

RFP/2018/BEL/001
ANNEX C
Technical Offer Information Form

Please provide detailed information on the topics numbered below. Please use the text boxes only for your reply. There is no limit to the amount of text you enter for each item, but we encourage you to be as concise and precise as possible, providing as many arguments as possible to defend your proposal for this project.

Information can be copy pasted in different questions when applicable.

If needed, you can add weblinks to on-line materials in the text boxes. Please do make sure these weblinks are accessible to external users evaluating your proposal. The links may be password protected, but please make sure this does not impede accessibility.

A. Company's description

1. Provide as attachment:

- i. Company profile
- ii. Registration certificate
- iii. Last audit reports

2. Year founded:

3. If multi location company, specify headquarters location:

4. Total number of clients:

B. Company's qualifications

5. Number of similar and successfully completed projects and short description:

6. Number of similar projects currently underway and short description:

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7. General capacity to perform the project:

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8. Relevant experience: ability to design and produce PDF documents adhering strictly to the visual style, typography and colour palette used in the existing PDF documents available in the Teachers' Toolkit section of the website <http://www.unhcr.org/teaching-about-refugees.html>:

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9. Relevant experience: ability to design and produce Excel sheets adhering strictly to the visual style, typography and colour palette used in the existing Excel sheets available in the Teachers' Toolkit section of the website <http://www.unhcr.org/teaching-about-refugees.html>:

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10. Relevant experience: ability to locate and contract voice over artists capable of reading exact translations of the dialogue and voice over text in the animations and video exercises available in the Teachers' Toolkit section of the website <http://www.unhcr.org/teaching-about-refugees.html>;

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11. Relevant experience: ability to record and post-process voice recordings needed for production of translated versions:

12. Relevant experience: ability to edit and mix the voice recordings and video images to make sure they match the original versions in English, or in the original spoken language, respecting original scripts:

13. Relevant experience: ability to re-edit the translated video, if appropriate, to make sure they are usable in an educational setting in primary or secondary education.

14. Relevant experience: good knowledge of refugees, asylum and migration:

15. Relevant experience: expertise in producing age-appropriate educational materials on refugee, asylum and migration for UNHCR or similar organizations:

16. Relevant experience: capacity to work in several languages simultaneously:

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17. Relevant experience: capable of coordinating several assignments at any given time:

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18. Relevant experience: deliver high quality end products respecting strict deadlines:

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19. Relevant experience: production of animation films, graphic design, sound recording and editing, video production and editing, production of printed materials, production of on-line materials, production of social media content:

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20. Relevant experience: knowledge of UNHCR and its work in education and training:

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21. Relevant experience: knowledge of UNHCR's Teaching About Refugees website and its potential applications in outreach to teachers and schools:

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22. Relevant experience: knowledge of teaching materials resources in Europe that can be used for distribution of teaching materials.

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23. Client references and work samples:

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C. Proposed services

16. Proposed approach for producing and designing translated versions of UNHCR teaching materials:

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17. Proposed approach for managing production of several language versions at the same time:

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18. Proposed reporting mechanism:

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19. Creative capacity in international settings:

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D. Personnel qualifications

26. Composition of the team you propose to provide and its expertise: qualifications and experience:

27. Project manager: experience managing similar projects:

28. Experience in designing and producing educational materials in similar settings and with similar objectives: