



# DESTINATIONS

ELBA • LAS PALMAS GC • LIMASSOL • MADEIRA • MALTA • RETHYMNO

## CALL FOR TENDER FOR SUBCONTRACTING EXPERTISE FAQ (Frequently Asked Questions)

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Below are the answers to the questions received about the tender and the application procedures.

**Question 1: Please clarify what you mean by ability to conduct meetings in the national languages? Could we subcontract local interpreters or local staff? Eligibility and selection criteria do not match here at all and it is not clear what you mean by that.**

*Eligibility criteria and selection criteria do not have to match.*

*To be eligible for funding (eligibility criteria), the applying company has to prove expertise in working in English and, in particular, in writing reports for the activities completed. Only proposals submitted by companies that match these criteria will be eligible for funding.*

*Whereas, as the KoTs should be held in the language of the hosting city (Italian, Spanish, Greek, Portuguese), proven research and presentation skills in languages other than English will be an asset. The more languages covered by the company (no local staff or interpreters are allowed), the higher the score assigned during the evaluation process.*

**Question 2: Does the tender aim at consortium, single consultancy or only individual experts? This is not clear at all.**

*As foreseen in the application form, there is the opportunity to involve subcontractors for the fulfilment of specific activities, whereas the submission of proposals by a consortium are not allowed.*

**Question 3: Eligibility, selection and expertise, experience and skills required do not match-please clarify.**

*Please see the reply to question 1.*

**Question 4: Do the experts have to be native speakers or just fluent in the requested languages?**

*The experts must be fluent in the requested languages: they must be able to chair and manage the KoTs interacting with the participants.*

**Question 5: Will the workshops be held in English or in the country's language?**

*The KoTs should be held in national languages: Italian for the KoT organised in Elba, Spanish for the KoT organised in Las Palmas de Gran Canaria, Portuguese for the KoT organised in Funchal, Greek for the KoTs organised in Limassol and Rethymno and English for the KoT organised in La Valetta.*

*If the selected subcontractor does not cover all project languages, the KoT will be held in English.*

*The reports to be submitted to ISINNOVA (see "Expected product" column at page 6 of the CIVITAS DESTINATION\_Call for tender"), however, must be produced in English.*

**Question 6:**

*(Italian): Il nostro gruppo funziona come un network di professionisti: tutte le persone coinvolte nel progetto sono liberi professionisti o esperti del settore che collaborano insieme da anni, ma che formalmente hanno un rapporto di contratto a progetto con XXX (che come Srl non ha dipendenti). Dobbiamo evidenziare queste collaborazioni come "subcontractor" oppure vengono considerate come "project team" e quindi bastano i profili nei cv?*

*(Italian): In questo caso la società proponente sarà la Srl ed i professionisti coinvolti nell'attività si configurano come "project team" (non come subcontractors). Bisognerà, quindi, fornire i curriculum dello staff coinvolto nelle attività richieste.*

*Le regole H2020 verranno applicate al contratto di subcontract.*

(English): Our group operates as a network of professionals: all of the people involved in the project are freelance professionals or experts who have worked together for years, but who formally have a project contract with XXX (which, as a SrL, does not have employees). Should we consider these partnerships as "subcontractors" or as a "project team", in which case their CVs will be sufficient?

*(English): In this case the company submitting the proposal will be the Srl, and the professionals involved in the activity are considered a "project team" (and not subcontractors). Therefore, it is necessary to provide the CVs of the staff involved in the required activities.*

*H2020 rules will apply to the subcontracting agreement.*

#### Question 7:

(Italian) "Financial Provision": l'importo del tender è fisso. Basta firmare l'application form per accettarlo o bisogna consegnare un allegato con esplicitate le voci di spesa a comporre il budget finale?

*(Italian): L'importo del tender è fisso e la firma dell'application form viene considerata come accettazione dell'allocazione finanziaria prevista. E' comunque possibile fornire dettagli sulle voci di spesa inserendo le informazioni in un allegato al tender.*

(English): "Financial Provision": the amount of the tender is fixed. Is it sufficient to sign the application form in order to accept it? Or is it necessary to provide an attachment detailing the expenditure items that make up the final budget?

