the RfP. Helvetas Swiss Intercooperation reserves the right to negotiate all aspects of the offer.

**Question:?** Is it obligatory to transmit the videos and documentary in any of the TV channels, if yes, how many media channels?

**Answer:** This is a matter of the methodology and approach the offeror decides to propose to disseminate the results of the Social Audit using any type or form of media. Thus, the number of media channels is neither specified nor limited.

**Question:** Is there any indication/limit on how long do the short videos/documentaries be? Same questions for the final video/ documentary . Should the video-cameras be present during the whole social audit process or activities

**Answer:** It is recommended that the short videos/documentaries last no longer than 1.5-2 minutes, whereas final video/documentary lasts no longer than 6-7 minutes. The video cameras, thus recording, must document and capture the main milestones and achievements of the social audit process/activities.