

Implementation of Forestry and value chains development programme in Tanzania

Questions and answers 27.2.2018

Question 1:

On the references: in the ITT is written: "The reference must be dated no later than three years before the submission date for the Tenderer. Ongoing assignments qualify as references." If the project has started 10/2013 and ended 06/2016 – does it qualify as a reference?

Yes, it qualifies as a reference.

Question 2:

Related to work plan: In the ITT, on page 6, it is written: "Quality and feasibility of the inception phase work plan (max 6 points)" – and the Questions and answers dated 12.2.2018 says: "A work plan shall be proposed for the whole programme period, including inception phase." In view of the limited space and the fact that there are no evaluation points assigned to the work plan for the whole programme period, could you consider that only inception phase work plan would be required in the approach?

The tender shall include an indicative work plan for the whole programme period and a more detailed work plan for the inception phase. Only the plan for the inception phase will be scored.

Question 3:

When will the FORVAC project expected to start?

It is expected to start in autumn 2018.

Question 4:

What will be the mode of financing FORVAC activities at district level?

- *Will part of operational budget to be allocated to District activities?*

It has not been specified yet, but it may be necessary.

- *If so what would be the modality and activities that can be funded?*

The modality and activities will be proposed in the inception report.

- *Shall the Consultant (TA) be responsible in utilization, monitoring and invoicing those funds used by the Districts?*

Yes, the consultant will be responsible for the funds coming from the Government of Finland.

- *Or shall GoT provide full budgets for FORVAC activities to be supported by the Districts and to planned together with FORVAC?*

The Government of Tanzania is also expected to provide funds for the district activities.

Question 5:

The Project document page 39 said that the overall work plan with key milestones and deliverables for the Programme will be developed in collaboration with its partners during the inception phase. Likewise, the ITT on page 6, says that the Quality and feasibility of the inception phase work plan will be scored. Do we understand correct that for the tender, we are supposed to submit the inception phase work plan?

Yes, a work plan for the inception phase shall be presented in the tender, and in addition to that an indicative work plan is required for the whole programme period (see question 2).

Question 6:

Does the MFA still has the policy for junior expert? Will there be junior expert position for this programme?

The MFA policy for junior experts has not changed. The present programme budget does not include a junior expert, but it will be considered seriously if the option will materialize.

Question 7:

The ITT said that the technical tender shall be 7-8 pages including the work plan. In our understanding, based on the recent MFA tenders with similar instructions, the list of acronyms is considered part of the table of content, and not counted as part of 8 pages. Is our understanding correct?

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

Question 8:

The Annex 4 -C.V form said that" One reference can be used only once under each evaluation criterion, but the same reference can be used under different evaluation criteria. Length of assignment and number of different references are taken into account in scoring" Does that mean less points will be given for repeated assignment even if it is relevant for various criteria? What will be the implication for repeating reference under different criteria?

Yes, fewer points will be given if the same reference is used repeatedly.

Question 9:

Can short assignments that form part of same process, but executed under different contracts and different employers, be regrouped and presented as one reference?

No, the references of the experts must be presented by employer or contractor. The Contracting Authority has the right to verify the references. No grouping of references can be done.

Question 10:

Can assignments that form parts of the same process and have been prepared for the same client/beneficiary institution, but performed as short term assignments paid for/contracted by different contractors/donors, be grouped together and presented as one reference in the CV?

No. (See the question 9 above.)

Question 11:

According to the ITT Annex 5 (Price tender form) the sub-total for the "B. Consulting Services Reimbursable costs/ Non-competitive component" shall not exceed a total of 580,400 euros. This amount has been allocated in the Programme document budget (Annex 2, Programme budget) for

reimbursable costs related to international and national long term personnel and the project support staff. However, the mentioned total does not include any reimbursable costs (in-country or international) for the Value Chain Development Adviser. The Programme budget (Annex 2) section "4. Implementation costs" includes item "1.6 Support to value chain developments", totalling 28 000 €. Are the mentioned funds intended to cover the reimbursable costs of Value Chain Adviser? If they are, we would kindly request that

- The mentioned sum of 28,000 Euro is added to the total available reimbursable budget for the TA ("B. Consulting Services Reimbursable costs/ Non-competitive component")
- A budget is added to cover for international trips for recurrent visits of 14 person months by the Value Chain Advisor

The budget is indicative, except the division between the three categories of costs, technical assistance (TA) fees, reimbursable TA costs and other programme costs, which have been agreed with the Government of Tanzania. Therefore, no changes can be made in the totals of these categories. Everything within reimbursable TA costs is, however, exchangeable.

There are inconsistencies in the project document and a mistake in the budget in the reimbursable costs of the Value Chain Development Adviser. To cover these costs, it is possible to transfer the costs of drivers to the operational budget, which allows a corresponding sum to be used for TA reimbursable costs. The division of months of the Value Chain Development advisor will be defined during the project.

Question 12:

Following the Programme document budget, it is foreseen that the Consultant will contract 5 drivers. Their reimbursable costs are to be included in the "B. Consulting Services Reimbursable costs/ Non-Competitive Component" under the item "Support staff" (with a maximum of a total of 580,400 euros). However, the Programme budget indicates that 8 cars will be purchased. Is the amount of drivers to be contracted 5 or will there be a need for more drivers, with their reimbursable costs to be added under item "Support staff"? If yes, we kindly request to raise the ceiling for the total costs under the "Non-competitive component" to be presented in the Price tender form.

The number of drivers to be contracted is five.

Question 13:

Under the Technical assistance reimbursable section 3 in the Programme budget, per diems for drivers have not been considered. Please confirm that these will be covered from the Programme budget. If not, we kindly request that the ceiling for TA Reimbursable costs in the Non-competitive component be raised by an amount to cover driver per diems, possibly under a separate budget line.

The per diems of drivers will be covered from the programme budget. These costs can be included in the operational budget (see answer to the question 11).