



FREQUENTLY ASKED QUESTIONS

Tender: Purchase of consultancy services on the protection of the best interests of the child and his/her rights in situations of parental separation and care proceedings

Question 1 (Received on 16 February 2022)

Can the deadline for submission of tenders/offers be extended?

Answer

At this stage, an extension of the timeline will not be possible on administrative grounds.

Question 2 (Received on 24 February 2022)

In case a legal entity is applying, which documents need to be provided (besides the completed and signed copy of the act of engagement)? CVs from the researchers? Papers written by the researchers? How many? Do you need documents proving English language skills?

Answer

In case a legal entity is applying, the latter should produce:

- Registration documents and a list of all owners and executive officers;
- Motivation letter highlighting skills and experience relevant to all tasks described under the Lot(s) to which the tenderer applies, and detailing the reasons for the application;
- A presentation of the company in relevant fields of work described under the Lot(s) for which the candidate is applying;
- CV's of the researcher(s)/employee(s) of the legal entity who will be entrusted to perform the duties described under the Lot(s) for which the candidate is applying;
- List of work done (consultancy services, employment, etc.) in the past 5 years, relevant for the duties described under the Lot(s) for which the candidate is applying;
- At least 1 recent paper (article, legal opinion, report) or an example of document (or tool(s) / child-friendly materials or summary analysis for Lot 2, 3 and 4 respectively), in English, produced by the legal entity in fields relevant for the duties described under the Lot(s) for which the candidate is applying; or by the person(s) who will be responsible for the delivery of the lot within the legal entity.
- **Documentary proof of language skills is recommended but not mandatory.**

Question 3 (Received on 28 February 2022)

Does a separate act of engagement and a separate package of documents (as specified in the tender file at G - Documents to be provided) have to be submitted for each lot applied for (in addition to a separate motivation letter and the Lot specific documents mentioned in the last three bullet points of G) or will one package of generic documents suffice for several lots?

Answer

In case of a tender for multiple lots, the candidate must provide only one completed and signed copy of the Act of Engagement and only one motivation letter highlighting skills and experience relevant to all tasks described under the Lots to which the tenderer applies and detailing the reasons for the application. In addition, the candidate shall provide all other documents specified in Part G of the tender file; including a list of work done (consultancy services, employment, etc.) in the past 5 years, relevant for the duties described under the Lots for which the candidate is applying.