

**Collaborative research and participatory approach to foster the inclusion of Syrian refugees in Jordan JOR23001-10008**

Q: As per the ToR, **certificates of completion** are requested in form 6.6 (experience table). ARDD do not issue certificates upon project completion, however we do possess our own documentation that serves as proof of closure. This documentation includes contracts, invoices, audits, reports, and other related materials, but we are unable to share it due to confidentiality concerns. As such, can we indicate in form 6.6 that the completion certificate for each project is existing but “confidential”?

A: The completion certificate could be from the other organization side that you performed the service for, other wise, an invoice, PO could be enough.

Q: please can you kindly confirm if the signature required on the declaration forms provided with the hard copy / USB stick for submission, has to be handwritten, or can this be digitally signed?

A: Yes handwritten.

Q: With reference to the above, and document 6.2 Tender Forms – prices, do you require a split between the fees and reimbursable expenses? Or should we just present a lump sum figure for each output which includes the fees and expenses?

A: Yes, please as per the template each output is priced as a lumpsum.

Q: We are partnering with another firm but will not be relying on them to meet the economic and financial capacity criteria and technical and vocational capacity criteria. We will be the lead contractor and will sub-contract a proportion of the work to the partner firm. Can you please confirm what documentation is required from the partner firm? Do they need to complete the ESPD form?

A: Yes, please let them complete the ESPD.

Since you are not relying on their capacity, a copy of your agreement and the power of attorney is required.

Q: Can you please clarify whether we have to provide information for all the elements under “Part IV: Selection criteria”, or simply for the elements related to the “general and average yearly turnover” (under the sub-section “B: Economic and financial standing”) and the “performance of services” (under the sub-section “C: Technical and

professional ability – For service contracts”) as per Enabel’s selection criteria in the ToR (page 17).

A: when you get to part IV Selection Criteria, you have a choice : Do you want to use the selection criteria from A to D?

you must always choose 'no' and fill in 'α: Global indication for all selection criteria' = yes.

For the tender documents you have to fill the selection part, the turn over and the experience.

**Q. Are consortiums or joint ventures eligible to bid for this consultancy?**

Yes

**Q. Is it requirement for the lead organisation (or any organisation in the Joint Venture) to possess registration in Jordan?**

No could be outside but can implement in Jordan.

**Tender Form – prices (p.55):** the costs are broken down by output. Our team anticipates that an inception phase in the first 1-2 months, focused on stakeholder and data mapping, document review, and establishing key relationships, would be essential. Would you recommend incorporating this phase into Output 1, or should we add a separate row for it in the table?

The document review and data mapping should be included in Output 1, as they appear integral to the quali-quantitative analysis. Key stakeholder mapping is also essential for the assignment and could be added under Output 4 if there’s really a need to budget for it. Additionally, Enabel does not anticipate anything that corresponds to an inception phase, so if these activities do not align with the outputs, we would appreciate any further clarification in the methodology proposed".

**Q. We couldn't locate a technical proposal template. Is it acceptable for us to draft one as an Annex, using the Award Criteria as a guide?**

Yes, there is no technical proposal template

**Q.List the references/similar experience (p.62):** How many examples of work should we include? Additionally, how many references are required? Since we plan to engage two external experts (affiliated but not employed by our company) for this project, should we also include examples of their work?

Examples should be min 3 and to meet the minimum requirement, the experience is only considered for your company not external consultants

**Q.Budget:** Could you provide an estimated budget range for this contract?

Sorry we can't.

Q. Would Enabel be able to provide an indicative budget to inform our approach? If not, are there any additional budgetary considerations we should be aware of?

A. The estimation cant be shared

Q.We note that you say Enabel will evaluate one expert only for each output, but will the award criteria for the technical offer also take into account the expertise, experience and qualifications of other team members in the proposed team? Do you consider the 'key personnel' to only be comprised of the five experts? You mention that more than one profile can collaborate on the same output, is it possible to suggest this approach and have all relevant team members evaluated?

A. The service provider can have more than one team member contributing to the implementation of the 4 outputs. However, Enabel will only assess the qualifications and relevant experience of the **key personnel** as per the ToR requirements.

Q.For the tender deadline, is it 12pm Jordan or Belgium time?

Jordan

Q.What is the timeframe allocated to each of the key consultants responsible for the outputs/deliverables? What is the estimated number of working days for each of the consultants?

A.This is to be decided on by the service provider

Q.What is the role of Enabel in facilitating the data collection activities and dialogue events? The service provider is responsible for conducting the data collection and all the needed events in discussion with Enabel team.

A. Enabel team can provide support in facilitating the activities with certain governmental organizations if needed.

Q.Should the key consultants belong to an academic institution or research center of a university?

No, This is to be decided on by the service provider as per the qualifications mentioned in the ToR

Q, Can you provide a sample or script of the European Single Procurement Document (ESPD)? [ESPD \(publicprocurement.be\)](https://publicprocurement.be).

Q.Please confirm that the duration of the contract is 30 months (from January 2025 to June 2027)

please refer to the tender

Q.What is the format of the technical proposal?

No format

Q.Under output 2, how many surveys and focus groups are required?

A. This is to be decided on by the service provider. The purpose is to assess the inclusion of 200 Syrian beneficiaries of the ELP.

Q.Under outputs 3 & 4, how many workshops, meetings and policy dialogue events are expected? How many participants should be invited to attend each event?

A. The number of workshops, meetings and participants under Output 3 are to be decided on by the service provider.

6 policy dialogues are expected to be conducted under Output 4.

Q. What is the maximum budget for this tender in Euros?

The estimation cant be shared