

Implementation of Forestry and value chains development programme in Tanzania

Questions and answers 12.2.2018

Question 1:

Can Tanzanian organization be partner or subcontractor?

Yes it can.

Question 2:

Can an (Tanzanian) organization be partner or subcontractor in several proposals?

Yes. In the ITT there is no requirement for exclusivity regarding the sub-contractors.

Question 3:

The description in the chapter 5.2. [Programme document] Decision Making is partially in contradiction with the Figure 2. Project Institutional Framework. In the figure national level entities would be working under the steering committee and consulting company would report to the national level entities.

The description in the chapter 5.2 is determining. The arrows between steering committee, consulting company and national level entities in the Figure 2 indicate cooperation.

Question 4:

Specification to the terms "service provider" and "consultant". What are the roles and responsibilities of service providers/consultants in this programme and how do they interrelate and/or differ to each other?

In the ITT, the term service provider refers to the consultancy company or companies providing technical assistance services for the implementation of Forestry and value chains development programme, FORVAC. This consultancy company will be contracted by the Ministry for Foreign Affairs of Finland (MFA).

In the programme document, the term service provider is used to describe all actors that can provide technical or other assistance for the programme.

The term consultant refers in the programme document to the consultancy company and the experts providing technical assistance services for the programme.

Question 5:

How does MFA see the role of civil society organizations? In the programme document civil society organizations are identified as service providers. How does MFA see the role of civil society to build the long term sustainability of SFM or democracy in Tanzania? Usual roles of civil society as a watch dog and advocacy are challenging to be implemented under service provider role. How the Guidelines for Civil Society in Development Policy 2017 are taken into account in the programme planning?

In the programme document, civil society organizations are regarded as entities of coordination and cooperation, having experience and expertise in forestry sector. On one hand, civil society organizations are seen to play a role in capacity building, extension and communication, in which case some services could be procured from relevant civil society organizations during the

implementation of the programme. On the other hand, the programme document also mentions civil society's role in monitoring the government's actions and use of public funds, and sees them having a role in business development as well.

The principles of the Guidelines for Civil Society in Development Policy 2017 are expected to be taken into account during the programme implementation. According to the guidelines: "In a polyphonic society, governments can better respond to the diverse needs of the people and promote democracy at the various levels of society. By promoting accountable governance and institutions and by monitoring their activities, civil society can support respect for human rights and the status of the most vulnerable groups. At its best, civil society provides opportunities for people to participate and influence peacefully and actively in societal development and public decision-making."

Question 6:

How the coordination and alignment with other initiatives, organizations and Finnish funded programmes will be done in practice and by whom (Programme Management Team, Steering Committee or Supervisory Board)? Who carries the responsibility?

Coordination and alignment will be done by the programme management team supervised by the programme steering committee and supervisory board. The programme management team is responsible for implementing the activities.

Question 7:

The PD talks about (p. 28) the LIMAS package for pre-logging training, trade and logging supervision. Where is this information available?

See correction to the announcement of this procurement in HILMA, Annex 9 added:
<https://www.hankintailmoitukset.fi/fi/> (to be published on 13 February 2018).

Question 8:

Price tender instructions say: "The form shall be completed in electronic format, and the contents of the form may not be altered." Can we modify the part B) Consulting Services Reimbursable Costs / Non-competitive Component table to add lines to include different unit rates as per the project budget in the programme document?

Lines can be added.

Question 9:

Section 3, Technical and Professional Ability: About the two references the form says "The reference must be dated no later than three years before the submission date for the Tender." What does this mean exactly?

The reference must not be older than three years from the date of submitting the tender.

Question 10:

The page 45 of the PD states that the Programme TA staff includes also "a pool of ST international and national consultants" (tent. 14 + 15 person months...). However, there is no such budget line allocation under the Programme TA Fee budget.

Technical assistance fee budget excludes short-term experts. They are included in the operational budget, and only the direct costs can be invoiced.

- *Will the operational budget line 2.2 for “studies and short-term services” be utilized for recruiting int. and nat. STA for tasks identified tent. in the PD page 32-22 and 39 (activities of inception phase) or some other TA services by the Consultant?*

In the programme budget (Annex 2 of the programme document) the budget line for studies and short-term services is 2.4. It is under the output 2, but short-term experts can be used for other activities of project implementation as well. This budget line can be used to recruit both national and international experts.

- *Is the indicated unit and cost per unit of the budget line 2.2 binding?*

The programme budget is tentative.

- *Can the lead consultant outsource services or sub-contract services and/or provide her own TA for the budget line 2.2 activities?*

The lead consultant can outsource, subcontract services and provide its own technical assistance for the activities under the budget line 'studies and short-term services' (2.4).

- *Can the overhead and management related costs be included when delivering the studies and services of the 2.2 budget line?*

Overhead and management related costs cannot be included in delivering the studies and services of the budget line 2.4 'studies and short-term services'.

- *What shall be the procurement rules utilized for contracting studies and ST services under the budget line 2.2?*

The procurements shall be governed by the rules and regulations of Finland's Act on Public Contracts (1397/2016) and by any further instructions given in each case by the Ministry.

