

**Questions and Answers to SOL-165-12-003 – Design and Facilitation of Sustainability
Workshop for Local Organizations**

Question 1:

Who selects the 5-7 local organizations or do they apply to AID? To be eligible do they have to agree to do the sustainability plan?

Answer 1:

AID already preselected the 5-7 local organizations, the majority of which are listed in the solicitation (see solicitation Background section, page 2&3). They already have agreed to develop/improve their sustainability plan through this process.

Question 2:

The stated goal of the consultant is to help organizations produce the sustainability plans - what happens if they fail to complete them - is the consultant accountable for this despite the consultant's effort?

Answer 2:

Since AID is already working with the selected organizations it is highly unlikely that they will not produce the plans for some of them producing the sustainability plans are in their grant agreement with AID. However in case some of them do not fully comply and fail to develop this plan the reasonable justification from the consultant would be expected.

Question 3:

To prepare for the workshop it would be helpful to know the level of professional/NGO experience and education that the workshop attendees have?

Answer 3:

See solicitation Background section, page 2&3 and visit provided websites of these organizations.

It is expected that the attendees will be the top management structures of these organizations, all of which have at least university degree, excellent English, and at least 5 years of experience of managing sophisticated projects.

Question 4:

How much detail do you need on the proposed assessment and training in the bid?

Answer 4:

The solicitation allows 15 pages plus attachments. AID expects to receive thoroughly described workshop methodology in order to evaluate the proposal.

The past performance sector is self-explanatory.

Question 5:

As to work days for consultant, please verify:

+ 6 days preparation

+10 days in Macedonia for training/site visits,

+ virtual support after site visits (is this one day total or one day for each organization?),

+ time to do consultant site visit report/recommendations for each organization (within one week of final site visit) - is 1/2 day per organization reasonable?

+ final report to AID - is 2 days reasonable?

Answer 5:

- The consultant is not expected to use more than 6 working days of preparatory work prior to arriving into the country;
- 10 working days for training and site visits in Macedonia (not including international and domestic travel);
- Virtual support of 8 hours in total for all organizations;
- AID considers being reasonable ½ day per organization to produce site visit reports/recommendations;
- AID considers being reasonable 1 to 2 days to produce the final report.

Question 6:

Will you provide supplies for training? – projector, flipcharts, photocopies, etc.

Answer 6:

USAID will provide logistic supplies like those mentioned above, including venue, invitation of participants and alike. However, the consultant should make a list of such supplies and communicate it with AID.

Question 7:

Does consultant bill for airfare to Macedonia, food/lodging in Macedonia or is that handled separately by AID? If I need to do so, how is best way, per/diem for food and/or lodging or can you give me estimated prices for moderate hotel and restaurant there

Answer 7:

- The consultant should bill for Economy Class, unrestrictive airfare to USAID Macedonia (see Answer 10 below for more details);
- Consultant should bill per diem as well. Maximum per diem (food/lodging) rate for Macedonia is \$254.00 i.e. \$161.00 for lodging and \$93.00 M&IE (see <http://aoprals.state.gov/> for more details). Lodging receipts will be required.
- Some hotels in Skopje you may want to consider are: Holiday Inn; Aleksandar Palace; Stone Bridge; Best Western; TTC Plaza; Tim's Apartments; Karpos.

Question 8:

What about in-country travel to site visits? Do you provide transport or does consultant need to budget that in? Will someone from AID be taking the consultant? What is travel time between these orgs?

Answer 8:

The consultant is responsible for travel expenses related to this assignment.

All participants' offices are located in Skopje (10-20 minutes' drive) with the exception of one participant that is located in Bitola (181 kilometers, 2.5 hours from Skopje);

A reasonable daily taxi estimate in Skopje is \$10 (\$20 if services of hotels located on Skopje city outskirts, are utilized, like is Hotel Bellevue);

For the Bitola trip we recommend car rental service. Car rental prices can be obtained from the internet. For car rentals you may want to check at <http://skopjecarhire.com/rent-a-car.html>; <http://www.avis.com.mk/>. A driver will cost approximately €30-€40 Euro/Day, plus overnight (if applicable);

For such and similar needs we have used the VIP Service at <http://www.vipservice.com.mk/> , or e-mail to Mr. Gorjan Pehcevski at gorjan_pehcevski@yahoo.com. They used to provide car rental services (with a driver) for such distances for total of about 100-110 €uro/Day.

Question 9:

Is it sufficient to email the bid or do hardcopies need to be FedExed?

Answer 9:

Emailing the bid is sufficient. However, to be eligible for consideration the email must be received by 2pm (local time) on July 25, 2012.

Question 10:

I assume I budget for economy class (currently \$1800 from my nearest airport hub), yet what happens if AID makes a change in the date after I purchase the ticket (approximately Aug 17) that would require a change in the ticket? What happens if between the time of my Bid and 30 days later when the contract is signed the airfare increases significantly?

Answer 10:

The consultant must budget economy class ticket. The Airfare will be reimbursed on actual basis for economy class, unrestrictive fare. The consultant must keep all tickets/receipts related to this air travel and present them to AID for reimbursement. Reimbursement will be made along with the payment for completed services. In order to be eligible for this refund the ticket must be purchased after the Purchase Order is awarded, not earlier than that. In case AID makes a change in dates AID will accept the penalty charges for changing the ticket.

Other costs likely to incur related to this travel (taxi, public transportation to the airport and back, etc.) should be budgeted on cost-reasonable basis and will be paid as such (no receipts will be required for them).

Question 11:

At this stage we would like to know **the exact number of employees in each of the local organizations** that are subject to this workshop. How many full and or part time people work in BSC Bitola, CEED, My career and the other organizations?

Answer 11:

On average, each organization has between 5-15 full and part-time employees. Approximately 2 participants from each organization will be attending the workshop.