RFP-2011-08 Web News Research and Writing Services
Answers to Queries from potential bidders

Which are the sources of information for creating the feature stories in addition to the Co-sponsors and UNAIDS press releases?
Answer:
As stated in RFP Para 1.2.3. Essential experience for service component A and B is: Knowledge of HIV/AIDS and the epidemic, UNAIDS and its cosponsors would be an advantage. So the writer/researcher should already know/suggest the sources, however in principle there are a wide range sources: journals and papers in areas of science, international health and development. UNAIDS Communications team will also provide sources for leads.

Which are the recommended sites for web research of information?
Answer:
UNAIDS cosponsor web sites; UNAIDS partner web sites
As stated in RFP Para 1.2.3. Essential experience for service component A and B is: Knowledge of HIV/AIDS and the epidemic, UNAIDS and its cosponsors would be an advantage. So the writer/researcher should already know the sources

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What will be the frequency of receipt of input and what will be the number of stories to be written (volume) per day/month?
Answer:
Approximately 10 stories per component per month but this figure may vary.

What is the output format and mode of delivery of the output (feature stories/reports)? Is there a CMS that needs to be updated?
Answer:
Word Document is the mode of delivery. There is no need to update any website.

Do we need to provide images for the stories as well? If yes, then what are the image specifications and which sources should be used for sourcing of images?
Answer:
Yes. 800 x 600 pixels 72 dpi.
The sources of images are the same as the sources of the story.

Is there a specific style guide that we would need to implement for writing the feature stories?
Answer:
Yes. This will be shared with the successful bidder when contract is signed

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What is the turnaround time and accuracy required? How will accuracy be measured?
Answer:
24 hours from request to first draft.

Stories must be submitted 100% accuracy: Including, but not limited to: spell check English (UK), fact check data, terminology correct, technical clearance by the technical source.

Accuracy will be measured by no need to make any fact changes, spelling or technical verification.

How will the review and approval process be setup?
Answer:
By email. Technically cleared draft submitted to UNAIDS. Reviewer to give feedback. Revised and final draft to be submitted within 24 hours.

What is the frequency of requirement of reports?
Answer:
Quarterly

What is the required word count for the quarterly and other ad-hoc reports?
Answer:
400 words

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