

## Meeting Minutes

### Vendors Meeting on USAID's Biodiversity Conservation Communications Program

December 15, 2014

Overall the vendors have requested for a more prescribed format like budget, number of universities, post campaign guidelines (specific impacts), journalist's educational background/ work experience requirement for Journalism training. They also think the deadline on December 28, 2014 is not adequate for quality application submission as this is also a holiday season.

USAID to extend the deadline to January 08, 2014. The estimated budget for USAID's Biodiversity Conservation Communications Program should be no more than 60,000 USD.

Below are some of the answers to the questions/ concerns that came up at the meeting from the vendor's side:

Q1. Are you considering Dhaka as Divisional capital or journalist base?

Ans: Divisional Capital. However, journalists from Dhaka should also be considered for regional trainings and national coverage.

Q2. Is it an individual or team based university film completion?

Ans: It depends on the vendors' creativity and expertise to propose a format. After the applicant selection USAID will provide additional guidance in consultation with the selected vendor.

Q3. Is there any guideline for film showcasing?

Ans: No. Vendor will need to propose. USAID has suggested the vendor to propose on Page 2 "A platform (including but not limited to a final event/exhibition) to showcase and disseminate the winning films and recognize the competition winners"

Q4. What are the outcomes/ impacts USAID's need from this campaign?

Ans: Please refer to Page 2 and 3. To establish linkage between biodiversity conservation and development and to promote USAID's biodiversity conservation activities through Journalist Training and University Film Competition.

Selected applicant can propose to train approximately 15 journalists in each region. Going higher or lower than this number is their prerogative. In case of film competition, vendors can propose the number of universities and targeted number of students. Names can be proposed. USAID will later finalize the list of universities and jointly work out guidance for the competition.

Q5. Who will provide resources to the students? Impacts will be different between cell phone camera and professional one.

Ans: Vendor needs to address this issue and relate costing with it. To create a level playing field, vendor can set criterion on the type of camera usage and set costing related to the associated camera.

Q6. What is USAID's Per Diem policy for journalists?

Ans: Selected applicant can provide transportation, accommodation and meals to the journalists according to US Government rules

Q7. What are the criterions for journalist selection?

Ans: Vendor can look for work experience, visibility with media etc. After vendor proposes the list of journalists per region, USAID will work with U.S embassy's Public Affairs Section to shortlist the journalists.

Q8. Do you think the selected/targeted journalist can commit his time ahead of time?

Ans: We do not need specific names at this moment. Vendor can mention organizations' name from where they are working at this moment.

Q9. Is there any USAID's policy with whom we can engage with? Is there any list of person/ organization with whom USG has conflict?

Ans: USAID will make a determination once partnership with an organization is proposed. For general guidance on public-private partnerships, please see the links below:

- <http://www.usaid.gov/gda/gda-tools-resources>
- [http://www.usaid.gov/sites/default/files/documents/1880/Section\\_5\\_Due\\_Diligence\\_Step\\_by\\_Step\\_updated.pdf](http://www.usaid.gov/sites/default/files/documents/1880/Section_5_Due_Diligence_Step_by_Step_updated.pdf)
- <http://www.usaid.gov/gda/frequently-asked-questions>

Q10. USAID needs to give hints on budget or number of universities.

Ans: Selected Applicant mainly needs to cover universities (public and private) in Dhaka, Khulna, Chittagong and Sylhet Divisions. Strategic coverage to gain maximum coverage and activity impact is required. Range of universities can be around 15 approximately.

Optional: If applicants prefer, they can give per unit cost (i.e. per journalist cost for training) so that if needed USAID can change the number of journalist based on training methodology.

Q11. What is the estimated budget for USAID's Biodiversity Conservation Communications Program?

Ans. The budget for this program should be no more than 60,000 USD.