

9214/2024/04 – Call for tenders – Purchase of International consultancy services on Human Rights of veterans, members of the armed forces and their families within the framework of the Project “Rights of veterans and personnel of armed forces in Ukraine”

Questions and Answers

1.

Question: Can legal entities apply for the tender? If so, what type of documents should be provided?

Answer: According to the tender rules, both physical persons as well as legal entities can apply for the tender. In case a legal person is applying for the tender, besides the documents stipulated in the section G of the Tender File, it is highly recommended to provide the resume of the head of the organization or another relevant document confirming the validity of the organization as well as the availability of the relevant expertise in accordance with the selected lots. In addition, resumes of individual experts who could be potentially involved in the project on behalf of the organization should be provided per each relevant lot.

2.

Question: If a legal entity has experts for several lots, should it submit a single application covering all relevant lots, or should it submit separate applications for each selected lot?

Answer: A separate application should be submitted for each lot.

3.

Question: Should the legal entity applying for the tender specify the experts for each lot individually, with one expert per lot? Or can a general list of lots and a general list of experts be provided, from which the most suitable candidate or team can be selected as needed?

Answer: Each lot is a separate competitive selection process, so a separate application should be submitted for each lot. You can include the resumes of either one or multiple experts who will be involved in the project with the relevant expertise and experience for a single lot.

4.

Question: For Lot 6 which concerns studies and surveys on human rights in the armed forces, how are the daily rates of fees calculated since the cost of research depends on methodology as well as scope of work?

Answer: The applicants shall indicate the medium rate for the performance of the tasks that are indicated in the chapter “Scope of the framework contract” for Lot 6 in the Tender File:

- Produce questionnaires, queries and other documents (tools) aimed to collect data (statistics) for further analysis relating to subjects of human rights of veterans and members of the armed forces, good governance in the armed forces and other similar topics;
- Conduct surveys, interviews with militaries, veterans, veterans’ family members, legal-professionals, young recruits and/or general population etc. relating to the subjects of human rights of veterans, members of the armed forces, good governance in the armed forces and other similar topics;

- Analyse collected or provided data (statistics) and produce reports or other similar documents relating to the subjects of human rights of members of the armed forces, good governance in the armed forces and other similar topics;
- Develop recommendations based on the conducted analyses and research relating to the subjects of human rights of veterans, members of the armed forces, good governance in the armed forces and other similar topics.

The project does not have a concrete assignment yet as all tasks are formed based on the request received from the project partners. The scope of work as well as the number of days necessary to perform the assignments of different complexity and type will be preliminarily agreed upon with the expert prior to the start of the assignment.