



Barcelona, February 9, 2022

ANSWERS TO QUESTIONS

Simplified procedure: Consultancy Services to support the UfM-Oversight Committee - 13- PRO373LAD-2022

With reference to the above-mentioned Simplified procedure, please find below the answers to the questions posed by the interested companies:

REQUEST FOR CLARIFICATIONS Nr. 1 (dated Thu 03/02/2022 18:08)

Question 1: D Tender Submission Form and Declarations - GP-FB v2019.0. C) Technical Capacity. Is it possible to provide this information and the supporting documentation without disclosing the names of the clients? Our projects are confidential and we cannot reveal the names of the clients for credential purposes without their prior consent.

Answer: Only references that are relevant and can be verified will be taken into consideration. A reference without the client's name cannot be considered as verifiable. Consequently, the name of the client for a given reference may be anonymised in the tender only on the understanding that the tenderer should provide those names without delay upon a written request from the contracting authority during the tender evaluation and in any case no later than the contract signature. The contracting authority reserves the right to verify the authenticity of the project references.

Question 2: In relation to the whistleblowing tool, what is needed is an ad-hoc application to be built for your specific needs or an over-the-shelf application that would imply the payment of annual licences and maintenance once implemented?

Answer: Both options are possible (it is up to tenderers to propose the type of IT-tool in their technical offers) as long as the needs of the Contracting Authority as described in the ToR are covered. Any cost of licence and maintenance cost of the whistleblowing tool are to be included in the heading "Specific activities" of the financial offer.

Question 3: B Annex IV Experts - iRP-GP-FB v2019.0. Key experts. It is mentioned that "The linguistic competencies are to be demonstrated by certificate or by past relevant experience.". In what form should be documented the past relevant experience in case the experts do not dispose of certificates? A formal declaration by the expert detailing their linguistic background would suffice?

Answer: The language certificate for the level required may be replaced by a declaration on honour. A declaration on honour, signed and dated, stating that the person fulfil the requirements, is sufficient. An expert who declares he/she is a native speaker does not have to present a language



certificate. Nevertheless, the contracting authority reserves the right to request - in case of doubts and at any time during the tender procedure- any document enabling it to verify the expert's language capacity.

Question 4: B Annex IV Experts - iRP-GP-FB v2019.0. Curriculum Vitae. Is it compulsory to include of the date of birth and civil status of the experts? We consider this as sensitive personal information.

Answer: A full CVs of the specific individual(s) proposed as an expert consultant or team of experts should be provided. This includes the individual named but date of birth, civil status and other personal details may be omitted. Please note that all offers once received are treated in the strictest of confidence.

Question 5: A1 Instructions to Tenderers - iRP-FB-GB v2019.0. "The contract between the tenderer/contractor and its experts shall contain a provision stating that it is subject to the approval of the partner country. It is furthermore recommended that this contract contains a dispute resolution clause.". What contract refers this paragraph to? What is the partner country in this case?

Answer: The contract refers to the contract between the tenderer and the subcontractor. Please note that no partner country in this tender.

Question 6: B Annex II Oversight Committee Terms of reference. 2.3. Results to be achieved by the Contractor. Result 3. Support on clerical and administrative tasks. Kindly provide additional information that would help us estimate the dedication required for this task, for instance: frequency and duration of the OC meetings, what other type of tasks would be involved apart from drafting the agendas and minutes, etc.

Answer: A maximum of four (4) meetings per year with a duration of 2-3 hours each are expected to take place. The administrative tasks shall include the following:

- (1) coordination of the invitations (to be sent to the members of the OC and if needed to other participants, such as witnesses, etc.),
- (2) preparation of the agenda for the meetings (including a list of the claims received, the actions taken so far and the topics to be discussed),
- (3) drafting of the minutes of the meeting (summarising the discussion and actions taken place), and
- (4) follow-up of the agreed actions in preparation of the next meeting.

Question 7: B Annex II Oversight Committee Terms of reference. 1. Background information (last paragraph). Are there any other OC's responsibilities to be covered by the internal regulations, apart from the ones related to the overall monitoring of the implementation of the UfM Anti-Fraud and Anti-Corruption Policy.



Answer: As per the Anti-fraud and Anti-Corruption Policy, “the OC is responsible for the overall monitoring of the implementation of this Policy and the specific functions stated therein”. However, this policy should not be regarded as a stand-alone document; its provisions must be interpreted in accordance with the rest of the rules and regulation (e.g., Statutes, Staff Regulation and their Implementing Rules, Code of Conduct) and the key political declarations (Barcelona Process and the Paris and Marseille Declaration) of the institution. Overall, the Oversight Committee should be responsible to oversee that the ethical standards and the values of the organization are respected at all times. The exact role and duties of the OC shall be defined against this backdrop by the OC members in their internal regulations/rules of functioning. A draft of the Sections (table of content) to be included in the internal regulations can be found as Annex to document B Annex II Oversight Committee Terms of reference.