



Terms of Reference (ToR)

Invitation to evaluate specific 'themes' of the programme

Additional Information No.1

February 2011

Background

The Programme has received a number of question concerning the ongoing tendering. In this document the Programme will reflect on this questions to clarify the issues raised. To ensure transparency this document will be available for public download on the Programme's website.

Issues raised

The issues raised so far concern the **selection and award criteria** and the **finance calculation**.

On the **selection and award criteria**:

1) The interpretation of **clause 1** was an issue raised. Especially the involvement in the programme area and of direct beneficiaries. In order to avoid misunderstandings the clause will be used in a rephrased form:

- To ensure the independence of the evaluations, evaluators who are direct beneficiaries of the Programme will not be considered.

Evaluators who might have a potential Conflict of Interest are advised to make a statement and to make proposals how to separate activities. -

2) For **clause 2** it was asked to explain further how to describe the experience of the Programme geographical area and if it could be assumed that the Programme wants to know that the evaluator knows the area concerned.

- It will be especially important to give an overview and explain your knowledge about and work experience within the Programme's eligible area. It might be useful to describe links to your planned evaluation work. -

3) For **clause 3** it was asked if the chosen wordings indicates a wish, and not a condition as mentioned in clause 7 and how it counts in the assessment.

- It is indeed not a condition as such, but might be in favour for the bidder. -

4) For **clause 7** it was asked how the assessment will be done on value for money and what influence the price might have. It was also raised if the Programme even considers it or does expect to receive offers of 116,000 Euro.

- There are different ways to assess the value for money. In this case a qualitative assessment will be done, which will off course take the financial calculation into account. The 116,000 Euro mentioned in the Terms of Reference are of course indicative. Bids may be higher or lower. -

On the **finance calculation**:

5) The question was raised if the calculation of 116.000 Euro includes Danish VAT or if it exclusive of VAT.

- The calculation is taking all taxes and fees into account. -

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