*(English): The amount of the tender is fixed and a signed application form is considered an acceptance of the proposed financial allocation. That said, it is still possible to provide the details of the expenditure items by entering the information in an annex to the tender.*

#### Question 8:

(Italian) Vorrei anche capire meglio le attività incluse sotto la voce "Task 2": anche se viene riferito che un piano definitivo verrà elaborato durante il KOT, è corretto prevedere una sessione di coaching al mese per sito? è immaginabile che queste sessioni vengano condotte in inglese dall'Italia?

*(Italian): Le attività di task 2 verranno definite dal subcontractor e dai site manager in base alle caratteristiche delle misure selezionate e alle necessità di entrambe le parti. E', quindi, un'attività molto variabile sia come modalità di realizzazione (conference call, mail, chiamate) sia come frequenza.*

*Sarebbe opportuno garantire che task 1 e task 2 vengano condotte nella lingua locale (reportistica in inglese) anche se i site manager possono interagire in inglese.*

(English): I would like to better understand the activities included under the heading "Task 2". While it is reported that a final plan will be developed during the KOT, is it reasonable to anticipate one coaching session per month per site? Is it possible that these sessions will be conducted in English from Italy?

*(English): The activities of Task 2 will be defined by the subcontractor and the site manager according to the characteristics of the selected measures and the needs of both parties. Therefore, it is an activity that could vary quite a bit, both in terms of its implementation (conference calls, email, phone calls) and in terms of its frequency.*

*It would be best to ensure that Task 1 and Task 2 are conducted in the local language (with reporting in English), even if the site manager can communicate in English.*

**Question 9:** I do have one more question concerning providing evidence of ability to carry out a tailored methodology as well as proven expertise in the organisation and management of KOTs as this is not clear. What do we need to submit except listing project references in the table in the application form with all the detailed information? The same question goes for business model canvas certification. Do you need a reference or a certification/credential proving that we have it? *Evidence of ability to carry out the requested activities can be demonstrated by providing information related to:*

- *Description of similar projects in which the applicant has played a leading or coordinating role;*
- *A summary of the expertise of the applying company in the topic (maximum 2 pages of description);*
- *Evidence of business model canvas credentials/certifications (if any) to be attached to the application;*
- *Detailed CVs of the people working on the activities in which evidence of previous similar experience must be included.*

**Question 10:** We are looking at the call for tender that you have launched under CIVITAS DESTINATIONS and I would like to ask you if the organisation of the workshops (i.e. room and catering) is going to be paid by you/the consortium or if it is supposed to be paid from this budget as well.

*The costs for the organisation of the KoTs (e.g. catering, room renting, etc.) shall be borne by the hosting cities. The budget of the tender (90 000€) will serve to pay for the professional services provided by the experts, as well as the travel and accommodation costs related to the implementation of Task 1 and Task 2 of the tender.*

**Question 11**  
(Italian)

- a) *Per ‘proposta tecnica’ s’intende compilare la sezione 3 (3.1, 3.2 e 3.3) dell’application form e allegare i CVs? Oppure, oltre completare la sezione 3 dell’application form con le informazioni richieste è necessario allegare una proposta tecnica separata?*
- b) *I criteri per la valutazione (Selection Criteria) sono 100% non-price (essendo il budget fisso a 90K€). Corretto?*
- a) *La proposta tecnica corrisponde al contenuto della sezione 3 ed ai curriculum vitae allegati.*
- b) *Essendo il budget fisso (90 000€) le valutazioni riguarderanno esclusivamente criteri qualitativi.*

(English)

- c) *By “technical proposal”, do you mean that applicants need to fill out section 3 (3.1, 3.2 and 3.3) of the application form and attach the relevant CVs? If not, do we need to attach a separate technical proposal in addition to filling out section 3 of the application form?*
- d) *The evaluation criteria (selection criteria) are 100% non-price (given that the budget is set at 90K€). Is this correct?*
- c) *The technical proposal should correspond to the content of section 3 and the CVs to be attached to the proposal.*
- d) *As the tender budget is fixed (90 000€), the evaluation will concern only the qualitative criteria.*