

The Answers to Questions are as follows in reference to Re-RFP-TAYAR-KMD-24-0035:

1. After reviewing the RFP, I noticed the Hotel category and Food & Beverage is not mentioned, are the venue, food and beverages handled by USAID themselves?
Yes, USAID's Tayar Nepal will take care of venue, food, and beverages aspects.
2. Translation Service - Please suggest languages [Primary Languages to secondary Languages]
Primary language: English
Secondary language: Nepali
Most of the event proceeding will take place in Nepali language. Additionally, there will be speeches in English as well. Thus, we are requesting for simultaneous translation from Nepali to English and vice versa.
3. Do we have to make arrangements for special abled people? If yes, please suggest nature.
Yes, the vendor must provide sign language and live caption services.
4. Event Look and Feel - Do we have to follow any particular brand guidelines [color fonts etc.]
a) Guideline for Video/Photo Edit
The event must follow USAID's branding and marking guideline. For more details, click here: https://www.usaid.gov/sites/default/files/2022-05/USAID_GSM-02_04_2020.pdf
5. Guest Details - Are we expecting national participants /International delegates?
a) Do we have to organize/assist their local logistics?
No, USAID's Tayar Nepal will manage the travel and arrange for other logistics details for participants.
6. Will these events be attended by any Ministry? Any specific Protocols
We are anticipating ministerial presence at the event.
7. Venue details - Approach to main event branding, Number of sub events etc
The event must follow USAID's branding and marking guideline. For more details, click here: https://www.usaid.gov/sites/default/files/2022-05/USAID_GSM-02_04_2020.pdf
The event also includes market space where project partners will demonstrate their successful interventions via plasma screens provided to them. More details included in section 10 of RFP.
8. Seating arrangement preferred?
Theater seating. Special seats for Chief Guest, Special Guests, and other dignitaries as required. Most of these will be provided by the event venue.
9. Do we have to consider food and beverages for the event? If yes, do we have to consider dietary restrictions of Guests?
No.
10. Any restriction on usage of Walkie Talkie for Team intercom?
As long as it does not interfere with the protocols issues by Government of Nepal regarding their usages, it's fine to use radio handsets.
11. Do we have to arrange for Flower / Khada if yes number and Details?
No.
12. Do we need to arrange an Event Token?

No.

13. Do we need a Photobooth booth and its management?

Yes. More details included in section 10 of RFP.

14. Do we have to organize Group Photo and Print each copy for participants?

No.

15. Do we have to organize local transport for guests from the Airport / any place.

No.

16. Do we need to consider environmentally friendly materials instead of Flex?

We discourage the use of Flex; hence we are requesting to use digital standees at the venue.

17. Can you please also request clarity on 10 C [SOW] on items listed for event management, serial number 16 Live Caption Service. Do you mean lower 3rd animation here. Live conversion speech to text is possible for delay transmission when we do live on social media or Television.

This is for persons with hearing disabilities who do not understand sign language but can read the text. Live caption service shall be at the event venue only. This includes typing the words being discussed at the event and displaying them at a designated screen.