Question 11:

Referring to the sentence in Annex 7 [ITT], “Individual external experts, not part of the tenderer's staff, foreseen to execute a part of the work are also to be considered subcontractors”: We assume that the proposed team members are considered as tenderer's staff, whether they are permanent or short-term staff. Could you please confirm that this assumption is correct?

Both permanent and short-term staff are considered as tenderer's staff.

Question 12:

Shall the work plan included in the approach cover the four years programme or only the inception phase?/ Shall the work plan be proposed only for the inception phase as stated under the approach in the ITT, p. 6(49) - or should the work plan be proposed also for the whole period as part of narrative approach?

A work plan shall be proposed for the whole programme period, including inception phase.

Question 13:

What will be the duration of the inception phase of FORVAC, i.e. the duration of proposed inception phase work plan?

Duration of the inception phase will be six months.

Question 14:

Can the work plan be presented in A3 sheet(s) where one A3 sheet counts as one page?/ Can the work plan be annexed to the tender as an excel spread sheet size A3? If so, shall the annexed work plan be part of total 8 pages proposal or in addition to the 8 pages narrative?

It is possible to annex a work plan in an A3 sheet. It is regarded as one page and is included in eight pages of approach.

Question 15:

Can the tenderer submit supplementary material - for instance a company brochures?

No other annexes than those listed in the ITT are allowed.

Question 16:

Chapter 6, page 3: Shall the technical tender and financial tender be submitted in individual envelopes each and both submitted together in one sealed envelope?

Technical tender and price tender do not need to be submitted in separate envelopes, one sealed envelope is enough.

Question 17:

Will FORVAC be exempted from paying VAT/ Will the service providers for FORVAC be exempted from VAT? Shall all purchases to be paid in full, including VAT and be refunded from TRA afterwards? If yes, what shall be the refunding mechanisms?

According the Agreement on General Terms and Procedures for Development Co-operation between Finland and Tanzania service providers (as defined in the ITT) will be exempted from VAT (Annex 1.3 of the ITT). The Ministry of Natural Resources and Tourism of Tanzania will apply VAT exemption for each significant procurement in advance, thus no refunding mechanism is needed.

Question 18:

Page 5 of ITT states that, "For all the experts, references from the last ten years in developing country context are regarded as the most relevant" Our question is: How will the scoring of relevant references that are older than 10 years differ from the scoring of relevant references that are less than 10 years old"?

Other things being equal, a reference from the last ten years will score higher than a reference more than ten years old

Question 19:

Which font size and type should be used for the CV-forms?

Arial font size 11 should be used.

Question 20:

Can the font in the graphs, figures and tables of the approach be smaller than Arial 11 pt?

It is possible to use smaller font than Arial 11 in graphs, figures and tables as long as it is easily readable.

Question 21:

Can we enclose a list of abbreviations in the technical tender without including it in the 8 pages approach?

Explanations of abbreviations shall be included in the eight pages of approach.

Question 22:

ITT states on the bottom of the first page that “ Pending on the decision about additional funding, the Contracting Authority reserves a right to contract additional services from the same service provider amounting to a maximum of 10,000,000 euros, of which maximum of 2,000,000 euros is technical assistance (TA).... “A detailed Terms of Reference for the additional service will be provided if the option realizes”. Do we need to elaborate on this option in the tender? If yes, then it would be helpful for the tender preparation if you could provide some information on e.g. target output of these services, geographic coverage, etc. to get good understanding of this option.

The option does not need to be elaborated in the tender.

Question 23:

The ProDoc does not include any comprehensive list of Village Land Forest Reserves in eight districts to check which status they have reached along the VLFR establishment process. On pages 24 (bottom)- 25(top) it is stated “Included in 70 VLFR are 8 new VLFRs in the Angai forest block as a continuation of LIMAS project. Activities in Angai forest reserve will also include preparation of new 12-village land use plan which constitutes the basis for the subsequent strategic forest management and harvesting planning”. Could you please clarify and provide the VLFR status lists for the NFBKP II and LIMAS, if possible?

The status of potential VLFRs will be assessed in the inception phase for the consequent selection of VLFRs.

Question 24:

It seems there is a discrepancy between the programme budget and project document regarding output 1 and 2. Our understanding is that they should read as follows in the programme budget: 4.1 Output 1 Improved value chains and increased private sector involvement in community and Government forests and 4.2 Output 2 improved capacities, monitoring systems and legal and policy frameworks in the forest sector. Is this correct?

This is correct; outputs are as defined in the programme document main text.

Question 25:

WWF Tanzania in Partnership with Finnfund and Mpingo Conservation & Development Initiative (MCDI) has conducted a study “Assessing options to improve value chain for locally controlled forest enterprises in Tanzania” in 2016. A report of this study could give important inputs for the proposal as well as implementation of FORVAC. Could MFA make this report available for the tenderers?

See correction to the announcement of this procurement in HILMA, Annex 10 added: <https://www.hankintailmoitukset.fi/fi/> (to be published on 13 February 2018).