

## **Request for Clarifications - Q&A**

### **Request for Proposals (RFP) for Photography and Videography Service Provider for ACE Project in Lebanon**

“Implementation of Renewable Energy Measures in Agrifood Sectors and Communities” Project - funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Lebanese Center for Energy Conservation (LCEC) through a Grant Agreement signed between LCEC and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH under the framework of the GIZ project “Strengthening the Resilience of Smallholder Farms, Micro and Small Enterprises, and Local Communities (ACE).”

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Prepared by the Lebanese Center for Energy Conservation (LCEC)

Beirut, Lebanon

## **Notes to Bidders**

1. This document provides the answers to the questions that were asked by interested bidders, following the launching of the RFP for “for Photography and Videography Service Provider” under the framework of the GIZ ACE project.
2. This document shall be considered an integral part of the RFP.

- Q1. Could you provide an estimate of the expected number of on-site videography days required to cover the 20 sites listed in Annex A?
- A1. *The estimated number of on-site videography days depends on several factors, including the methodology followed by the service provider, the objective of each visit (e.g. filming the installation itself versus capturing beneficiary feedback), and the type of shots required (such as standard footage, timelapse sequences, or drone shots).*  
*That said, it should be noted that within each area, most sites are located close to one another. This proximity would generally allow several neighboring sites to be filmed within a single day, thereby optimizing the number of on-site videography days required.*
- Q2. We understand the final products must be handed over within two (2) months from the date of contract signature. Could you please confirm if this timeline includes all rounds of reviews and final approvals?
- A2. *Yes. The two (2) month timeline refers to the full period between the contract signature and the delivery of the final products. It encompasses all phases of the assignment, including on-site shooting, editing, review and feedback cycles, revisions, approvals, and final handover.*
- Q3. Could you please clarify whether the service provider is expected to visit each listed location multiple times in order to document the full installation process (before, during, and after implementation)? Additionally, will all locations mentioned in Annex A be covered, or will LCEC identify specific sites to be documented?
- A3. *The majority of the referenced sites have already been installed. Several sites are currently in progress and may require multiple visits to reflect the progress; however, the exact number of repeated visits will be determined by the methodology submitted by the service provider.*
- Q4. Is a voice-over required for the main documentation video, or is this left to the creative discretion of the service provider? If a voice-over is expected, does LCEC have any preference regarding language or style, or should this be proposed by the bidder?
- A4. *The inclusion of a voice-over for the main documentation video is at the discretion of the service provider. Should a voice-over be proposed, the language and style may be recommended by the bidder and will be subject to LCEC's review and approval.*
- Q5. Will LCEC share an overall implementation schedule for the different sites, or should the service provider anticipate varying and flexible timelines across locations?
- A5. *The service provider may anticipate varying and flexible timelines across different locations; however, all activities must be completed within the timeframe stipulated in the RFP, which is two (2) months.*

Q6. Should beneficiary interviews be conducted in Arabic only, or is English also acceptable where relevant? Are subtitles expected as part of the deliverables, and if so, in which language(s)?

A6. *It is anticipated that beneficiary interviews will be conducted in Arabic. Including English subtitles is strongly encouraged and will be considered an added value.*

Q7. Will LCEC provide branding and visual guidelines (such as logos, colors, or lower-third styles), or should the service provider propose a visual approach aligned with the ACE project and LCEC identity?

A7. *LCEC does not have its own branding or visual guidelines to provide. However, we will coordinate with the GIZ team in Lebanon to ensure that all visuals align with their established standards.*

Q8. Could you please advise on the expected number of review or revision rounds for the documentation video and social media reels?

A8. *The number of revision rounds for the documentation video and social media reels will depend on the alignment of the content with the key messages to be conveyed and disseminated. Revisions will be undertaken as necessary to ensure that the final deliverables accurately reflect the intended message.*

Q9. Will LCEC require full ownership and unrestricted usage rights for the final deliverables? Is the handover of raw footage expected as part of the assignment?

A9. *Yes, LCEC will require full ownership and unrestricted usage rights for the final deliverables. The handover of raw footage is not required as part of the assignment.*

Q10. Will LCEC support coordination with municipalities and beneficiaries for access and scheduling, or should this be fully managed by the service provider? Regarding drone filming, will LCEC assist with permits where applicable, or will this remain the sole responsibility of the bidder?

A10. *Coordination with municipalities and beneficiaries, as well as obtaining permits for drone filming, is primarily the responsibility of the service provider. However, LCEC will provide support wherever possible to facilitate access and scheduling, and to ensure the successful delivery of the project.*