



## **Clarifications - Call for Proposals to Develop and Deliver the Blended Course on Sectorial Accountability for Civil Society Organisations (Pilot on Energy)**

**1. Is there any prescribed application form in which we apply?**

There is no predefined template for the technical proposal that applicants have to use. However, the technical offer should cover all relevant aspects as defined in the Terms of Reference: rationale, strategy, expert CVs, timetable of work, presentation of the organisation's similar assignments and examples of previous similar work. The financial offer should clearly define the itemised budget requested for carrying out the assignment.

**2. Can you please provide us with the dynamics of the payments?**

The schedule of payments will be discussed and agreed upon at contract negotiation stage. As an indication, in general a percentage of the budget will be paid soon after contract signature, with the remaining payments being linked to different deliverables.

**3. Is this considered as a payment of services, or it will be paid as a grant?**

The contract should not be construed as a grant in any way. It will be a standard contract for service delivery.

**4. In the call text, local participants and local CSOs, as training participants are mentioned. Who arranges these local training participants? You as a coordinator? The same question is for local experts.**

Course participants will be selected following a competitive selection procedure which will be managed by the EU-funded Project "Eastern Partnership Civil Society Facility". However, the support of the selected contractor may be sought to coordinate communication with participants.

**5. 'Each series is expected to include between 4 to 6 individual webinars of around 90 minutes each ...' Does this mean that for each country there needs to be 4 to 6 webinars?**

The Terms of Reference indicate the following: "After participants complete the introductory and general parts of the course, six national webinar series will be organised with participants for the country specific part. National webinar series will be conducted by energy experts with a very good understanding of the respective country. Each series is expected to include between 4 to 6 individual webinars of around 90 minutes each." This means that for each country there is an expectation to have between 4 to 6 webinars.

**6. 'However, the actual delivery of the content might need to be bilingual (English and Russian) for the common online part, as well as the country-specific webinars (simultaneous interpretation to be provided)' ... does this mean that translation to Russian language is necessary or not? The statement in call does not clearly specify this. If translation to Russian is needed, is this our task and our cost?**

As a rule, all common online modules of the course will need to be developed in English and have Russian translation. All materials, including subtitles for videos, presentations or interactive parts of the course, will need to be professionally translated and be available in both English and Russian. Under exceptional circumstances, for example, having a very strong technical expert who is only



proficient in Russian, some modules could include content originally delivered in Russian (such as a video with a Russian speaker), but English translation / subtitles will then have to be produced. The costs of translation will need to be covered by the contractor. For live interaction, such as webinars for the common parts of the course, the requirement to have Russian interpretation was not predefined as this will depend on the needs of participants. If all selected participants feel comfortable with English, interpretation will not need to be provided. In addition, for the country-specific webinars, interpretation from English to the local language may need to be provided, depending on participants' needs.

7. **'At least 5 relevant references should be provided within the last 5 years.' ... What does relevant reference exactly mean? In which area? Several professional experiences are required for the applicants: curriculum development, course development, development of e-learning modules/courses, in EU or Eastern Partnership countries, experience working with private sector, experience working with government agencies, experience working with CSOs**

The reason for several areas being mentioned is that previous experience in any of these areas may be considered relevant: curriculum development, course development, development of e-learning modules / courses. In addition, applicants should have relevant experience in the EU or Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and demonstrate proven work experience with a variety of actors, such as private sector, government agencies or CSOs.

8. **In case of long-term projects, several references can be covered within one project. What shall be mentioned as a reference? Tasks within the projects or whole projects? For the clarification of our question ... we've implemented a long-term project on capacity building of CSOs in the energy sector. Within this project we implemented several activities that are required as relevant references (working with CSOs, gov agencies, private sector, course development ...). Is this one, or several references?**

The Evaluation Committee alone will have the authority to take the final decision on whether a certain provided reference is valid or not. If within a long-term project, the applicant developed a number of online courses, then these may be taken into account separately.

