



Barcelona, 17<sup>th</sup> December 2025

## **ANSWERS TO QUESTIONS**

### **Procedure: Strengthening Climate Change Adaptation Capacity of Transport Systems in the Mediterranean Arab countries - 06 - PRO611TUD-2025**

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

#### **REQUEST FOR CLARIFICATIONS Nr. 2 (dated Thursday 11/12/2025 at 23:07)**

##### **A. Events, Budget & Cost Responsibilities**

- **Five Awareness-Raising Conferences**

**Question 1:** *Locations: Will the five one-day awareness-raising conferences each be held in five separate beneficiary countries, or can more than one conference be hosted in the same country?*

**Answer:**

The Terms of Reference specify that five (5) one-day awareness-raising conferences shall be organised, with four (4) taking place in Western Mediterranean Arab countries and one (1) in an Eastern Mediterranean Arab country. The Terms of Reference do not require that each conference be hosted in a different country. The final selection of host countries will be agreed with the Contracting Authority during implementation.

**Question 2:** *Expected Participation: How many participants does UfM expect at each of the five conferences?*

**Answer:**

The Terms of Reference do not define a fixed number of participants per conference. Tenderers are expected to propose an appropriate and reasonable number of participants in line with the objectives of awareness-raising for public decision-makers and sectoral stakeholders.

**Question 3:** *Participant Profile: Should the contractor assume that participants will be primarily national-level invitees, or will international participants also be involved?*

**Answer:**

As indicated in the Terms of Reference, the conferences are expected to involve national, regional, and international experts and stakeholders. Participants may therefore include national-level representatives as well as regional and international participants.



**Question 4:** *Cost Coverage for Conferences: Can UfM confirm which of the following cost items must be included in the contractor's global price for each of the five-awareness raising conference*

- Venue rental
- Catering
- Interpretation
- Local logistics
- Visibility materials
- Contractor expert travel

**Answer:**

In accordance with the Terms of Reference, the contractor's financial offer shall cover all supplies, services, documentation, and logistical support required for the successful implementation of the contract. Consequently, all costs related to the organisation of the awareness-raising conferences shall be included in the contractor's global price, including but not limited to:

- Venue rental
- Catering
- Interpretation
- Local logistics
- Visibility materials
- Travel and subsistence of contractor's experts

**Question 5:** *Travel of Government Officials: Will UfM cover the travel and accommodation of participants attending these conferences, or should the contractor account for these costs?*

**Answer:**

The Terms of Reference do not foresee the coverage by UfM of travel and accommodation costs for conference participants. Unless otherwise agreed during implementation, such costs should therefore be included in the contractor's financial offer.

- **Regional Workshop**

**Question 6:** *Workshop Location: Will the regional consultation workshop take place in Barcelona, or should the contractor propose an alternative Mediterranean location?*

**Answer:**

The regional workshops are foreseen under Phase 2 of the initiative. Phase 2 is not covered by the present contract. Therefore, no regional workshop location is defined within the scope of this tender.

**Question 7:** *Expected Participation: How many participants should the contractor plan for?*

**Answer:**

As the regional workshops fall under Phase 2 of the initiative, which is outside the scope of this contract, the Terms of Reference do not specify an expected number of participants.



**Question 8:** *Workshop Cost Coverage: Will UfM cover venue and on-site logistical costs for the regional workshop, or should these be included in the contractor's global price?*

**Answer:**

Since regional workshops are not part of Phase 1, no provisions regarding venue or logistical cost coverage are defined under the present Terms of Reference.

- **Three Missions to Barcelona**

**Question 9:** *Personnel Required: Could UfM clarify which contractor personnel are expected to attend the three missions to Barcelona (Team Leader only, or multiple experts)?*

**Answer:**

The Terms of Reference indicate that six meetings will be held during the assignment, including three in-person meetings at the UfM Secretariat in Barcelona. The specific composition of the contractor's team attending these meetings is not defined and shall be proposed by the contractor, based on what is deemed necessary for the effective implementation and coordination of the assignment.

**Question 10:** *Purpose of Missions: Can UfM confirm whether these missions correspond to inception, midterm, and final presentations?*

**Answer:**

The Terms of Reference describe a kick-off meeting, follow-up meetings, and a final meeting. While not explicitly labelled as inception, mid-term, and final presentations, these meetings broadly correspond to those stages of project implementation.

## **B. Stakeholder Consultations / KIIs**

**Question 11:** *Number of KIIs: Does UfM have a target number of stakeholder consultations/KIIs per country?*

**Answer:**

The Terms of Reference do not specify a target number of stakeholder consultations or KIIs per country. The number and format of consultations are left to the contractor's methodological proposal, in line with the objectives of the regional status report.

**Question 12:** *Stakeholder Access: Will UfM assist in facilitating introductions to key ministries, transport authorities, climate agencies, and other relevant actors?*

**Answer:**

The Terms of Reference do not explicitly foresee the provision of datasets by UfM. The assignment is based on the use of existing studies, assessments, tools, and publicly available information, complemented by stakeholder inputs.



### C. Deliverables & Technical Approach

**Question 13:** *Access to Existing Studies: Will UfM provide access to existing climate risk assessments, transport studies, or relevant datasets?*

**Answer:**

The Terms of Reference do not explicitly foresee the provision of datasets by UfM. The assignment is based on the use of existing studies, assessments, tools, and publicly available information, complemented by stakeholder inputs.

**Question 14:** *Use of Existing Climate Data: Can UfM confirm that no new climate modelling is required and that existing datasets (e.g., IPCC, CMIP, Copernicus) should be used?*

**Answer:**

The Terms of Reference do not require the development of new climate models. The focus of the assignment is on assessment, awareness-raising, and capacity building, relying on existing climate data, tools, and methodologies.

**Question 15:** *Deliverable Review Process: What is the expected review and approval process for deliverables, particularly regarding the number of review rounds for inception, midterm, draft final, and final reports?*

**Answer:**

All deliverables shall be submitted to the project manager designated by UfM, who is responsible for their review and approval. The Terms of Reference do not specify a fixed number of review rounds.

### D. UfM Coordination & Logistical Support

**Question 16:** *Operational Role of UfM: Will UfM take responsibility for political coordination, sending invitations, coordinating with ministries, and mobilising high-level participants for:*

- *The five national awareness-raising conferences*
- *The regional workshop*
- *Stakeholder consultations/KIIs (where relevant)*

**Answer:**

In accordance with the Terms of Reference, UfM is responsible for overall coordination and institutional cooperation with national administrations and partners. The contractor remains responsible for the operational organisation and logistical implementation of activities, unless otherwise specified.