

ANSWERS TO QUESTIONS NO 1

SERVICE CONTRACT NOTICE

Publication reference: EuropeAid/140556/IH/SER/MULTI.

Technical Assistance to the Local Dialogue Platform & Capacity Building to Union of Municipalities

Governorates of Bekaa valley, Baalbak_Hermel, Nabatiyeh and South Lebanon

#	Question	Answer
1	<p>1. Given the COVID 19 outbreak and taking into account the disruptions that it is producing at global level in the transport and communications (our courier service DHL has announced the closing of all of their local offices), we would be grateful if you could allow the submission of the Expression of Interest for the above mentioned procedure, in electronic format (using wetransfer and/or other similar tools).</p> <p>2. Also, considering that the crisis is affecting at different level the different countries, the possibility of presenting the tender in electronic formats will ensure the reestablishment of fair and equal competition of the different bidders, no matter where they are located.</p>	<p>1. Please refer to Corrigendum no 1.</p> <p>2. Modalities for tender submission will be specified in the tender dossier.</p>
2	<p>1. Do we have to send the proofs of the references already at this stage although the PRAG requires sending them at tender stage?</p> <p>2. Is it possible, due to the current COVID-19 situation, to submit the tender electronically? As the crisis is affecting different countries at different levels, the possibility of submitting the offer in electronic form will ensure that fair and equal competition between the different bidders, wherever they are located, will be restored.</p>	<p>1. No. Documentary evidence is not required at the application stage but will be requested with the invitation to tender.</p> <p>2. Please refer to Corrigendum no 1.</p>
3	<p>With reference to the Service Contract Notice of "Technical Assistance to the Local Dialogue Platform & Capacity Building to Union of Municipalities" - EuropeAid/140556/IH/SER/MULTI,</p> <p>[firm name cannot be mentioned] would like to receive the following clarification: Under point 21.3.a. it is stated that "The candidate has provided services under at least one (1) contract with a budget of at least EUR 650,000..." Can you please clarify whether the specified amount of at least EUR 650,000 refers to the overall budget of the referenced contract or to the portion carried out/implemented by the candidate?</p>	<p>The budget of at least EUR 650,000 refers to «the value» or «the portion» of the services carried out by the candidate that implemented the reference project.</p>

#	Question	Answer
4	<p>With reference to the procurement notice to the above mentioned project published lately, we would appreciate your answer and clarifications on the following issues:</p> <ol style="list-style-type: none"> 1. Kindly advise if the submission via email is allowed, in light of potential developments of the lockdown pertaining to the COVID19 crisis. 2. It is stated in the procurement notice that the experience to be provided by the Consultant for eligibility includes at least one (1) contract with a budget of at least EUR 650 000 in fields related to training, capacity building, and coaching activities to local authorities in themes such as strategic planning or financial management or environmental management or governance. We would kindly appreciate your confirmation that: <ol style="list-style-type: none"> a. “Local authorities” include municipalities as well as local establishments responsible for infrastructure management (SW establishments, water and WW establishments, etc.) b. “Environmental management” includes in addition to environmental management for industries and pollution control, fields of infrastructure (water, wastewater, solid waste and agriculture projects) and/or energy projects. 	<p>1. Please refer to Corrigendum no.1</p> <p>2.a.Local authorities are municipalities and Unions of Municipalities constituted under the Decree Law no. 118/1977.</p> <p>2.b.Training, capacity building and coaching activities on environmental management to local authorities could include any topic that help the local authorities in playing their role in territorial development while ensuring environmental sustainability. Such topics could include managing industrial pollution, waste water, solid waste, agricultural pollution....</p>
5	<p>The programme title for this project is “Local Development programme along the Lintani River Basin – LBR”, publication reference EuropeAid/140556/IH/SER/MULTI</p> <p>Our question is about the means of submission of this application. On page 5 of the Service Contract Notice it says that submission can only be done by post or private mail service, or by hand delivery. Could you consider submission by email instead? Because of COVID19 couriers are not reliable at the moment and it would be very hard to tell if and when the application would arrive.</p>	<p>Please refer to Corrigendum no. 1.</p>
6	<p>In the case that online submission will not be allowed: As we often had problems in the past in delivering our proposals to PO boxes, I would kindly like to ask if you could provide a physical address to deliver the proposals to.</p> <p>I would like to clarify that the question I raised this morning referred to the postal code, which was not indicated in the tender document. I hope you can take that into consideration for your response.</p>	<p>Please refer to Corrigendum no. 1.</p>

