

## CLARIFICATIONS NO:2 to TENDER DOSSIER

**Publication Reference:** NEAR/ANK/2021/EA-RP/0070

**Subject:** Technical Assistance for the Support for Children's Rights in Turkey

**Location** – Turkey

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**Further to the request received from the tenderer, the following clarification is provided:**

**Question 1:**

In activity 1.4 in ToR, it is written that: “The MoFLSS will prepare the official letters to the different administrative levels of the Ministry and to other ministries to ensure distribution in the selected areas and the contractor will organise despatch of the materials to the relevant institution.” We assume that the cost for despatch of the materials to the relevant institution will be covered by the Incidental Budget of the Project. Please confirm.

**Answer 1:**

Please be informed that above mentioned costs will be covered under the incidental expenditure within the scope of the project budget.

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**Question 2:**

On page 23, under Activity 2.7, the ToR states that “...the contractor will prepare face to face and online training programmes. Based on outcomes of Activity 2.1 and Activity 2.6, the contractor will propose a programme for face-to-face trainings and online trainings to be delivered to MoFLSS staff”.

Could you please clarify whether the ToT programme for 25 persons or the training programmes to be delivered by the ToT participants to 240 persons will be delivered online or the phase “online trainings” refers to Activity 2.8?

**Answer 2:**

Both the ToT programme (25 persons) and the training programme to be delivered to **2.240 persons** by the ToT trainees are expected to be delivered face-to-face. In addition, the phase “online trainings” refers to Activity 2.8.

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**Question 3:**

On page 24, under Activity 2.8, the ToR states that “In addition to the face-to-face trainings delivered by the trainees of the ToT programme, there will be an online training programme developed.” On page 25, it also says, “The online training modules will be visual versions of a field training”.

Could you please clarify if the contractor is expected to develop an e-learning platform or not?

**Answer 3:**

Yes, the contractor is expected to develop an e-learning platform that will be delivered in the form of interactive online training in Turkish and to be hosted on the MoFLSS servers.

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**Question 4:**

In activity 2.11 in ToR, it is written that: “The contractor will conduct regular monitoring and evaluation of the pilot system once every six months (totalling 4 times until the end of the project duration) reporting to the end-beneficiary on the outcomes and developments of the pilot centre for the remaining 24 months (in months 18, 24, 30 and 36). 3 representatives of the end-beneficiary will also participate in the monitoring visits. Monitoring visits are expected to take one full day. Travel, accommodation and meal costs of experts of the end-beneficiary will be covered from the incidental budget.” With regard to costs, even only the “end-beneficiary” is stated, we assume that costs of travel, accommodation and meal of experts of the TAT will be covered from the incidental budget as well. Please confirm.

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**Question 5:**

In activity 2.11 in ToR, it is written that: “The trainings will be held in provinces (3 outside Ankara) having child home building complex and 1 in Ankara. 3 representative of the end-beneficiary will observe the trainings. Travel, accommodation and meal costs of experts of the end-beneficiary will be covered from the incidental budget.” With regard to costs, even only the “end-beneficiary” is stated, we assume that costs of travel, accommodation and meal of experts of the TAT will be covered from the incidental budget as well. Please confirm.

**Answer 4&5:**

Please be informed that above mentioned costs will be covered under the incidental expenditure within the scope of the project budget. Please refer to first bullet of section “6.5 Incidental Expenditure” of the ToR.

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**Question 6:**

In activity 3.3 in ToR, it is written that: “The contractor will facilitate 5 consultative meetings (in two week intervals) with the National Working Group to discuss the findings of the desk review on child labour monitoring. It is estimated that three persons from provincial offices of relevant institutions will participate to each consultative meeting. The cost of their travel and accommodation shall be covered from the incidental budget. The consultative meetings will be held in the premises of the end-beneficiary.” The duration of the meetings, location, number of participants and the number of participants outside of the training location are not specified. Could you please clarify these matters?

**Answer 6:**

Duration of each meeting is one day. As already stated in the ToR, the location of the meetings will be the premises of end beneficiary, which is in Ankara. In line with the explanation in the ToR, the working group will be composed of around 25 participants, hence the total number of participants of the meeting will be around 25 (National Working Group) and 3 participants will be from provincial offices (out of Ankara).

