

**MINISTRY FOR FOREIGN AFFAIRS OF FINLAND  
Unit for Latin America and the Caribbean**

**31 October, 2014**

**FINAL EVALUATION OF THE REGIONAL BIODIVERSITY PROGRAMME FOR THE AMAZON  
REGION OF THE ANDEAN COUNTRIES (BioCAN)**

**QUESTIONS PRESENTED BY THE ITT ESTABLISHED DEADLINE OF 27 OCTOBER, 2014  
AND ANSWERS TO THESE QUESTIONS**

**Question 1:**

Does an ongoing evaluation qualify for reference project?

**Answer 1:**

**Yes.**

**Question 2:**

Company references regarding evaluation. We assume that the required “project evaluations” cover all of the different evaluation phases under the project cycle, such as: appraisal (ex-ante evaluation), mid-term evaluation, final evaluation and ex-post/impact evaluation. Please confirm this.

**Answer 2:**

**Yes. The company references that can be used in the tender are: appraisal (ex-ante evaluation), mid-term evaluation, final evaluation and ex-post/impact evaluation.**

**Question 3:**

Regarding submission of technical tender and budget; can they be submitted in the same envelope?

**Answer 3:**

**Yes.**

**Question 4:**

When evaluating the team experience would you take into consideration all the experience of all the team members or only would you focus in the past ten years of experience?

**Answer 4:**

**As stated in the ITT, part 6.1.1.: “when evaluating the proposed experts, focus is on experience and skills relevant to the expert’s tasks in the assignment. Both the duration and nature/quality of the past experience are taken into account.” While the focus is not strictly on the past ten years of experience, very old experience references might not play significant role in the evaluation if there are no subsequent similar references of that particular experience.**

**Question 5:**

Regarding the evaluation criteria of “knowledge of the principles of the Finnish development cooperation,” does this mean actual prior work in Finnish development cooperation or familiarity with the basic principles of Finnish development cooperation as stated in the Development Policy Programme document and other MFA documents on the website?

**Answer 5:**

**Knowledge is evaluated based on the level of knowledge which could have been acquired without actual prior work in Finnish development cooperation. On the other hand, it is possible that prior work experience in Finnish development cooperation could have resulted in higher level of knowledge of the principles of the Finnish development cooperation, depending on the previous work done. However, this is not automatically the case.**

**Question 6:**

The ToRs (page 6) refer to a 12-week estimated duration for the assignment. Given the ambitious terms of reference and approach to this evaluation, we feel that 12 weeks may not be enough. Is there any flexibility on the duration of the assignment?

**Answer 6:**

**In principle there is no flexibility on the duration of the assignment. However, in exceptional unforeseen circumstances that might arise during the evaluation mission, a very modest extension of 1 or 2 weeks could be considered.**

**Question 7:**

The ToRs (page 6) refer to a tentative start date of January 20 but a firm end date of April 8. Is there any flexibility on the end date, especially if there is any delay in the start date?

**Answer 7:**

**Please, refer to the answer No. 6. Any deviation from the established end date of 8 April can be considered only in the case of exceptional unforeseen circumstances that might arise during the evaluation mission. E.g. the availability of experts is no such circumstance.**

**Question 8:**

The ToRs refer to “Kick off Meeting(s)” (page 6) that all evaluation team members shall participate in either in person or by video or phone. Can all team members participate remotely? In other words, does at least one individual have to be present physically?

**Answer 8:**

**All the team members can participate remotely. However, all the team members must participate, whether remotely or physically present.**

**Question 9:**

Does the technical proposal need to include bio about the proposed team members in addition to their individual CVs which will be annexed to the proposal?

**Answer 9:**

**No.**

**Question 10:**

Is there any flexibility on the length of the proposal or are we limited strictly to six pages?

**Answer 10:**

**No flexibility can be given to the length of the proposal. Please refer to the ITT, part 5.2.2., part a) Technical tender.**

**Question 11:**

The ITT document (page 6) requires that the technical tender include a proposed work plan, including a schedule. How does this differ from the Work Plan that is required as an annex (per page 7 of the ITT)? In other words, does the technical proposal need to include a schedule, or can we refer the reader to the annex?

**Answer 11:**

**The technical tender does not need to include in the maximum six (6) pages a work plan but instead the work plan needs to be attached as an annex to the technical tender.**

**Question 12:**

Where should our responses to “Annex G on the Minimum Requirements” be included in the Proposal? It is not listed as an annex in the ITT (page 7).

**Answer 12:**

**The Minimum Requirements –sheet duly filled out shall be included in the tender documents as a separate document. It is not considered an annex to the technical tender but rather as a document gathering the minimum requirement information stated in the ITT on part 5.2.1 on page 6.**

**Question 13:**

Can we include a matrix comparing the evaluation criteria and the tender/ proposed experts (similar to the Annex G matrix) as an annex to the proposal?

**Answer 13:**

**No. Instead, should you wish, you can highlight the relevant experience to be evaluated in bold in the tender, CV form and company reference sheet.**

**Question 14:**

Do the Quality Assurance personnel need to fill out the CV form?

**Answer 14:**

**No, unless the Quality Assurance Person or Personnel would be one of the experts carrying out the evaluation. Normally, the Quality Assurance Person (personnel) is a representative of the tenderer, i.e. consultancy company representative.**

**Question 15:**

Is it necessary to include the bios of the Quality Assurance personnel in the technical proposal?

**Answer 15:**

**The information of the Quality Assurance Person (Personnel) should be included in the technical tender bearing in mind that the technical tender shall not exceed six (6) A4 pages in total.**