

Questions and answers to tender procedure Nordic capacity-building support to LDCs and SIDS for the implementation of the transparency framework of the Paris Agreement (published 25.7.2019)

Question no.	Date	Question (anonymized)	Tenderers answer
1	1.8.2019	One of the outputs will be recommendations for future potential activities. Please confirm that the consultant that prepared the report will not be excluded for bidding on these opportunities, in case a tender is taken place.	The recommendations for future potential activities will be forwarded to the Nordic development agencies and related fora. These fora are free to be inspired by and/or use the proposals for future initiatives. These agencies are therefore responsible to develop and adjust the ideas for future purposes and proceed with possible public procurements for the tasks. Possible follow-up activities are at this stage not foreseen to be initiated by the NKL-group/MFVM of Denmark. Therefore the NKL-group/MFVM can't confirm the procedures with regards to possible follow up procurements to this project at this stage.
2	1.8.2019	In section 1.6.3. What is the definition of "Administrative body"?	The Administrative body means in this context the tenderer.
3	1.8.2019	In sections 1.6.3 it is also mentioned that the Administrative body does not have the right to calculate overhead costs for the project. In our understanding all participants in a team will need to have an overhead to cover the administrative cost on top of the net salary. Please clarify the understanding of the sentence.	OH should not be a separate post within the budget, but could, if needed, be a part of the tenderer's costs for salary.
4	1.8.2019	The Infographic task can be considered to be outsourced. Will this be considered as a Subconsultant task or will it be considered as a reimbursable cost?	The infographic task may be considered as both a Subconsultant task or as a reimbursable cost, as long as the total budget won't exceed 400.000 DKK.
5	4.8.2019	Ad. 1.6.2.5: The tenderer shall present the following proof of its financial and economic suitability: The business's revenue for the latest financial year in the area of activity with which the contract is concerned. (...)  If a larger company have business units in many countries doing capacity building, climate change activity including the Transparency Framework and Paris Agreement etc. , but also many other activities, it may be difficult to present a revenue stream specifically for the activities under the proposed assignment. What would be an acceptable way to present the financial and economic suitability?	The company could present the annual turnover/revenue and the total number of employees, or other relevant information to be found in the audited annual report. The total number of people working with capacity building and/or climate related issues can thereafter be presented and the share of the total number of employees can be calculated. By using the same ratio for the employees as for the annual turnover/revenue an indicative number for the revenue of the relevant activities may be presented. Other suitable calculations could also be used, if explained properly.

6	6.8.2019	Most of the Transparency Framework projects relevant for this tender have only been started within the last 2-3 years and are therefore still on-going. Will it be acceptable to count such a project as one of 5 selected references?	Since the global work on the transparency framework is relatively new, also on-going projects are acceptable as reference cases for this procurement. The reference cases are expected to have proceeded according to plans and/or being beyond the initial phase, so real experience within the field could have been obtained and can be explained.
7	8.8.2019	Can you please specify; is the page length maximum of 20 pages included CV and references, or can CV and references be included ad Annexes additional to the 20 pages?	The tender proposal maximum of 20 pages does not include the short description of references and CVs. Project/business references and CVs can be attached as appendices.
8	19.8.2019	Task 2 (1.3.3 Tasks) notes that the focus “should preferably be on countries that the Nordic countries already have relations with, e g through development work.” Will this list of countries or groups of countries be provided to the consultant? If so, will the list be provided ahead of the tender deadline or upon the start of the contract?	The NKL-group/MFVM is not in the possession of a list with the developing countries collaborating with the Nordic countries. However, the steering group may refer to contacts within the Nordic countries’ Development agencies and/or other for further enquiries by the tenderer after project start up.
9	19.8.2019	Output 3 (1.3.4 Output and communication of project results) notes that a “draft final report shall be ready for publication by 1.3.2020” structured according to the Nordic Council of Ministers’ publishing guidelines. Is this deadline inclusive of the time required for the Nordic Council of Ministers’ publications unit, i.e., must the work of the publications unit be complete by 1.3.2020? If so, it is anticipated that the final, approved, and proofread version of the report will have to be submitted to the Nordic Council of Ministers’ publications unit shortly after presentation to the steering group and/or NKL by 31.1.2020.	It is anticipated that the final, approved and proofread version of the report will have to be submitted to the Nordic Council of Ministers’ publication unit shortly after comments from the steering group, shortly after 31.1.2020, so that the publication unit’s work can be finalized by 1.3.2020. A close dialogue with the publication unit is therefore recommended to be initiated early in the drafting process.
10	20.8.2019	Ad. 1.3.4 Output and communication of project results in tender specifications: “6. A final NKL-report with accounts and an auditor’s report to be approved by the NKL-group before the final disbursement. This report should be received by the NKL-group by 15.3.2020.” Can you please clarify what type of audit you expect on the contract? We want to make sure we take this into account in our timeline.	The following must be submitted to the NKL-group/MFVM upon finalizing the project: <ul style="list-style-type: none"> <li>• Complete project accounts in pdf format</li> <li>• The accounts must be drawn up in accordance with the agreed budget for the project</li> <li>• The accounts must be approved and signed by the project manager at the administrative body and countersigned by its financial officer, i.e, a total of two signatures</li> <li>• If the administrative body is not subject to revision by one of the Nordic national audit offices, the project accounts must be audited by a certified or chartered public accountant</li> <li>• The audit report must comply with the provisions laid down by the Audit regulations for funds granted by the Nordic parliaments to the Nordic Council and the Nordic Council of Ministers</li> </ul> <a href="http://www.rigsrevisionen.dk/bagved-">http://www.rigsrevisionen.dk/bagved-</a>

			<p><a href="#">revisionen/revision-af-nordisk-ministerraad-og-nordisk-raad/</a>)</p> <ul style="list-style-type: none"> <li>• The auditor's report must be attached to the signed project accounts and must be drawn up in accordance with Appendix 2 of Audit regulations for funds granted by the Nordic parliaments to the Nordic Council and the Nordic Council of Ministers.</li> </ul> <p>The final instalment of the funding cannot be paid until these formalities have been completed, and the project accounts have been officially approved by the NKL/MFVM.</p> <p>If the external audit would require extra time after closing the accounts, a project extension of maximum 4 weeks of the timeline would be allowed, which must be agreed upon when signing the contract.</p>
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