

PLEASE NOTE

Due to unforeseen technical issues we were not previously aware of, we will now allow files to be shared via links.

Please ensure that the files are **encrypted**, and that the **password is sent in a separate email** for the submission to be considered.

Bidder Questions

1. You don't mention it but I would like to confirm, do you require a CV to be included in the application?

We have decided not to require a CV but instead request a letter of motivation. This letter should summarize the relevant experiences and qualifications from your CV, which will allow the consultancy to verify your alignment with the "Required Qualifications & Experience." The rationale behind this decision is to emphasize that we evaluate not only experience but also the quality of your proposal and work samples. (We believe that your work should speak for itself.)

2. I believe I found a small error in the ToR document regarding the percentage of one of the evaluation criterias: In the item "*Understanding of the scope of work and quality of the proposed methodology. (...) learning methodologies*" the weighting is 55% at one page and 30 % for the same item in the other page. It's not a big error, but just to point out, as you may find this important.

Thank you for flagging this. We will evaluate as it is stated in the table:

Evaluation Criteria		
Award Criteria	Weighting within the overall score	Maximum possible score
1. Quality and relevance of previous training materials and examples	30%	30
2. Understanding of the scope of work and quality of the proposed methodology. Demonstrated understanding of instructional design and adult learning methodologies	55%	55
3. Fee (netto)	25%	25
Sum	100%	100

3. Could you please clarify the requirements regarding references? Should the references be submitted in a separate document? If so, is there a specific format you would prefer? In case I have a reference letter, could I attach it also?

You have the option to either merge all the required information into one document or submit an additional document titled "References/Work Samples" containing the requested details. The format is flexible, but we recommend submitting your materials as a PDF, as this is easier for us to handle. Alternatively, you may submit a (zip) folder containing all relevant files.

For references/work samples, please ensure that the following details are included: title, timeframe, client, and reference person. While a reference letter is not specifically required, you are welcome to include one. However, please note that reference letters will not be evaluated for additional points but will be considered as a sign of the trustworthiness and eligibility of the reference and work samples.

Your submission should allow us to evaluate your past experience in response to the following questions: *How strong and relevant are the submitted work samples and training materials?*

What is evaluated:

- **Clarity, structure, and methodology used in the work samples**

- **Alignment with adult learning principles**
 - **Relevance to humanitarian/development work**
 - **Use of inclusive, culturally sensitive language**
4. Regarding the price sheet, just to confirm: Is it not acceptable to submit it as an hourly rate, right? May we adjust the fields in the table to better reflect our pricing structure?

It is not permitted to adjust the fields, so please submit your rates as daily rates. The price sheet is structured based on various the deliverable-payment structure and their corresponding daily rates. To reflect the varying efforts required by different states, you may adjust your pricing accordingly.

If you wish to further explain your pricing structure, you may include this information in your technical proposal. However, please note that the prices listed in the price sheet will ultimately be considered binding.

5. I am assuming the Declaration of Conformity and the Data Processing Agreement must be signed and sent together with the submission, am I right? Should it be done manually and then scanned or can transform it into a Google docs, and fill and sign them digitally? Any preference on that?

The Declaration of Conformity needs to be signed and submitted along with your proposal. I assume that both signatures will suffice. As for the Data Processing Agreement, we will complete it together with the selected contractor on the first day of the contract.

6. Regarding the contract, since the document is in PDF format, there is no specific field in the header where I can fill in the required information. I noticed some yellow highlights, but I am unsure whether the information should be added as comments. I could also convert the file into a Google Doc and insert the information directly into the highlighted areas, but that distorts the formatting of the document. Could you kindly confirm the best way to proceed in this case?

The contract provided is a template, which will be signed after the offers have been evaluated and the contractor has been selected. The chosen contractor will sign the contract with our internal “purchase” team. For the purpose of this tender, the contract is included for your reference, allowing you to review what will be signed if you are selected as the consultant.

7. Lastly, regarding file protection: should each document be encrypted and password-protected individually, or is it sufficient to protect only the folder containing all documents?

As long as the documents are protected, either by folder or individually, it is fine. The most important thing is that you send the protected documents in one email

Remarks & Bidder Questions ToT

and the password in a separate email. If both are not submitted in two separate emails, we will need to disregard your submission