

**Q&A for RFP IUCN-24-04-P03555-03 Subnational Climate Fund (SCF) Events  
Management  
BRAZIL**

Q. Are there 40 people with a full travel grant, what are the countries or cities of origin? Or of these 40, how many do you expect the ticket to be covered?

A. 40 participants are all from Brazil (e.g. 1-2 person from each state). Please provide cost estimate for all 40 people.

Q. We can include two staff members with travel expenses for the event in our proposal? For us is important because of the size of the event.

A. We can accept the inclusion of up to 2 (instead of 1) staff members' international travel cost. However, please note that this is included in the fixed cost element which will be part of the financial evaluation.

Q. What printed material do you require for documents or branding? Do you have a Sample?

A. The workshops are mostly dematerialized and printed materials are minimized from environmental reasons.

Mandatory printed materials are participants' name tags. Optional materials are backdrops/banners and teardrops to indicate the locations of the registration and the workshop venue (to be discussed).

Q. We would like to confirm if the workshop participants list needs to be submitted along with our initial proposal by June 24, 2024, or if this list is expected to be presented at a later stage during the course of the project.

A. workshop participants list is not required at the proposal stage. It should be developed and managed in collaboration with the technical consultant team during the event preparation.