**STATEMENT OF WORK**

Taking photos at former project sites in Serbia to be used for population of the U.S. Assistance Map

**I. PURPOSE**

The United States Agency for International Development (USAID) requires assistance in taking photos of project sites at approximately 950 locations around Serbia to be uploaded onto an interactive online map of U.S. Assistance.

**II. CONTRACT TYPE:**

Firm Fixed Price Purchase Order

**III. DESCRITPTIONS/SPECIFICATIONS**

Under this contract, a contractor will organize the logistics, do the necessary preparations and planning and take photos of project sites at approximately 950 locations across Serbia, during a period of 3 months, to be uploaded to the US Assistance Map located on the US Embassy’s web site <https://rs.usembassy.gov/united-states-provided-nearly-1-billion-assistance-serbia/>. The contractor will deliver the photos daily, and they will contain name of the location and the exact geo data of the location (that option on the camera must be turned on). The contractor shall send four to six (4-6) photos of the location. Estimated number of locations per day is 15; the total number of locations is 950, which makes around 63 days of taking photos. The contractor will need time to organize the photo taking, to plan the trips and to process photos, so the estimated time for photo taking and sending them to USAID is 3 months. The contractor shall be responsible for logistics, planning, the optimal approach selection, and the price the contractor offers shall contain the estimated costs for the entire effort. Having in mind the workload and 3 month completion timeline, the contractor may wish to consider hiring more than one team to cover all the locations efficiently.

**IV. BACKGROUND**

Since 2001, U.S. has invested almost a billion dollars in development assistance to Serbia. To demonstrate the outputs of this assistance, the United States Embassy in Belgrade developed an interactive Google Fusion Map. The Embassy collected available data related to U.S. assistance, and decided what will be visible to an on-line audience when a dot is clicked on, designing the relevant Excel spreadsheet with adequate columns. Apart from basic information related to each dot (name of the activity and project, municipality, geo data, implementer, a dollar amount and a logo) which appears in a pop-up window, all the dots contain photos that show how the subject building/facility/activity. Since most of the dots correspond to the projects implemented and finished long ago (more than 10 years), the photos of the buildings/facilities are not available in the Embassy archives. The U.S. Assistance Map contains more than 1,900 dots and some of them are represented with adequate photos. Nine hundred fifty (950) locations that represent tangible assistance, visible to citizens all over Serbia, i.e. schools, hospitals, community centers, etc., are not accompanied with photos.

**V. GENERAL DESCRIPTION**

Nine hundred fifty photos of the 950 locations are necessary to illustrate the U.S. Assistance Map, which provides examples of U.S. Assistance since 2001. When planning and implementing the task, the contractor shall take into consideration the work load and propose the most effective way for taking the photos of the 950 locations. The photos shall contain names of the locations/facilities and the exact geo data of the location, as provided by the cameras the contractor uses. The photos will be uploaded by the Project Team as they arrive. The primary audience of the U.S. Assistance Map are citizens of Serbia, who decide to visit the page and click on the map. The secondary audience is anybody interested in seeing the map and the examples of U.S. Assistance in Serbia, including international audience, State Department and USAID personnel worldwide.

**VI. CONTRACTOR DUTIES**

The contractor is responsible for: developing a photo taking plan to take photos of 950 project sites across Serbia, according to the Excel spreadsheet provided by USAID; organizing all the necessary logistics necessary to take photos (driver(s), photographer(s), car(s), lodging, travel); to the point of contact. The contractor shall submit four to six photos for each location which contains the name/description of the location/facility and the exact geo data of the location (as provided by the camera(s) the contractor uses; in case it is for any reason impossible to take photos at certain locations, the contractor shall submit justification to the Point of Contact.)

**VII. INSPECTION AND ACCEPTANCE**

Every two weeks, the contractor shall send the list of photos taken and their locations to the Point of Contact in a form of an Excel spreadsheet. The table and review of the photos shall serve as a basis for acceptance and payment. In case some locations could not be photographed, the contractor shall send a justification in a Word document, along with the spreadsheet.

**VIII. PERIOD OF PERFORMANCE**

The period of performance for this contract is three (3) months from the date of award. The contractor shall start with taking photos as soon as possible after the award.

**IX. PLACE OF PERFORMANCE**

The place of performance is Serbia. The contractor will receive the Excel spreadsheet from the Project Team, which contains all the available data on locations for which photos are required. The spreadsheet contains geo data as well, but they might not be correct. The spreadsheet will be used for planning purposes.

**X. DELIVERABLES**

1. Four to six photos for each of the 950 locations, with the geo data and the name of the facility/location on the photo.
2. In case it is impossible to make a photo or find the location, for different reasons, a written justification is required (submitted daily or weekly, reporting on the reasons).

**XI. INSTRUCTIONS FOR THE PREPARATION OF THE QUOTE**

The quote is limited to two (2) pages and shall be written in English, typed on Standard A4 paper, single spaced, Times New Roman, font 12, with margins no less than one inch on each border, and with each page numbered consecutively. Information submitted that exceeds two pages will not be evaluated.

Not included in this page limitation are the following:

1. Personnel (2 pages maximum)

The offeror must demonstrate that there are the personnel and personnel structure in place to complete the task. The offeror shall appoint a point of contact, or a team leader, responsible for communication, justification of potential issues, and sending photos.

1. Organizational capacity (2 pages maximum)

The offeror must demonstrate prior experience and capacity to organize the photo taking effort of this scope as described in this SoW.

1. Photo taking plan (3 pages maximum)

**Cost Proposal**

The offeror must submit the quote for requested services annotated in USAID with no VAT included to email address: zsimovic@usaid.gov. The price shall include all costs an offeror may incur for completion of the task (road tolls, accommodation, gas, per diems, meals, etc.).

**Quotes are due no later than Close of Business (CET) Friday, July 27, 2018.**