

## Subject: Clarification Round

Date: 14 August 2020

To Whom It May Concern:

On behalf of Avfall Norge and the CLOCC Project, we are pleased to provide you with this clarification document that should include all queries to the [Invitation to Tender \(ITT\) document](#) and its relevant processes. Thank you very much for your interest in the project. We wish you the best of luck.

Please remember the following steps:

Suppliers applying will need to provide the following documents:

1. A tendering document. The following materials, shall be submitted as ONE PDF tender document attachment:
  - a) Completed Form 1 (Personal Information),
  - b) Cover letter (max. 1 page),
  - c) Completed Form 2 (Trainer Assessment Questions),
  - d) CV,
  - e) OPTIONAL: Recommendation letters (max. 3), and
  - f) Completed Form 3 (Checklist).

The PDF tender document should be sent to Jennifer "Faa" MacDonald, [jmacdonald@iswa.org](mailto:jmacdonald@iswa.org) by August 20, 2020 (11:59pm CEST).

2. A price quote. Your price quote should be submitted in a locked PDF or .docx document to Jennifer MacDonald, [jmacdonald@iswa.org](mailto:jmacdonald@iswa.org) by August 20, 2020 (11:59 PM CEST) via email. Please send the password to the quote document to Mr. Sigve Andera, [sigve.andera@avfallnorge.no](mailto:sigve.andera@avfallnorge.no) by 11:59 PM CEST via email. Please send the password to the locked document *only* to Mr. Sigve Andera. The information included in your quote should be:
  - a. Completed Form 1 (Personal Information),
  - b. Hourly rate and price conditions (max. 1 page).

No.	Question	Answer
1	Is there a preference for consultants who come from an organisation or rather individual, freelance consultants?	Both kinds of applicants are equally accepted. If you are a consultant, please place your registered company name down in Form 1 (even if your company is your first and last name).

2	Is this invitation to tender open to all nationalities?	Yes, but there may be a separate recruitment of national consultants in the country where trainings are held.
3	Considering current world-wide pandemic conditions, would you consider delivery of documents via password protected PDF?	Yes. Please send the password protected price quote to <a href="mailto:jmacdonald@iswa.org">jmacdonald@iswa.org</a> (along with the tender document) and the password to <a href="mailto:sigve.andra@avfallnorge.no">sigve.andra@avfallnorge.no</a> . Please only send your password for your price quote to Mr. Andera. Please note the password protected document is only for the price quote. Your response to Invitation to Tender documents do not have to be in a locked document.
4	Are you currently seeking an interpreter for the training sessions, especially when it is held locally?	No. Currently the position has been filled. Should there be any further need, we complete a separate recruitment.
5	If an organisation has multiple experts who could participate in this program, should separate documents be submitted or a single document submitted instead?	A single document per applicant is required as each candidate is assessed separately according to our matrix.
6	Are there any physical training sessions planned in India? And if yes, could you please let us know which cities/towns?	Yes, there will be physical trainings in India but there are no specific locations finalised as of now.
7	Is there any Word version of Form 1-3 available?	Yes, this has and will be disseminated to all candidates once again.
8	Will participants receive confirmation back on the "expression of Interest" sent and other documents delivered?	Yes. If you are receiving this document, you have been placed on a mailing list confirming that your "Expression of Interest" has been received. Ms. MacDonald will acknowledge receipt of your documents once you have submitted your tender via email.
9	As I will not be in my office, I wonder if I may email you all the required tender documents prior August 20 <sup>th</sup> ?	Yes. You may submit all documents prior to the deadline, August 20 <sup>th</sup> .
10	How would travel budgets be set and applied in this project?	Travel budgets will be set after the Framework Agreements have been signed and if individual contracts (call-off agreements) are awarded. We are seeking hourly rates and price conditions.
11	What are the estimated person months you expect for each training?	An in-person training would be about 5-7 days in length. However, post training mentoring and advisory work will be demand driven, hence we are not able to give any definite answer in that regard. Each trainer is required to provide any relevant materials, presentations, scripts, etc.
12	I have read the documentation and would like to confirm if I should also send the following documentation attached:	Yes. Please send in the documentation and timeline as is specified in the ITT. Your price quote may be sent via email

	<p>a) Completed Form 1 (Personal Information), b) Cover letter (max. 1 page),</p> <p>b) Completed Form 2 (Trainer Assessment Questions),</p> <p>c) CV,</p> <p>d) OPTIONAL: Recommendation letters (max. 3), and</p> <p>e) Completed Form 3 (Checklist).</p>	<p>as a locked document (.docx or PDF accepted formats) to <a href="mailto:jmacdonald@iswa.org">jmacdonald@iswa.org</a> with the password to <a href="mailto:sigve.andra@avfallnorge.no">sigve.andra@avfallnorge.no</a>. Your tender documents should also be submitted to <a href="mailto:jmacdonald@iswa.org">jmacdonald@iswa.org</a>. Please only send Mr. Andera your password for your price quote. Please note, the locked document is <i>just</i> for the price quote.</p>
13	Is it allowed to include one additional junior expert as a backstopper? This is considered to support project execution in terms of experts' availability (e.g. sickness) and communication with the local community (e.g. native language).	No. Should there be another individual in the company participating, there should be a separate tender submitted for that person.
14	For the submission documents, shall a consultant also include a concept of the approach in developing the training materials as well as its implementation as a trainer/mentor? If so, please clarify to what extent a concept of the approach shall be proposed.	It is up to the tenderer to include information on approach, developing training materials, and its implementation (preferably in the cover letter). The required documents are specified in the ITT.
15	How do you see the impact of the corona situation on the project execution? In case a travel ban still exists, we propose a training session in the form of a webinar.	This will be determined on a case-by-case basis and depending on the COVID-19 situation. We are open to conducting in-person, digital, and hybrid training and are currently executing a training that is in a hybrid format (digital and in-person). The format of the training will be at the discretion of the CLOCC Project Team.
16	As described in the ITT document, the working language of the CLOCC project is English (Section 1, Question 5). Would there be any chance if a consultant provides the training materials and conducts a training session in the local language?	Yes. The consultant may provide materials in the local language, however, first the materials must undergo a reviewing process in English prior to translation. Knowledge of a relevant local language is an advantage but not a requirement
17	A document describing 'hourly rate and price conditions' shall be included. Would it be sufficient only describing the person-day rate of each expert? Or, shall it also include the financial variables in detail (e.g., approximate onsite and back office days, and travel costs)?	A person-day rate will be sufficient, unless you want to add other conditions. We are seeking cost/hour and other price conditions, if any. Travel costs will be determined after the Framework Contract has been signed and a call-off contract is formalised, no need to include now.
18	How will reimbursement of traveling and housing costs be managed?	This will be finalised in further detail in the call-off contracts. Travel costs in the quotes need not apply.

19	Will we be able to charge for the time needed for preparing training documents?	Yes.
20	Is the hourly rate the sole price evaluation factor, or are other elements taken into consideration, and in that case, which?	No, it is not the sole factor. The rate will weigh 30%. Other considerations include: relevant, professional work experience, expertise, cultural sensitivity/experience, availability etc.