

Date: 19 January 2014  
 Ref: Proc/093/0115  
 Subject: Clarification #1 for the Independent Monitoring Agent Services (EOI-14-001-NAT)

To whom it may concern,

With regards to our subject tender we would like to issue a clarification based on several questions received:

Question 1	P2. "A written power of attorney of the official signing the documents on behalf of the consultant or the consortium of consultants is required". Can you please clarify the meaning of this requirement?
Answer 1	A statement showing that the person signing the application has the authority to do so either because he/she is one the representative of the company or because he/she has been delegated by another person who has the authority to sign.
Question 2	P2. The document states that "all interested Consultants should provide the following documentation for the purposes of prequalification". It then mentions under section 2. e) "Qualifications and experience of key management and technical staff proposed for the assignment under the SRTF TORs". However, the form does not provide an obvious place for this, and subsequent guidance does not clearly allude to the need to present the personnel intended for the project. On p4, under "guidance notes on shortlisting criteria", section 2 talks about currently employed staff, and refers applicants to sections 4-5 in the application form (pages 7-8). Section 4 (p7) relates to staff currently employed and their fields of expertise. Section 5 (p8) seems to relate to the consortia of firms, rather than individual consultants. Please can you clarify whether the application requires the CVs of personnel intended for participation in the project or not? If so, please can you let us know whether these personnel must be current staff? If they do not need to be current employees, which section of the form would you like their CVs be included in?
Answer 2	The EoI will not consider CVs of individual. The interested firm/consortium should describe the type and level of relevant expertise they expect to provide in their key personnel, and the number of staff with relevant types of expertise as requested in sections 4 and 5, keeping in mind that both sections refer to the capacity of the entity (single firm or consortium) that would eventually be contracted to provide the IMA services.
Question 3	P4. Section 2 of the guidance notes, talks about currently employed staff. Do you require that these staff be working on a Syria related project already, or does this refer to worldwide activities?
Answer 3	It refers to worldwide activities.
Question 4	P6 onwards. There are a series of footer numbers (marked 1, 2 etc) from this point in the application onward, but no corresponding footer text. Is there an explanation missing from the document, or are these footer numbers typing mistakes?
Answer 4	Please ignore the endnote numbers, they should have been deleted before posting.

Best Regards,



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