

## Answers to vendors' questions, v.3

regarding the Terms of Reference \* Virtual Conferencing Solution \*  
Bridging Innovation and Learning in TVET (BILT) Project  
[https://unevoc.unesco.org/up/RFQ\\_Virtual\\_Conference\\_Services\\_Dec\\_2020.pdf](https://unevoc.unesco.org/up/RFQ_Virtual_Conference_Services_Dec_2020.pdf)

**Q&A dated 02 January 2021, Q5-7 added**  
**(v.1: 22 Dec. 2020, Q1-3; v.2: 23 Dec. 2020, Q4)**

1. Do you want the simultaneous translation for the whole day or just for some parts of the agenda? Should it also be available in the breakout sessions (so would have to have 10 interpreters for the 2 languages and 5 break out rooms)?

Please assume that RSI will only be available in the plenary sessions and during presentations. Presentations can also take place in breakout rooms. Also assume we will have interpretation in a maximum of three breakout rooms in parallel. Important is the availability of the technical solution for RSI in the virtual rooms. The interpreters themselves will be booked directly by UNESCO-UNEVOC.

2. How many people will have an active role in the events (presenters, moderators, speakers, etc)?

Please assume three moderators, up to 12 speakers for the first two regional events, and up to 24 speakers for the December 2021 event. Please note this is just a preliminary assumption as the agenda for the events is not yet set.

3. Should participants be able to choose the breakout sessions they want to join themselves or do you want to distribute participants?

Please assume that participants freely choose the rooms they want to access.

4. Provision of RSI: In previous projects we have worked with Interprefy being used to deliver the multi-channel audio. Would that be the case for this project as well? Or are there different requirements to those projects and you would be looking at different options here?

Using a third-party tool for enabling RSI is an option.

5. In the tender document, it is mentioned that the project requires - "Via personal webcams, Moderation from multimedia studio in Bonn; potentially part of the meeting physical → hybrid event ". In our scope of work, do we have to moderate

at the studio in Bonn which would be provided by you or we will have to arrange a studio and moderate?

Also, would green studio would be required or just moderation with the pre-existing background/environment?

We tried to express the ways that participants join the event: this will be via personal or office webcams in most cases. At our offices in Bonn we have a professional multimedia room with green screen from where we as the project team carry out the moderation of the events. Neither moderation nor green screen for moderators are required from the vendor.

6. The tender also requires app development, which can be done. But our current platform is already robust and immersive enough that it can be accessed on all digital devices on web browsers. What would be required in App development?

What is important is the accessibility of the platform and its networking functionalities from mobile devices. How this is done technically is secondary, but from personal experience, mobile apps are easier to handle. That is why the item is included.

7. Tender also requires integration of third party systems - [www.padlet.com](http://www.padlet.com). What exactly is required from this third party system and how is it required to be integrated?

Our goal is to integrate interactive elements into our events, such as Q&A, polls, ratings, which are usually standard components of online events. Padlet serves as an example for a brainstorming tool which we might decide to use in future events. Please comment on how such a tool can be used in the context of the platform and if there are any constraints to be aware of.