#	Question	Answer
7	<p>I would like to request a clarification with regard to the section “Selection and award criteria”:</p> <p>With reference to the <u>criteria 3.a</u> stating “The candidate has provided services under at least one (1) contract with a budget of at least EUR 650,000 in fields related to training, capacity building, and coaching activities to local authorities in themes such as strategic planning, or financial management or environmental management, or governance which was implemented at any moment during the reference period: 2019, 2018, 2017, 2016, and 2015.”</p> <p>There is no mention of the percentage of contract value to be implemented by each body thus, we would like to be clarified if the 650.000Eu should be intended as portion carried out or as total of contract.</p>	Please refer to Answer no 3.
8	<p>I am writing you in respect to the project Technical Assistance to the Local Dialogue Platform &Capacity Building to Union of Municipalities, for which we would like to clarify the following:</p> <p><i>According to point 3.a) The candidate has provided services under at least one (1) contract with a budget of at least EUR 650,000 in fields related to training, capacity building, and coaching activities to local authorities in themes such as strategic planning, or financial management or environmental management, or governance which was implemented at any moment during the reference period: 2019, 2018, 2017, 2016, and 2015.[.....] If a candidate has implemented the service contract in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.</i></p> <p>We would like to know if in case the company was part of a consortium for the implementation of a Contract with similar nature, it’s percentage involvement in the project has to be also equal to minimum EUR 650,000 ?</p>	Yes. Please refer to Answer no 3.
9	<p>We are writing with reference to the service contract in the object. We would like to ask a clarification for the technical criterion defined in section 21.3.a of the procurement notice. Specifically we would like to know if the required budget of €650.000 shall be counted with reference to the portion carried out by a single entity or rather to the contract as a whole.</p>	Please refer to Answer no 3.

#	Question	Answer
10	<p>The consortium has experience working with municipalities and the Union of Municipalities, capacity development and supporting dialogue mechanisms in Lebanon. In order to help us responding to the EOI, we have the following questions:</p> <ol style="list-style-type: none"> 1. The contract title relates to technical assistance to the local dialogue platform <i>and</i> capacity building to the Union of Municipalities, the EOI content is much more focused on technical capacity building in specific topics (planning, networking, advocacy and environmental management etc.) to what extent will dialogue facilitation and technical capacity building on dialogue and engagement processes be part of the final contract TOR? 2. Are further projects (separate or follow on to this contract) on dialogue anticipated with the Dialogue Platform and Union of Municipalities or is this the main mechanism for capacity development work with these entities? 3. Is it possible at this stage to provide further detail on the nature of capacity building requested (i.e. whether specific topics and plans are already identified with the Union or whether there is flexibility in tailoring and developing the capacity development model and focus)? 4. For the Consortium, can the lead organizations contract individual consultants in its networks with relevant technical expertise as required or does this have to be through other organizations? Given that the full range of capacity building needs would be elaborated at TOR within project phase, we assume that at EOI stage we would not need to name individual consultants for specific capacity building topics. 5. What is the selection process for EOI and for awarding contracts, which entities are involved in this process (CDR, EU partners etc.)? 	<ol style="list-style-type: none"> 1. As mentioned in the Contract Notice, the scope of the contract consists of two main activities: Capacity building to 9 Unions of Municipalities (UOMs) along the Litani River Basin. The second activity consists of facilitation of working groups in the dialogue platform. The large extent of activities are for capacity building to UOMs. 2. Question number 2 is not clear. However, we understand that the enquiry is about whether other projects/contracts related to dialogue and capacity building will be implemented. In this case, the answer is the following: in the context of the Local Development Programme along the Litani River, this is the main project for dialogue and capacity building. 3. Such details will be provided in the Terms of Reference in the tender stage. 4. At this stage, there is no need to name/select individual consultants for the proposed contract. This will be required in the tendering phase for short-listed candidates. 5. Please refer to point 21. Selection Criteria in the Contract Notice for the short-listing, award criteria of the contract will be detailed in the tender dossier that will be sent to short-listed candidates only. The Contracting Authority is the Council for Development and Reconstruction – CDR / Economic and Social Fund for Development-ESFD, and the Donor is the European Union.