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|  |  | Question | Answer |
| 1 | Scope of Work-Output 1 | Please specify the total number and format of files to be transformed | the question is not clear. Almost 70000 files to be transformed. This might done through a migration script. It is a physical and data migration |
| 2 | Scope of Work-Output 1 | Please confirm that all the AutoCAD files follow the same template (structure) | not necessary |
| 3 | Scope of Work-Output 1 | Please share sample from the files | NA at UNICEF. Better schedule a meeting with the municipality |
| 4 | Scope of Work-Output 1 | Please specify the required image specifications and share the required image boundary | 50cm. The required bounadar should cover the entire municipality. Boundary can be provided by the municipality or from the public cadaster file of lebanon |
| 5 | Scope of Work-Output 1 | Please specify if we can get the required image from Archive or a new acquisition? | images should be most updated ones. No clouds in the images |
| 6 | Scope of Work-Output 2 | Please advise if there is any specific tablets specifications | 8" screen 32 GB memory 3 GB RAM WIFI/LTA |
| 7 | Scope of Work-Output 3 | Please elaborate more about the day to day administrative requests | ex: افادة محتويات شكوى رخصة بناء تسديد رسوم |
| 8 | Scope of Work-Output 3 | Please share the expected total number of users | currently 20000 might expenad to approximate to 50000 |
| 9 | Scope of Work-Output 3 | Please specify the number of trainees | 20 |
| 10 | Scope of Work-Output 3 | As mentioned in the Terms of Reference, it might be required to equip the municipality with the necessary hardware and software for the new system (if needed); Can you provide more info about the available system and hardware or can we schedule a meeting at the municipality to obtain high level information about the available system and hardware? | The mun is equiped with 1 server and 2 professional Desktops. Better to schedule a meeting with the municpality |

**Output 4**. Citizens of Kab Elias Wadi el Dalam are aware about the e-governance tools.

- Organize a town hall meeting with the main stakeholders to launch the e-governance new system

**The selected company, will need to organize a meeting with major stakeholders of Kab Elias Wadi el Dalam municipality (i.e. major companies, private sector, local NGOs, local figures and influencerds etc) to introduce them to the new App, the Website and the updated database. The company needs to make sure that it is  reaching out most of the local stakeholders. They will need to present the system, maybe a live demo would be necessary, a presentation or else. They will need to agree then with the municipality about the means of presenting the system.**

- Develop a sensitization campaign to introduce the new tools to the citizens of Kab Elias Wadi EL Dalam.

**Using local platforms, the company will need to come up with a sensitization campaign to introduce the citizens of Kab Elias Wadi el Dalam to the tool. This can be through using the social media, the local billboards or else. They will need to agree with the municipality on the means of the sensitization campaign.**