

Catalogue of Questions from Bidders

Client: German Red Cross – General Secretariat
 Tender name: Team Workshops and Leadership Coaching (2024-2025)
 Tender number: 2024-01-001 T63
 Manager: Silvia Sanz-Ramos, Team Lead, Team 63 Movement and Institutional Partnerships, Division 6 International Cooperation
 As of: 23rd April 2024

Bidders are obliged to take note of the answers listed below that the client provided in response to questions of potential bidders in the context of the tender specified above. The answers represent changes, additions and specifications of the tender documents; they hence constitute an integral part of the tender documents and become a legally binding part of the contract.

| No. | Reference | Question(s) | Answer | Answer was provided on: |
|-----|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1. | G) Content of application dossiers to be submitted, 5. Financial offer | How are travel cost to be shown in the financial offer and to what extent will they be covered? | Travel cost need to be part of the overall financial offer but shown separately from the workshop/ coaching rates. Travel cost need to comply with the Federal Travel Cost Act (Bundesreisekostengesetz). | 08.04.2024 |
| 2. | H) Requirements for submission of quotes, presentation of offers, correspondence | One of the email addresses does not work, what is the correct one? | All submissions and enquiries should be sent to the following 3 email addresses: Ausschreibungen-T63@drk.de [corrected from the original tender documents] s.schneider@drk.de v.schmitt@drk.de Please reference the tender in the subject header and submit documents with password-protected attachments, with the password sent in a separate email to the same addresses. | 10.04.2024 |
| 3. | H) Requirements for submission of quotes, | Should the offer be written in German or English? | Please submit in English language | 23.04.2024 |

| | | | | |
|----|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | presentation of offers, correspondence, G) Content of application dossiers to be submitted | | | |
| 4. | F) Profile of consultant sought | Can two consultants apply together (e.g. one specialized as Facilitator for Team-Workshops and the other specialized in Leadership-Coaching) or do you prefer one consultant? | This is possible, although at least exchange between the persons in order to realize synergies would be expected (inside the given budget). Both persons should meet the minimum qualifications sought. | 23.04.2024 |
| 5. | B) Context | What kind of methods/ meeting formats etc. are you currently using within the department (e.g. on a weekly/ monthly basis)? | There is a team jour fixe for the team every two weeks as well as bilateral jour fixes with and between individual team members. In addition, team members exchange task-specific as well as in terms of communications via MS Teams. | 23.04.2024 |
| 6. | C) Tasks to be performed by the consultant, D) Expected outputs | Who and therefore how many people should receive leadership coaching? | Primarily the head of the unit Movement & Institutional Partnerships and the lead of the MEAL Technical Cluster. | 23.04.2024 |
| 7. | G) Content of application dossiers to be submitted | How detailed should the outline and description of the approach and methodology of the workshop facilitation be described? (e.g. How many pages?) | There is no page requirement. The information provided should be sufficient for an assessment against the criteria outlined under I) "award criteria". In addition, this aspect is also to be covered in the presentation where no new documents shall be presented. | 23.04.2024 |
| 8. | F) Profile of consultant sought | What kind of experiences (e.g. branches, projects, positions, topics) is of overall importance to you? | Please see preferable criteria | 23.04.2024 |
| 9. | C) Tasks to be performed by the consultant, D) Expected outputs, G) Content of application dossiers to be submitted | Who will be the leaders and how many hours of coaching does one person usually apply for? | There are 2 leadership positions, the head of the unit M&IP, and the lead of the MEAL TC, who report to the lead of Team 63. Coaching will take place based on individual requests and in agreement with the client, in the frame of overall number of hours outlined in the ToR. | 23.04.2024 |