

## Questions and Answers concerning the procurement

**1**    **Section 4.5. of the procurement document prescribes that “The tenderer shall submit at least two reference assignments within third party monitoring conducted by the proposed team’s level 1 consultants. The tenderer must have completed the reference assignment within no more than three years.” As of the instruction, Appendix H should be used, which seems to refer to individual expert references.**

**Could you please confirm if the two reference assignments should be from work carried out by the tendering company or by any of the level 1 experts of the team?**

**Further, if this criterion refers to individual expert references, could you please confirm if you require in total two such references or two for each level 1 expert?**

*The tenderer shall submit at least two reference assignments within third party monitoring to live up to the criteria of section 4.5. These assignments must have been conducted by, or featured work by, the same individuals as the tenderer proposes as so called ‘level 1 consultants’ for the assignment at hand. Appendix H is appropriate for this.*

*The two reference assignments should be from work carried out by any of the level 1 experts of the team. This may be for another company than the tendering company.*

*The embassy requires two of these references in total, not two for each level 1 expert.*

2	<p>Section 4.5. of the procurement document prescribes that “The tenderer shall submit at least two reference assignments - - - The tenderer must have completed the reference assignment within no more than three years.”</p> <p>Are only completed reference assignments eligible in relation to this criterion or also ongoing assignments?</p>
	<p><i>The embassy will consider both completed and ongoing examples as reference assignments.</i></p>
3	<p>Section 4.6 of the procurement document prescribes that “The tenderer shall submit at least two samples of research or analysis authored by the tenderer concerning either the conflict, humanitarian, development or political situation in Syria.”</p> <p>Could you please inform if these samples should be of research/analysis authored by the tendering company, or by the team members.</p>
	<p><i>The research / analysis submitted under section 4.6 must be authored by the tendering company.</i></p> <p><i>Note the difference here between the criteria for 4.5 and 4.6.</i></p>
4	<p>Is there a minimum or maximum number of CVs that the tenderer may submit with the tender?</p>
	<p><i>No.</i></p>

5	<p>We foresee to engage a team of local data collectors, to support our core team of key level 1 and 2 experts. As the data collectors will not need to be of Level 1-2 type, can we add a third expert level with a separate fee level, and how would that fee level in this case be considered in the calculation of the total offer price? Alternatively, will we be able to budget for data collection as a reimbursable in specific call-offs?</p>
	<p><i>Only two levels of experts shall be provided in the tender. Typically, the majority of the call offs should be able to be delivered by the combined efforts of level 1 and 2 consultants. Reimbursable costs will be considered individually in each call off.</i></p>
6	<p>After reviewing the submission requirements, can you confirm that all technical and cost responses requested in the terms of reference should be completed in the "Procurement Document Embassy - Open Procedure" file, and that separate technical and cost proposals are not necessary for submission? Additionally, I would like to confirm that there are no page or character limits for our responses to each question under Section 4 - Terms of Service.</p>
	<p><i>The tenderer is required to submit all the required information set out in the procurement document. Whether this is completed in the 'Procurement Document Embassy – Open Procedure' file or complemented by a separate file is up to the tenderer.</i></p> <p><i>There are no page nor character limits for responses.</i></p>
7	<p><b><i>Do you require bidders to propose a minimum number of consultants at levels 1 and 2?</i></b></p>
	<p><i>No.</i></p>

<b>8</b>	<b>Will previously developed confidential and verifiable contextual analyses on Syria, extensively produced by a level 1 Consultant over the past decade, be accepted as valid reference material, even if not publicly available?</b>
	<i>Contextual analyses do not have to be publicly available. However, if they are to be used as a reference assignment the tenderer will need to submit enough of the assignment for Sida to gauge the quality and relevance. Please note chapter 2.6 of the procurement document regarding confidentiality.</i>
<b>9</b>	<b>Is there a mandatory CV format or specific length requirement for consultant profiles to be included in the tender submission?</b>
	<i>No, there is no mandatory CV format. It is recommended that CVs only include relevant details and do not exceed 5 pages in length per CV.</i>
<b>10</b>	<b>Is there a maximum page limit for the technical proposal, including annexes?</b>
	<i>No, there is no maximum page limit for the technical proposal, nor a maximum number of length of annexes. ‘</i>
<b>11</b>	<b>Can it be clarified which services under the framework agreement will be activated via specific call-offs - Third Party Monitoring, Contextual Analysis/Briefings, or both?</b>
	<i>Both services are envisaged as being activated through specific call-offs.</i>

12	<p><b>Should the methodology section include a comprehensive 24-month monitoring plan? If yes, will the Embassy disclose relevant geographic priorities within Syria and neighbouring countries to inform this planning?</b></p>
	<p><i>The procurement document does not explicitly call for a ‘comprehensive 24-month monitoring plan’. If the tenderer wishes to propose this as part of the methodology it is free to do so.</i></p> <p><i>The methodology section should to the best ability of the tenderer describe the proposed methodology of work, given the information provided in the procurement document. The embassy will not disclose further geographic priorities at this stage.</i></p>
13	<p><b>Under the assumption that a monitoring plan should be drafted, how will this work with the call-off mechanism?</b></p>
	<p><i>See question 12 above.</i></p>
14	<p><b>Should the proposed budget include contingency planning or provisions for high-risk environments, including costs for potential staff safety measures?</b></p>
	<p><i>Section 4.4 requests tenderers to describe its routines and methods for working in high risk and conflict affected settings. Staff safety measures would fall under this section.</i></p>
15	<p><b>What is the suggested team size for the assignments? Specifically, how many level 1 and level 2 consultants are recommended?</b></p>
	<p><i>There is no suggested team size for assignments, nor recommendations on the number of consultants.</i></p>

