



The Ministry of Finance

The Directorate for Finance and Contracting of the EU Assistance Funds

**CONTRACTING AUTHORITY'S CLARIFICATIONS No. 1**

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**Subject: Active labour market measures for employability**

Q/A1	In this contract notice, please note that "project" has to be read as "contract".
Q2	What should we understand under "results of comparative analysis of the occupations required by employers and training programmes offered by training providers, in place"? <ul style="list-style-type: none"><li>• Is it about checking whether occupations (job offers) and associated skills/knowledge required by employers are in line/ can be satisfied with training programmes offered by training providers in Montenegro?</li></ul>
A2	Yes it is.
Q3	What should we understand under "secured better targeting of active labour market policy measures and an adequate number of well trained employees through setting up new working methods of the employment authorities with employers and unemployed persons"?
Q3A	Will the consultant be responsible for developing new models/methods and afterwards for delivering training to a given number of employees (from employment authorities)?
A3A	Yes, it will.
Q3B	If so, "adequate" number would have to be specified in some way.
A3B	Such requirement will be made available at the next stage of the tendering process.

Q4	What should we understand under “successful implementation of grant contracts ensured by setting up a helpdesk for grant beneficiaries under a planned grant scheme”?
Q4A	How should we understand a <b>grant</b> ? Is it grant for institutions an institution/organization to finance some activities/benefits’ schemas etc. Or grant for a person (like housing benefit, grant to start a new company etc.)? We suggest to provide a definition that would apply to all provisions in this project.
A4A	For the definition of “grant”, refer to the glossary annexe “ala_glossary_en.doc” available at the following website <a href="http://ec.europa.eu/europeaid/prag/document.do">ec.europa.eu/europeaid/prag/document.do</a> , as well as to the Work programme for Grants concerning the Operational Programme “Human Resources Development 2012-2013” already published on: <a href="http://www.mif.gov.me/en/sections/CFCU_Tenders?alphabet=lat">http://www.mif.gov.me/en/sections/CFCU_Tenders?alphabet=lat</a> and <a href="http://ec.europa.eu/europeaid/2015-work-programme-grants-montenegro_en">http://ec.europa.eu/europeaid/2015-work-programme-grants-montenegro_en</a>
Q4B	We understand, that “successful implementation of grant contracts” will not be the responsibility of the consultant. Setting up a helpdesk for grant beneficiaries will be the objective here. Can you please confirm?
A4B	The contractor will provide help desk function, i.e. guidance and mentoring in implementation of awarded grant contracts (secondary procurement, reporting, preparation of request for funds). In general, the specific nature of support given will largely depend on the needs of concrete grant contract.
Q4C	What types / sources of grants should be considered? EU financed (through EU funds), state budget, local budgets, NGO’s, other?
A4C	See answer A4A.
Q5	Set 2 in the fields of expertise: “labour supply/demand analysis and analysis of training programmes; review and assessment of existing activation policies and measures and development of new ones”.
Q5A	Are the two parts of this set to be considered jointly (labour supply/demand analysis... and review and assessment...)? In order to review and assess existing activation policies and measures and to develop new ones, we can consider many other factors, like international experience, local experience, cost efficiency, time-to-market, organizational maturity /readiness, resistance to change etc.
A5A	They are to be considered separately.
Q5B	Would it be satisfactory to provide credentials proving experience in any of the two elements of the set 2? Or – if both are to be satisfied – would unrelated experiences (in both elements) qualify, provided that in total the required budget (800 000 EUR) is satisfied?

A5B	<p>Please refer to the reminder of the contract notice under the selection criteria 21.3 which stipulates that "[p]lease bear in mind that one project may cover one or more than one of these fields (Set 1, Set 2, Set 3, Set 4) of expertise, but all fields have to be covered by such projects."</p> <p>Please note that "project" has to be read as "contract" in this sentence.</p>
Q6	Set 4 in the fields of expertise: "grant management and implementation; on-the-job training for grantees"
Q6A	What is meant under "grant management and implementation"? Is it only "on-the-job training for grantees"? Or any service related to grant management and implementation? Would you qualify services aimed at raising of grants and incentives or allocation of grants?
A6A	In the list of references, required in the section 6 of the Application form, the tenderer must demonstrate that its references cover experience on one hand in grant management and implementation and on the other hand on the job training for grantees. For last question, see answer A4B.
Q6B	Would any type / source of grant qualify?
A6B	<p>Note that the definition of "grant" is in accordance with the Section 6 of the "Procurement and grants for European Union external actions. A practical guide." This document you can find at following website: <a href="http://ec.europa.eu/europeaid/prag/document.do">ec.europa.eu/europeaid/prag/document.do</a>.</p>
Q7	<p>Technical capacity of candidate: "the candidate has provided services under at least 1 contract with a minimum budget of 800 000 EUR in the required fields of expertise".</p> <p>Does the value (800 000 EUR) refer to a <b>contract value</b> (with a consultant) or a <b>total project value</b> (where there could be other parties involved, including consultant)? How this would be linked with another requirement "For each project mentioned above the proportion carried out by the candidate must be at least 30 % of the total project value, presented as experience."?</p> <p>Does it mean: at least 1 contract/project with a minimum budget of 800 000 EUR + possible additional contracts/projects with required services, but not necessarily of that value?</p>

A7	<p>The references taken into account under section 6 of the application form are those which are carried out by the legal entity or entities making [an] application.</p> <p>For each reference, the parameters to be taken into account for the selection of the candidates when screening the technical capacity criteria are:</p> <ul style="list-style-type: none"><li>• <b>Name of legal entity</b></li><li>• <b>Overall contract value (EUR)</b></li><li>• <b>Proportion carried out by legal entity (%)</b></li><li>• <b>Type and scope of services provided by this legal entity</b></li></ul>
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