



**Building a Europe
for and with children**
**Construire une Europe
pour et avec les enfants**



Updated: 8 March 2018

FREQUENTLY ASKED QUESTIONS

Restricted Consultation Procedure: Working Group: Handbook on Child-friendly information for children in migration.

Question 1: How do I fill in the “proposed fees” table? Should I just put the same fees as the exclusion level?

Answer 1 We would draw your attention to the **Terms of Reference** which contain details of the eligibility and award criteria and which stipulate that the award criteria are weighted in the following manner:
Award Criteria:

- *Quality of the offer (90%), including:*
 - *Capacity to attend two working groups and contribute substantively to the drafting of the handbook;*
 - *Capacity to evaluate examples of child-friendly information received for possible inclusion in the handbook;*
 - *Capacity to contribute to the methodology and overall structure of the handbook.*
- *Financial offer (10%).*

The exclusion level simply means that any offer above this level will not be considered but any offer up to and including this level is acceptable and will be given due consideration together with the other offers.

Question 2 Do I need to have a qualification in English? Is there a minimum level?

Answer 2 We have not specified a minimum English Language qualification but we draw your attention to the **Terms of Reference** eligibility criteria which include:

- *Demonstrated drafting and written English language skills;*

The working groups will take place in English and each member of the working group will be required to participate in its work including to analyse examples of good and promising practice received in English and participate in drafting the Handbook in English. We therefore expect a very good level of English. You are welcome to submit text in English which indicate your level of English drafting skills.

Question 3	I would like more information about the timeframe as I may be unavailable for one of the dates of one of the working groups, should I still apply?
Answer 3	<p>We would like to draw your attention to the eligibility criteria in the Terms of Reference which state:</p> <ul style="list-style-type: none"> • <i>Availability to attend two working groups on 9-10 April 2018 in Strasbourg (TBC) and 24-25 May 2018 in Strasbourg (TBC) and contribute substantively to the drafting work of the handbook;</i> <p>The dates of the working groups are to be confirmed, it is highly probably that the working groups will take place during the week commencing 9 April 2018 and the week commencing 21 May 2018; the exact dates of the working groups will be confirmed once the working group members have been selected and confirm their availability.</p> <p>Experts are encouraged to apply and specify any constraints they have in an accompanying note to their application.</p> <p>The act of engagement does not make mention of the working group dates due to the provisional nature of these dates.</p>
Question 4	Can I apply on behalf of the organisation I work for?
Answer 4	<p>We would like to draw your attention to the Terms of Reference which state that:</p> <ul style="list-style-type: none"> • <i>The tenderer must be either a natural person or a legal person except consortia.</i> <p>It is therefore acceptable to apply as an individual expert or in the name of the organisation or institution you work for.</p>
Question 5	How do I provide a valid quote/ invoice if I do not have a registered business number?
Answer 5	<p>As regards quotes:</p> <p>We would like to draw your attention to the Terms of Reference which state that:</p> <p><i>Tenderers are invited to submit:</i></p> <ul style="list-style-type: none"> • <i>A completed and signed copy of the Act of Engagement;</i> • <i>For tenderers subject to VAT only: a quote, describing their financial offer, in line with the requirements of section C of the Tender File (see above);</i> • <i>Registration documents, for legal persons only;</i> • <i>CV;</i> <p>Therefore only applicants who pay VAT are required to supply a quote. The quote must contain your VAT number (for information about VAT please see: https://www.coe.int/en/web/portal/vat).</p> <p>As regards invoices:</p> <p>We would draw your attention to Part C of the Act of Engagement, paragraph 4.3.1:</p> <ul style="list-style-type: none"> • <i>Upon acceptance of the deliverable[s] by the Council, the Provider shall submit an invoice or a request for payment in triplicate and in the currency specified in the Table of fees, in conformity with the applicable legislation.</i>

Only providers who are registered for VAT will be required to provide a VAT *pro-forma* invoice in triplicate (for information about the requirements for a *pro-forma* invoice see: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001L0115:en:HTML>).

All other providers may provide an invoice or a request for payment in triplicate. If you do not have a business number you can still provide a valid invoice or request for payment.

You must include a business number if you are a legal person.

(Deadline for applications Midnight 16/03/2018)