16	Should a Team Leader and/or coordinator be appointed for the overall assignment/framework?
	<i>The tenderer determines which staffing is required to deliver in line with its methodology and budget.</i>
17	According to section 4.5. of the procurement document: <b><i>"The tenderer shall submit at least two reference assignments within third party monitoring conducted by the proposed team's level 1 consultants."</i></b> If a level 1 consultant has completed an assignment as a Team Leader for another consulting firm, can this assignment still be used as a valid reference assignment?
	<i>Yes. See also question 1.</i>
18	In sub-chapter 2.1 <b><i>General Information</i></b> , the following requirement is stated:  <b><i>"The external party should have the capacity and local knowledge to design and execute third party monitoring programmes of Swedish funded development projects."</i></b> Could you please confirm whether this requirement is exclusively referring to experience with <b><i>Swedish-funded</i></b> development projects, or whether relevant experience with development projects funded by other donors would also be considered acceptable?
	<i>The above statement does not exclusively refer to programs funded by Swedish funds. Relevant experience with development projects funded by other donors is equally acceptable and valuable.</i>
19	Regarding the reference assignment requirement in section 4.5, could you kindly confirm whether third party monitoring references may be submitted, even if our proposed level 1 consultants did not participate in those assignments? This would allow us to highlight our most relevant TPM experience while also proposing the team best suited to this assignment.

	<i>The reference assignment required in section 4.5. must involve at least one of the proposed level 1 consultants. See also questions: 1 and 17.</i>
<b>20</b>	<b>Will proposed experts be assessed individually, or will the pool be evaluated as a whole?</b>
	<i>The teams of level 1 and level 2 consultants will be assessed separately according to the criteria set out in section 5.3.</i>
<b>21</b>	<b>If experts are assessed individually, will the team's overall score be calculated as an average or through another method?</b>
	<i>See question 20 above.</i>
<b>22</b>	<b>In addition to activity verification and compliance, does Sida envisage third party monitoring playing a role in generating evaluative insights?</b>
	<i>Sida will not provide more information about its expectations than set out in the procurement document and relevant annexes. The tenderer is expected to set out its methodology for 'third party monitoring' in the proposal. Here the tenderer may explain its ways of working and the role it sees 'third party monitoring' to play.</i>
<b>23</b>	<b>Given the dual focus of the framework, should contextual analysis and TPM assignments be proposed as separate workstreams, or would Sida welcome an integrated approach?</b>

	<i>Sida will not provide more information about its expectations than set out in the procurement document and relevant annexes. See question 22 above.</i>
<b>24</b>	<b>Will TPM services be required only inside Syria, or would they also be required in Turkey, Lebanon, and Jordan?</b>
	<i>The framework agreement envisages the ability to implement 'third party monitoring' in all the countries encompassed by Sweden's 'Regional Syria Crisis Strategy 2024-2026'. See chapter 4.4. which states 'The tenderer shall, on the basis of the terms of reference, provide a description of its ability to implement third party monitoring services in Syria, Lebanon, Jordan and Turkey.'</i>
<b>25</b>	<b>In the document titled 'Procurement Document Embassy - Open Procedure', sections 2.9, 2.10, 3.2, 3.3, and 3.7 are not included in 'Appendix D – Self Declaration by the tenderer'. Should add them to Appendix D, or extract them to another document, or not address them at all?</b>
	<i>The tendering firm should fill in the full procurement document. Appendix D should only be filled in if the tendering firm plans to form a consortium or use a subcontractor in line with 3.2 and 3.3.</i>
<b>26</b>	<b>In the document titled 'Procurement Document Embassy - Open Procedure', Section "3.4. Qualification of tenderers", we would like to confirm our understanding that the stated documents are not required to be submitted with the proposal; rather, these are documents that SIDA might request from the selected tenderer. Correct?</b>
	<i>The documents in 3.4 do not need to be submitted as part of the tender, but the tenderer should be prepared to at request and without delay provide the documentation to the Embassy.</i>
<b>27</b>	<b>In the document titled 'Procurement Document Embassy - Open Procedure', Section "3.7.2 Economic and financial standing", should the tenderer submit</b>



	with the its proposal a copy of audited financial statements for the past 3 years to prove financial stability?
	<i>Documents concerning economic and financial standing do not have to be provided as part of the tender, however tenderers must be prepared to at request and without delay provide documents concerning financial stability according to the tender document at a later stage.</i>
28	<b>Should we sign and submit Appendix G?</b>
	<i>Appendix G will be signed by the winning tenderer upon the signing of the framework agreement. It must not be signed as part of the tender.</i>
29	<b>Should we sign Appendix I?</b>
	<i>Appendix I will be signed by the winning tenderer upon the signing of the framework agreement. It must not be signed as part of the tender.</i>