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**Question 7:**

On page 29, under Activity 3.4, the ToR states that “...the contractor will integrate their recommendations and will develop a draft CLMS model for Turkey.” Could you please clarify if the contractor is expected to develop software relevant to the CLMS?

**Answer 7:**

The contractor is not expected to produce a new software system. The contractor is expected to develop draft model (documentation). (see Activity 4.1).

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**Question 8:**

In activity 4.2 in ToR, it is written that: The contractor will organise three 2- day trainings in at least a four star hotel or equivalent in Ankara for each 50 participants in three different cities.” Please clarify the location of the meetings if they will be in Ankara or other three different cities.

**Answer 8:**

The location of these three 2- day trainings will be three cities which may include Ankara. The cities will be determined during the implementation phase of the project. Please refer to the Changes No:2 to the Tender Dossier.

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**Question 9:**

Regarding the qualification of the Key Expert 1: Child Protection and Care Expert, Specific Professional Experience is “At least 3 experiences in developing or implementing or monitoring of services in a public child care institution”. Does this criterion require to be employed by a public child care institution or public sector?

**Answer 9:**

This criterion is very clear and self-explanatory. As is also understood from the text, it refers to *experiences in developing or implementing or monitoring of services in a public child care institution*. This criterion does not refer to the employer.

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**Question 10:**

In ToR, under 6.1.1. Key Experts, it is requested that;

For Key Expert 1: Child Protection and Care Expert

- At least 3 experiences in developing or implementing or monitoring of services in a public child care institution,
- Experience on EU legislation on Children's Rights will be an asset.

and for Key Expert 2: Training Expert

- At least 5 experiences in developing and /or delivering training related to children rights,
- At least 1 experience working with children in disadvantaged or vulnerable conditions.

Could you please clarify what is referred to with the phrase of “experience” in terms of extent? In other words, for an experience to be eligible, how many working days the expert should have utilized?

**Answer 10:**

Experience refers to professional work experience which is gained by the proposed experts in the previous assignments. In terms of extent, it is expected from the proposed experts to have previous work experience as stated in each criterion. There is no time-limit for eligible experiences as long as it can be proven by supporting & proof documents.

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**Question 11:**

In the Terms of Reference, under 6.1.1. Key Experts, it is stated that;

The tenderer will appoint one of the key experts as the team leader and indicate in the offer explicitly which key expert will act as Team Leader. The proposed Team Leader should have the following general professional experience;

- at least one Team Leader or Project Manager or equivalent experience in a project.

Could you please clarify whether the above requirement for the Team Leader position will be scored as a part of the evaluation as it was not specified in the evaluation grid and Terms of Reference?

**Answer 11:**

Please be informed that the mentioned requirement regarding the Team Leader will not be part of scoring; however, this requirement will be evaluated as a minimum requirement and the proposed key expert appointed as Team Leader will be expected to meet this requirement. Otherwise, the offer will be considered inadmissible and be rejected according to PRAG 2020, section “3.4.10.3. Evaluation of offers”, *“The key experts must fulfil the minimum requirements for all the criteria. If it is not the case, the offer should be considered inadmissible and be rejected.”*

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**Question 12:**

As per the Article 2 of the Instructions to Tenderers, the deadline for submitting tenders is given as 14.09.2021 at 17.00 however; holiday season in Europe is affecting the proposal preparation process of tenderers. In addition, by considering the complexity of the project, we kindly request from the Contracting Authority an extension for the submission deadline of the tenders.

**Answer 12:**

Due to the imminent contracting deadline for the Financing Agreement under which this Project is financed, rescheduling of the submission deadline is not foreseen.

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**Question 13:**

In line with the PRAG rules shortlist should be issued and published by the Contracting Authority however, we didn't receive the shortlist document with the tender document and couldn't access it through the CFCU web page.

**Answer 13:**

Please be informed that the PRAG 2020 version is applicable for this project. As stated in the section 2.6.3 Restricted procedure, *“the contracting authority prepares the shortlist notice and publishes it together with the award notice on TED”*. Therefore, the shortlist notice was not sent to the shortlisted candidates and published in the relevant websites.

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