9. **As an expert on renewable energy and energy efficiency, I participated in several projects related to energy. I represent the Armenian NGO (chairman of NGO Ecoteam Energy and Environmental consulting). So, should the team be international say from 6 EaP countries or it can be only from one country? If we experts are from one country, then can we develop the project just for Armenia. Due to limited time I would like also to know is there opportunity to be involved as an expert in this project proposal.**

Companies submitting proposals should be in the position to deliver the tasks defined in the ToR in all six Eastern Partnership countries. Applications from individual experts or from companies being able to deliver the course only in one of the countries cannot be taken into account.

10. **We would appreciate more clarity in between the online tutored courses and the webinars. What is the expected difference between the two? Is the first one supposed to be a self-paced distance tutored program while the other is a live, virtual meeting place? Or, are we free to suggest the proposed format and difference in between the two in our proposal? However, if there is any concrete expectation towards the above, it would be highly appreciated.**

The online modules should be developed in such a way as to allow participants to interact with the



content mostly on their own, while webinars should be more interactive allowing participants to ask for questions and clarifications. However, the applicants are invited to reflect on how different formats could be used for different parts of the curriculum more effectively. This can be included in the methodological part of the technical proposal.

- 11. Who is in charge of selection and invitation of CSO participants? Our assumption is that it is with GDSI and not with the contractor. Can you please confirm it?**

Please kindly refer to the answer provided for Q4.

- 12. The scope for need for Russian translation/interpretation is not clear from the document. Under „Scope of Work” Russian translation seems to be a must for documentation, tutoring and webinars, however the section on „Language requirement” suggests „the content might need to be bilingual”. As translation/interpretation is a major cost element of these projects, we would appreciate clarity on the exact needs.**

Please kindly refer to the answer provided for Q6.

- 13. There is no indication about any legal documentation to be attached to the Expression of Interest, e.g. proof of registration etc. Can you please confirm that these are not needed?**

There is no need to provide any legal documentation at proposal stage. Additional documents may be required during contract negotiation only from the selected contractor.

- 14. Could a higher education institution apply for the "Call for Proposals to Develop and Deliver the Blended Course on Sectorial Accountability for Civil Society Organisations (Energy Sector)"? Is it necessary to confirm cooperation with partners from the target group by providing supporting letters? Could Ukrainian higher education institutions apply themselves or should they be part of a consortium? If the consortium is necessary, what are the main requirements for consortium?**

Any entity can submit a proposal provided it can fulfil the requirements described in the Terms of Reference. Should a higher education institution be interested in applying, it should be legally allowed to provide paid services to third parties. A consortium can also apply, but the technical proposal should include a very clear division of tasks between the different consortium members.

- 15. What does “national webinars” mean? Will the webinars for Ukraine include participants from partner countries? Should we indicate the name of the experts or could it be done later?**

National webinars refer to country-specific webinars, i.e. designed specifically for participants from a certain country and including content that is about the energy sector of that country. For example, a country-specific webinar for Ukraine will be only for Ukrainian participants. As per ToR, the CVs of the core team involved in the assignment will need to be included in the technical offer. However, this does not mean that a detailed division of tasks between experts needs to be provided at this stage. An additional pool of ‘non-key’ experts that the contractor could draw from can also be included as an indication of available expertise.

- 16. Can we suggest a project only for Armenia and what will be grant's higher limit in this case?**

Kindly refer to the answer provided for Q9.



- 17. The call mentions the development of an introductory and general module. Do you have an indication of how much time you expect the participants to spend on each module? This will help us define how much content, interaction, etc. to plan for.**

Based on the topics included in the ToR that will have to be covered by the course, it is up to the applicants to provide in their technical offer information on how much time participants should allocate to each module, as well as on the most appropriate format for the different topics.

- 18. You foresee a large volume of webinars for 6 countries. Do you expect us to submit the CVs of all experts who will be involved in any capacity – even if just for 1 session - or just the main expert(s)?**

As per ToR, the CVs of the core team involved in the assignment will need to be included in the technical offer. However, this does not mean that a detailed division of tasks between experts needs to be provided at this stage. An additional pool of ‘non-key’ experts that the contractor could draw from can also be included as an indication of available expertise.

- 19. Can we use the experience of our key expert(s) in our references?**

The references provided in the technical offer should be of the organisation submitting the proposal.