

Questions and answers for the consultancy positions

HSI - 310122 D (1-9)

1. **Question:** Are other CV formats allowed (with all the information you require), or just the format as described in your template?

Answer: While we prefer that bidders provide their CV in the given format, submitting the CV in other format is accepted, as long as they have all the information requested in Helvetas CV template.

2. **Question:** Regarding the references: What is the situation for people who have not worked on private projects or with NGOs, but have the necessary expertise to provide the service you are looking for, for example *expertise in auditing and public finance*. Specifically, I have 17 years working in the public sector (auditing), as Director of Internal Audit, I have the high qualification Doctor of Science (PHD), I am also a professor at UP and part time at SCAAK, while I also have professional certifications in public auditing issued by CIPFA / UK. Are previous employment contracts sufficient as a reference?

Answer: We are looking for consultants/experts who have demonstrated experience in certain field/s. As per the requirements in the ITB, each offeror must provide the latest CV with documented evidence (contracts, certificates, etc). In addition, the references requested are an important part of the selection of successful bidders. All candidates must submit at least 3 references in the fields specified in the ToR and described in the CVs. Contracts do not fall as a reference under this requirement.

3. **Question:** According to your requests / notification, what can be the maximum commitment for the contract period, expressed in working days (10 days to maximum days?).

Answer: Following this procurement process, one or several consultants may be awarded framework agreements. Consultants/experts will be engaged by Helvetas based on the demands of the DEMOS project. For every engagement there will be a specific Agreement for Services (AfS). The number of days for each engagement will depend on the specific scope of work for each of the fields specified in the call for consultancy. At this stage we are not able to provide any estimation on minimum and maximum days to be engaged, as this will depend on the AfSs that will be developed as per project needs.

4. **Question:** I have my own institute, so should I apply as an institute (legal entity) or just as a natural person/expert?

Answer: The call is for individual consultancy; therefore, all natural persons/experts are eligible to apply. Legal entities such as NGOs and companies are not eligible for this procurement notice.

5. **Question:** The works are carried out in Prishtina or is it expected that we provide services in the municipalities of Kosovo with a physical presence?

Answer: This would depend on the type of engagement and the AfS. Consultants/experts are expected to do field work. Travel may be required throughout Kosovo for interviews (virtual interviews may be acceptable in some cases), fact-checking, meetings, coaching, trainings, etc. Such activities will be detailed

in the AfS for each engagement. Helvetas takes into consideration Covid-19 precautions and measures imposed by Government of Kosovo.

6. **Question:** Documents that are in Albanian, such as references and contracts is obligatory to translate in english by legal translators or could I attach documents in original written language?

Answer: There is no need to translate documents by legal translator. Contracts and other documents requested in ToR can be submitted in one of the official languages: Albanian, Serbian and/or English.

7. **Question:** Please can you clarify to us detailed scope of audit engagement (external and internal audit) and duties and responsibilities of engaged company.

Answer: The detailed scope of audit engagement will be defined in the Agreement for Services which will be signed between Helvetas and the consultant(s) when (and if) the actual services are required. The ToR currently available broadly defines the nature and scope of services that may be required.

8. **Question:** Can you please let me know if this is a full time job or part time, and in case it is part time then how many days are foreseen?

Answer: This is a part time consultancy engagement. For more clarification, please refer the answer to question nr.3.

9. **Question:** with ORIGINAL and 3 COPY does that mean that the offer should be in 4 total offer envelopes or that only financial offer should be in 1 original and 3 copy format?

Answer: All documents need to be submitted in 1 original and 3 copies.

10. **Question:** Do offer envelopes A and B have to be in one bigger envelope or separate?

Answer: Yes, the offer envelopes A and B have to be in one bigger envelope together.

11. **Question:** If the contracts or relevant documents do not have reference number how should be evidenced in CV?

Answer: It is advisable that in each documentary evidence, the bidder writes a number (preferably starting from 1) and use the same reference number in the CV. Example: experience no.1 in the CV should match the first documentary evidence marked with no.1.

12. **Question:** Having in mind that in all previous DEMOS and LOGOS phases, there have been many legal entities engaged (companies and NGOs), can you please clarify if companies can bid on the specific calls related to technical areas (namely Calls D1-D9) and if so, how they will be evaluated?

Answer: Please refer the answer to question nr. 4.



13. **Question:** Also, if companies are excluded from bidding, please provide a justification for your decision to exclude legal entities from bidding?

Answer: The tender modality is not a subject of clarification.

14. **Question:** I would appreciate it if you can provide an answer to my question regarding Reference Letters: Should it be provided only the name and contact information for the persons who may provide a reference letter directly to you, or you are asking for a written Reference Letter.

Answer: Every bidder should submit three written reference letters with their application.

15. **Question:** In case that you have done any estimation (budget of engagement day per months) what will be engagement per day on monthly basis and how many days per months at minimum need to be engaged? if not, is this to be estimated and planned by us?

Answer: Please refer the answer to question nr. 3.