Clarification no. 4

Question no. 1
The "Quality Assurance position" must be filled by an expert that is not directly involved in the project implementation, or it must be someone outside the consortium?

Answer no. 1
It is not necessary that the person should be outside the consortium.

Question no. 2
Find several team discrepancies between evaluation grid (p 11) / input by TA (p49) / and team description (p50-52)

- ST Quality Assurance is presented in the input by TA (49), but not in Evaluation grid nor Team description.
- Will ST Quality Assurance be evaluated? If yes, according to which criteria / Profile?
- International ST Adviser (PFM, HR, Logistic) – is presented in the input by TA (49), and Team description but not in Evaluation grid.
- Will International ST Adviser (PFM, HR, Logistic) be evaluated. If yes, according to which criteria / Profile?

Answer no. 2
The ST QA will be evaluated as part of the Description of the organization, including measures to ensure quality and business integrity in carrying out the assignment (Technical quality). The profile should show experience with similar assignments within the same field.

The Specification of the input by the TA (p49) should be corrected as follow (changes underlined):

<table>
<thead>
<tr>
<th>Key Personnel</th>
<th>First 24 months</th>
<th>Last 18 month</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Working days</td>
<td>Working days</td>
<td>Working days</td>
</tr>
<tr>
<td>Team Leader with international experience</td>
<td>200</td>
<td>60</td>
<td>260</td>
</tr>
<tr>
<td>Short Term advisers for specific curriculum/examination/quality assurance. With International experience</td>
<td>100</td>
<td>30</td>
<td>130</td>
</tr>
<tr>
<td>Short Term advisers for specific nutrition topic such as nutrition epidemiology, laboratory analysis with international experience</td>
<td>100</td>
<td>30</td>
<td>130</td>
</tr>
<tr>
<td>Short term adviser (PFM, HR, Logistic) National experience</td>
<td>200</td>
<td>200</td>
<td>400</td>
</tr>
<tr>
<td>Short term adviser (PFM, HR, Logistic) with International experience</td>
<td>20</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Short term quality assurance*</td>
<td>20</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Total working days</td>
<td>640</td>
<td>360</td>
<td>1000</td>
</tr>
</tbody>
</table>

*) Quote salaries only i.e. without overhead.
The International ST Adviser (PFM, HR, Logistic) will not be evaluate. You should just forward a CV. This person will be used for back up if necessary.

**Question no. 3**  
Can you provide an indication of the time inputs for:  
- ST Quality Assurance  
- International ST Adviser for specific nutrition topics such as Nutrition, Epidemiology, Laboratory  

**Answer no. 3**  
We expect that the ST Quality assurance should visit the project two times a year with a duration of 5 working days for each mission or 20 days in total over two years.  
For International ST Adviser for specific nutrition topics such as Nutrition, Epidemiology, Laboratory please see correction above under answer 2.

**Question no. 4**  
Analysis Table in pp 49  
- The ToR seem to indicate that the post for “International ST Adviser (PFM, HR, Logistic)” must be filled by ONE expert. However, this includes several distinct areas of expertise. Can more than one CV be presented?  

**Answer no. 4**  
For the international ST adviser (PFM, HR, Logistic) more than one CV can be presented but for the national adviser only one CV should be presented.

**Question no. 5**  
- Can you confirm that the consortium must ensure that 4 staff members of the UniLurio must be awarded a MSs degree and 1 a PhD, as part of the project?  

**Answer no. 5**  
Yes.

**Question no. 6**  
- Must the beneficiaries that will be enrolled in the 4 MSc and 1 PHD, conclude their training during the project time? This is relevant as normally MSc takes 24 month and a PhD a minimum of 36month.  

**Answer no. 6**  
If possible, yes.

**Question no. 7**  
- Does the PhD degree also needs to be distance-based?  

**Answer no. 7**  
Yes, please refer to section 11. Financial Proposal in the terms of reference (pp.52).

**Question no. 8**  
- CVs of Project Director, Quality Manager and Auditor, Business Integrity Manager are not evaluated (p. 22)?  

**Answer no. 8**  
They will be evaluated as part of the“ Description of the organization, including measures to ensure quality and business integrity in carrying out the assignment.

**Question no. 9**  
- Page 53 states “UniLurio will provide office facilities for the team”, does it include computers and software, etc?  

**Answer no. 9**  
No, please refer to section 11. Financial Proposal in the Terms of reference (pp52)
Question no. 10  On page 7 it is mentioned: 5.2 The original of the Tender shall be signed by a person or persons duly authorised to bind the Tenderer. If the Tenderer is a joint venture, the Tender must be signed by all members of the joint venture.

As our consortium / Joint Venture will include organisations from different countries, we are using the following procedure to avoid extensive circulation of documentation:

- We will Submit ONE letter of tender (as in pp13) signed only by the leading member of the consortium
- We will add ONE power of attorney from EACH partner authoring the leading member of the consortium to sign all tender documents on their behalf
- We will submit ONE Solemn Declaration (as in pp 16) for EACH partner.
- EACH partner will present ONE joint letter of intent mentioning the name of the leader and all partners.

Can you please clarify if these procedures is adequate? If not please advise otherwise.

Answer no. 10
All members of the consortium must sign the letter of tender. You are welcome to send a scanned version or use digital signatures. Otherwise, the proposed suggestion will be acceptable.

Question no. 11
On page 4 it is mentioned
"(ii) The members shall attach to the tender a letter of intent including:
(...)
- The members shall establish a common Quality Assurance and Business Integrity Management System.

It is our understanding that this Quality Assurance and Business Integrity Management System is part of the technical proposal, rather than the tender a letter. Can you confirm?

Answer no. 11
We can confirm that it is part of the technical proposal.

Question no. 12.
In Page 32 it is suggested suggests that the project shall have 2 phases
- "The Completion Date shall be for phase 1) 2 years after the Commencement Date and for phase 2) the 31.12.2017, or as alternatively agreed in writing between the parties to the Agreement. The Services shall, however, not be considered completed until acknowledged by the Client’s approval of the Consultant’s Completion Report. The Client shall, however, not unreasonably withhold or delay this approval."

However, in other pages it seems that phase 2 may not occur
- page 34 it: "The extension of the Agreement to include the Services in Phase 2 (optional to the Client) shall become effective on the date of the Client’s written notice to proceed."
- Page 42 "The support to UniLúrio will commence mid-2014; the initial contract will be for two years with the possibility of extension up to the end of 2017."
- page 49 "The contract is expected to commence in August 2014; the initial contract is for two-year period; if an extension is required, the extension period will end at the latest by 31 December 2017;"

Can you clarify:
1. Should our technical proposal plan to reach ALL the expected Objectives and Outcomes in 24 month or 42 month (24+18)?

Answer no. 12
The expected objective and outcome should be attained in 42 months

Question no. 13
2. Should our financial proposal include the time for experts input for phase 1 only or for both?
Answer no. 13
The financial proposal should include both phases

Question no.14
3. The indicated maximum budget of 7 million DKK, is for phase 1 only or for both?
Answer no. 14
The amount of 7 million DKK indicated in the contract notice is an estimated value. The estimated value should cover phase one and two.