

Questions and Answers

Stocktaking and needs assessment for the measures of the Multi-annual Action Plan for a regional Economic Area in the Western Balkans Six-(MAP REA)

Tender Reference Number: 033-017

Question: Are six envisaged missions to Western Balkans capitals intended for each of the three experts?

Answer: Yes, all three experts are expected to have missions in the WB6 capitals.

Question: On p. 5 section 9: what is meant by “the documents would be submitted in a form of copies of originals”. Does it mean that scanned versions of the documents are required? Or does it mean that a Word or Excel file is sufficient

Answer: In case you are submitting the offer via email, copies of the originals of the company registration, registration certificate, financial records, references and similar are acceptable. Word and excel files for the rest of the offer such as the methodology, CV's and similar are acceptable of course.

Question: On p. 23 it is requested to complete a “Legal Entity Form” but the page is blank, and there is no form to fill in. Which data do you require concerning the legal entity?

Answer: The Legal Form is accessible from the website; it's a PDF file. If you cannot open it please try with different browser.

Question: The ToR prescribes a total of twelve tasks, four of which are related to drafting of the Draft Report, consultation on the draft, revision of the Draft Report and submission of the Final Report. For these four tasks you have allocated 5 days for a Team Leader position.

For all the other tasks, eight of them, you have allocated up to 10 days for each of the experts.

If each of the expert is to travel and conduct the following requested and ToR prescribed work in the beneficiary countries and relevant regional organisations:

Action 8.1.	Present and discuss the main findings of analytics and desk researches in each of 3 components
Action 8.2.	Ensure that all aspects relevant for the implementation of MAP are taken into consideration and up-to date for each Beneficiary economy

Action 8.3.	Ensure that the list of ongoing and projects in the pipeline relevant for MAP implementation is up-to date
Action 8.4.	Ensure that presentation of the existing national economic policy coordination mechanisms in each of the beneficiary economies is accurate and up-to date
Action 8.5.	Identify the existing and resources planned for the implementation of MAP in each of beneficiaries
Action 8.6.	Identify missing resources necessary for the implementation of MAP in each of beneficiaries

They at least need 1.5 days in five countries for travel and work (please note that this is a very conservative estimate for the scope of work you have identified). They will also need 1 workday in their home countries. This brings a total of working days just for this activity to 8.5 days and implies that all the other seven, quite complex tasks can be completed in 1.5 working day.

As kindly requested above, please clarify this crucial matter and provide us with the basis for the allocation of expert working days.

Answer: The division/allocation of the 35 expert working days and tasks is within the prerogative of the consulting company/individual consultants' 3-member expert team.

As the Final Report from the expert team should inform the regional donor coordination meeting, scheduled for the end of the 2017, the available working days have been specified as within the ToR. In this regard, RCC expects that the following deliverables are implemented within the 35 expert days:

- Detailed Methodology and Work Plan;
- First draft report on stock taking and identification of reforms needed for implementation of MAP;
- Report on consultations held with representatives of WB6 economies and relevant regional and international organisations;
- Draft mapping of ongoing and planned projects relevant for the implementation of MAP's three components;
- Final report on the state of play, scale of reforms and resources needed for implementation of MAP.

RCC Secretariat will fully assist the expert team in organising the itineraries and meetings for the capitals' visits in the most efficient manner.