

RFP02/2020 Strengthening CSOs and Stakeholder Participation in IWRM in Kosovo

QUESTION & ANSWERS N°1 – 24.09.2020

Q1: On page 12 it is written that the "Program intends to contract high-quality expertise, capacity building support and mentorship/coaching by a renowned international organization with strong portfolio in the area of participatory approaches to water resources management." Can you please confirm if Kosovo businesses are eligible to apply for this project?

A1: Organizations registered and active only in Kosovo are not eligible for this particular tender. The tender is open to organizations registered outside of Kosovo with experience beyond the borders of their country of registration/origin. Please refer to footnote No 4 (Page 5) of the RFP.

Q2: As understood according to the RFP for the Bidder's qualification, capacity and experience, the bidders annual turnover is not a criteria for qualification but it's the technical capacities and experience?

A2: This is correct. RFP02 does not include any specific requirement on the size of bidder's turnover. Such information needs to be included for information purposes only.

Q3: In case of JV, please clarify if the evaluation committee will evaluate the experience of all organizations from the consortium or only the experience of the Leading Partner?

A3: JVs are not allowed under this tender (please see page 8). However, qualified bidders can engage other legal entities through subcontracting. In case of subcontracting, only the qualifications of the main bidder will be evaluated. In addition, bidders can engage and proposed individual experts for the required areas of expertise who do not need to be their staff.

Q4: For the table "Financial information", please clarify if the table should contain the historical information of the consortium together or individually by each partner, meaning that each partner will provide the financial information in the individual table?

A4: As explained before, JVs are not allowed under this tender. Financial information has to be provided only for a single bidder.

Q5: For JV bidders, it is stated that the partners need to sign notarized statements for their consortium. It is our understanding that each partner should notarize their own statement for partnership and not sign one statement that needs to be notarized by each partner in their country. Please confirm.

A5: Please see above answer on JV.

Q6: The activities for STRENGTHENING THE ROLE OF CSOs/NGOs IN IWRM IN KOSOVO will request certain methodology that will include experts travel, but also rental of venues and equipment, translation services, CSOs travel and accommodation, printing of literature and materials. Please clarify if the cost for CSO accommodation, travel, and technical services should be included in the budget of the bidder or it will be covered by the project.

A6: Organizing the stakeholder involvement process for the purposes of the assignment will be primarily the responsibility of the Contractor. Travel and accommodation costs for the Contractor's proposed experts will be covered by the Contractor, i.e. they need to be part of the financial offer.

The responsibility for organizing official workshops/meeting where Program representatives have to be present will be shared between the Contractor and the IWRM-K Program. The Contractor shall be responsible for preparation of working material and agenda, ensuring participation of the key team members as required, communication/coordination with the invited stakeholders, preparation of minutes, etc. The Program will be responsible for distributing the invitations and ensuring adequate participation, selecting the workshop venue, and for covering various associated costs such as rental of venues, travel and accommodation of participants, printing, refreshment, or similar.

The bidders should not plan to print large amounts of copies, except for their internal needs. The printing costs for the needs of wider distribution of the material produced as part of the contract will be covered separately by the Program.

Q7: *For the experts, please clarify if one person can be offered for two expert positions as key expert since some of the activities and the tasks will not overlap during the implementation?*

A7: *One expert can be offered for more than one position as defined in the TOR subject to: a) compliance with the qualification requirements for the areas of expertise in question; b) evidence (e.g., in the methodology) how work will be carried out without negative implication on the overall performance and implementation timeliness (e.g., by presenting the planned distribution of expert-days over the contract implementation period).*

Q8: *For the expert if the bidder offers more than one key expert, do they all need to meet the criteria or just the lead expert?*

A8: *For the areas of expertise where more than expert will be proposed, only the qualification of the lead expert will be evaluated. In such cases, bidders shall indicate the lead/key experts and non-key experts.*