

PRE-TENDER INFORMATION MEMO ACTED [Country]

Date: 15-08-24

Tender N°: T_16MULTI_SHELTER-CONSULTANCY_07-08-2024_1

The present memo corresponds to the pre-tender information session meeting minutes.

A. Attendance conditions

The pre-tender information session took place on the 14/08/2024 in an online conference with the intention to clarify the tender instructions to bidders & conditions for bids submission, as well as to reply to questions from suppliers in a transparent manner.
The below attendees certify that questions & answers listed below were clarified during this session in a transparent manner, and in full compliance with ACTED policies.

The following ACTED staff were present:

ACTED Logistics representative:

Vincent Marchetti

ACTED Deputy country director for operations:

Haneen Abu-Mahfouz

ACTED Area coordinator:

Mahmoud ALFREAHAT

ACTED Area coordinator:

*Francois-xavier DE-
TARLE***B. Questions & answers****Question #1 -**

Who will be responsible for the data collection and the design of the data collection tools?

Answer by ACTED:

The data collection will be implemented by Acted and the tool design (Preferably on kobo) will be the responsibility of the consultant/firm.

Question #2

How will the travel to field be organized ?

Answer by ACTED:

Acted will be supporting all travel arrangements from Erbil, Iraq, to the field. This will include pick up from the airport, accommodation in Erbil, transport to the field and border crossing arrangements. Consultant or firms staffs travelling will be accommodated in Acted GH or pre-selected Hotels in country. Staffs travelling will receive the same level of assistance from Acted than Acted HR staffs - Further arrangements on administrative requirements will be done after the tender selection and with the selected Firm/Consultant.

Question #3

For meeting with authorities and other meetings that will require to be made in Arabic, is it possible for Acted to support translation for non arabic speakers consultants/firms?

Answer by ACTED:

Yes

Question #4

Should the assesement tool be tailored to each camp or does Acted expect one tool for all camps.

Answer by ACTED:

Should be tailored for each camp.

Question #5

Is the training on the data collection tool to Acted part of the consultant/firm responsibility

Answer by ACTED:

Yes

Question #6

Acted mentioned the need for a K&R and rapatriation insurance in Iraq, will this be covered by Acted and how should it be specified to insurers ?

Answer by ACTED:

No, this cost are on the consultant/firm, Acted will however guaranty a field evacuation from the field to Erbil if required. From Erbil, the consultant insurance will cover further rapatriation need and K&R in Iraq.

Question #7

Erbil has been mentioned by Acted many times in the discussion, What is the reason for location in Erbil between field visits?

Answer by ACTED:

The service can be performed from anywhere, however visits in the field are prerequisite to the award. Erbil is a mandatory waypoint to travel into the field of operation of Acted.

Question #8

Is it possible to apply as a group of consultant, with consultant in and out of Acted field of operations?

Answer by ACTED:

Yes it is possible, however structure, and reporting lines of personels allocated to the project must be made clear in the offer, sharing CVs of each personnel. The rational of such a choice should also be duly justified in the offer (Prefered to be included in the Methodology document) . It is also important to note that the group of consultant should provide a relevant registration.

Question #9

Why is this consultancy done through Acted and not REACH ?

Answer by ACTED:

Because it is part of Acted programming, not Reach.

Question #10

Gender balance of assessors: aware budgets are unlikely to support two field assessors, will local assessors and translators be available to ensure balance, or will support be available to support his?

Answer by ACTED:

Acted will be in charge of assessment team through its operation structure and will take those aspects in consideration. It is important for the firm / consultant to highlight this requirements in the methodology document.

Question #11

Is it accepted by Acted to have lead consultant based in the field ?

Answer by ACTED:

Yes as long as their qualification matches Acted requirement for selection, however in person engagements outside of the field will be required. In other words consultant/firm must be able to travel to Amman and/or Erbil specifically.

