

Barcelona, 3rd of August 2023

Answers to requests for clarifications

Open tender procedure: RBM-MEL support to UfM under SIDA cooperation – 27 – PRO450DOP-2023

REQUEST FOR CLARIFICATIONS No.1 (received on the 26th of July 2023 13:37)

QUESTION 1

Regarding the in-person training foreseen in Deliverable Activities 3 and 9. We understand that the current budget should cover the travel and accommodation costs for the proposed experts in the tender, but would like to confirm if the event costs for those attending should also be budgeted in the budget of max 90.000€, included in the instructions to tender, or if there will be an additional budget for this. Should the former be the case, we would like to get confirmation regarding all the costs which should be foreseen for this activity, apart from transport and accommodation. In this sense, we would like to confirm whether the budget should also include the room rental, IT Equipment, coffee breaks/lunch/dinner required for the training. Moreover, we would like to check whether the trainees will receive Per Diems for the 2-3 days of the mission, or if this should also be considered in the budget.

ANSWER:

Regarding the in-person training foreseen in Deliverable Activities 3 and 9.

The maximum budget (VAT excluded) shall cover all costs of the training in a suitable venue near Barcelona including in particular costs of transport and accommodation as may be required for all participants and trainers (up to 35 UfM staff members) as well as costs of the rental of the venue including IT equipment, coffee breaks and catering in situ during the training (lunch and/or dinner). It is up to the tenderer to offer the modality that will provide maximum benefits in terms of training and team building at optimal investment of time and money. The tenderer is however not expected to pay per diems to UfM staffs whatever the modality chosen.

QUESTION 2

Regarding the Institutional Development Plan foreseen in Deliverable Activity 6. We would like to request for further details regarding the scope of the work foreseen for this deliverable, would this work be limited to the RBM and MEL aspects of the Plan?

ANSWER:

The Institutional Development Plan shall provide for setting up an internal structure to coordinate, operate, establish roles and responsibilities within the Sida-UfM programme and beyond as well as developing and strengthening the structure of governance (instances within UfM, decision makers, etc.) As per the ToRs, the IDP shall include, but is not limited to, sections on Human Resources management, Organizational structure, Internal procedures (Standard Operating Procedures - SOP) and Communication. The IDP shall guide the improvement of the performance towards the achievement of the UfM objectives by identifying shortcomings and areas of improvement and prescribing a course of action to address them over a defined period (by 2025). The implementation of the IDP shall lead to improved results and efficiency.

QUESTION 3

Regarding the Proposal for renewed Cooperation with SIDA foreseen in Deliverable Activity 11. We would like to request for further details regarding the scope of the work foreseen for this deliverable, would this be limited to the RBM and MEL aspects of the proposal?

ANSWER:

The UfM has a well-established cooperation with Sida. Since 2017 it has been receiving core support to implement activities in the common priority areas of both UfM and Sida. Since 2022, the cooperation has been upgraded to a programmatic approach based on RBM-MEL. The volume of the support and the increased ambition including the aspiration to develop the UfM have added to the strategic character of the partnership between UfM and Sida. Building up on the achievements of this cooperation and the improvements resulting from the adoption of the RBM methodology, the tenderer shall support UfM to formulate a proposal for a renewed and expanded cooperation with Sida, potentially including new areas of cooperation, beyond 2025.

QUESTION 4

Regarding the Drafting and Quality Checks of reports foreseen in Deliverable Activity 12. We would like to request for further details regarding the scope of the work foreseen for this deliverable, would this work focus on the reports concerning RBM and MEL processes within UfM?

ANSWER:

Under Activity 8 and 12 the tenderer shall provide support to UfM to produce reports foreseen under the cooperation agreement with Sida. These reports include in particular annual narrative reports (2023, 2024 and 2025), final report as well as for other (ad-hoc) reports and clarifications as may be required. The tenderer shall contribute to produce reports of required quality including the following components:

1. An account of results achieved by the project/Core Activities, including any lessons learned and consequent adaptations to the Project/Core Activities.
2. A brief account of the materialised risk to project/Core Activities, including how these have been handled in the reporting period and/or how these and newly identified risks will be handled in the future.
3. An account of aggregated results and assessments on effectiveness from the individual Project, including those implemented by the Implementing Partner supported by this Project and a comprehensive analysis on progress and conditions for attainment of objectives for the project as a whole, with (if applicable) references to recent evaluations.
4. An assessment of the sustainability of the results achieved by the Project/Core Activities