

QUESTIONS AND ANSWERS

CALL FOR TENDERS 2022/AO/70

FOR THE PROVISION OF CONSULTANCY SERVICES UNDER THE PROJECT ON REINFORCING MULTI-LEVEL POLICY CO-ORDINATION FOR MIGRANTS INTEGRATION IN ITALY

Strasbourg, 23 November 2022
Updated on 29 November 2022

QUESTION 1:

As a public administration and in particular "public university", what type of documents should be attached regarding the point "a "list of all owners and executive officers, for legal persons only"?"

ANSWER: A copy of the statutory documents of the University, as well as a list of the individuals in the University with powers of representation, decision making or control.

QUESTION 2:

As a social enterprise/legal entity, what should be provided as "Curriculum Vitae, clearly demonstrating the tenderer's experience of relevance to this call"?"

ANSWER: Legal entities are requested to provide the entity's CV (presentation of the entity's work and experience) together with CV(s) of the expert(s) appointed to work for the project object of this call.

QUESTION 3:

As a social enterprise/legal entity, what should be provided as "contact details of 3 (three) references and, as applicable, list of publications (in word or pdf format) of person(s) allocated to the execution of the contract"?"

ANSWER: As references, legal entities are requested to submit contact details (email, telephone) of people, independent from and external to the entity, who could comment on the entity's reliability and quality of work (clients, partners...). The list of publications refers to publications or papers produced by the entity and/or by the expert(s) assigned to work for the project object of this call, whose CV(s) have been submitted. The list is to be provided in English. Titles of the publications can be in the original language (courtesy translation appreciated).

QUESTION 4:

(Reference to Section E – Ordering Procedure) - Do selected Provider(s) have an obligation to reply within two days when they receive an Order Form? This might be challenging for small entities with limited core staff active on several projects.

ANSWER: Providers are requested to respond by acknowledging the receipt and signing the Order Form within the deadline indicated. The two-days deadline does not refer to the submission of deliverables. Deliverable-specific deadlines will be included in the Order Form. Should the contacted provider be unable to take up the requested commitments, the CoE will task another provider from the pool.

QUESTION 5:

The Tender File refers to Eligibility and Award criteria as if referred to physical persons (CV, year of experience, etc.). How shall such criteria be interpreted in the case of a tendering organization? For instance, should the 7 years of professional experience be proved for each of the individual CVs included in the tender, or just for the tendering organisation as a whole?

ANSWER: The criteria, including the one on the length of professional experience, is to be understood as applicable to each of the individuals presented by the tendering organization as members of the team assigned to work under the project object of the tendering procedure.

QUESTION 6:

How should the equivalence of Italian Universities' degrees be interpreted for the purpose of self-assessment?

ANSWER: You may specify in the application the original title of the diploma and its duration. You may also find information about equivalence of diplomas at the following link: <https://rm.coe.int/bologna-process-framework-of-qualifications-for-the-european-higher-ed/1680926451>

A master's degree level is to be understood as equivalent to the 2nd cycle of the Bologna process framework of qualifications for the European Higher Education:

<https://rm.coe.int/bologna-process-framework-of-qualifications-for-the-european-higher-ed/1680926451>

QUESTION 7:

Should all publications' samples to be submitted by tenderers be in English? Could they be in Italian?

ANSWER: The list of documents to be submitted reads: "Sample of a document recently drafted by the tenderer (in Italian and/or in English) on a topic of relevance to this call, such as immigration or governance issues;". You can therefore submit a document either in

Italian or in English. CV, motivation letter, self-assessment document, list of references, list of publications (if available) and other documents listed in the call need to be submitted in English.

QUESTION 8:

Is the list of individual researchers attached to the application of a legal person to be meant as a closed list? In other words, if one or more of the listed researchers is temporarily unavailable, or if other specific expertise is needed, can it be integrated with other profiles?

ANSWER: It will not be possible for selected providers to integrate the list of experts dedicated to the project. Nevertheless, depending on the expected deliverable, it might be possible that only some members of the provider's team will need to be involved. The tenderer might therefore consider submitting a longer list of experts.