

1. Team Composition and Personnel

I am applying as a natural person and intend to work with several collaborators, some of whom are full-time team members and others who may be engaged as consultants for specific activities. While some team members have already been identified and their CVs can be provided, other positions may be filled by one of several qualified candidates with relevant expertise and career backgrounds. How should these roles be represented in the proposal and personnel documentation?

CVs of collaborators can be included in the proposal, as they may strengthen the methodological and technical quality of the offer.

Regarding the financial proposal, as indicated in the Tender, costs should not be duplicated. This implies that the allocation of working days must be clearly distributed across team members, ensuring that the same input is not budgeted more than once.

2. Stakeholders Included in the Evaluation

I have reviewed information about Enabel stakeholders on the website. Will these be the same stakeholders targeted by the evaluation, or should we anticipate engaging with additional groups?

Additionally, I came across the following Employment and Livelihood Programme targets:

- 750 participants in work-based learning
- 50 master trainers and 150 coaches trained
- 225+ beneficiaries supported into employment/self-employment
- 30 new microbusinesses created
- 70 existing microbusinesses supported
- 50 entrepreneurs receiving seed funding
- 700 youth certified through Recognition of Prior Learning

Could you please confirm whether these targets remain unchanged or if they have been revised since the programme launch?

Yes, these are approximately the target figures. We expect that only a sample will be engaged in the evaluation. In addition, three implementing partners, as well as the EU (as the donor), will need to be interviewed.

3. Stakeholder Access and Coordination

How will Enabel facilitate communication and access to stakeholders? For example, will stakeholder lists, focal points, or introductions be provided, and will Enabel assist in arranging meetings where necessary? Clarification on this point would greatly help in estimating the required timeline and level of effort.

Enabel will provide a list of stakeholders and focal points (i.e. the implementing partners), which will facilitate the organisation of meetings. We will also support introductions where possible. However, the final responsibility for arranging and conducting the meetings rests with the contractor.

4. Pricing Format and Level of Detail

Regarding the financial proposal, could you clarify the difference between:

- The **Tender Form Price Document (e)**; and
- **A detailed breakdown of the prices quoted, listing for each item the various elements included in the price and the applicable taxes (h)?**

Any guidance on the expected level of detail would be greatly appreciated.

The Tender Form Price Document (e) provides the summary of the financial offer and must be completed using the prescribed format.

In addition, the detailed breakdown (h) should explain how the total price is constructed.

This includes, for each item, the underlying cost components (e.g. fees, number of working days, and any other relevant cost elements). Daily rates and key logistical cost items will be enough.

5. Availability of Project Documents for the Desk Review

Will the key project documentation and monitoring data required for the evaluation be available immediately upon contract commencement?

Yes, it will be immediately available.

1. The duration of the contract is stated as 30 days, while some provisions specify 30 working days. In the ToR, it is indicated that the assignment should be completed within a maximum of 4 weeks corresponding to 30 working days. Could you please clarify the intended contract duration and whether it refers to calendar days or working days? Kindly note that assignments of this size, involving consultations with a wide range of stakeholders, typically require a longer implementation period, particularly as securing and scheduling interviews with relevant stakeholders may take considerable time.

This will be changed to: The service provider must complete the services within a maximum period of five (5) months, starting from the day after the date on which the service provider receives the award letter.

The level of effort shall remain limited to a maximum of 30 working days. Applicants are encouraged to propose a shorter implementation timeline in their technical and financial offer, where feasible, based on their proposed methodology.

The tenderers remain bound by their tender for a period of 150 (one hundred and fifty) calendar days from the tender reception deadline date.

6. In Clause 7.0 regarding the determination of prices, it is stated that the contracting authority may conduct audits to verify the proposed prices. In our company, financial information is considered confidential, and the proposed prices submitted are subject to the acceptance or rejection of the contracting authority as part of the procurement process. Could you please clarify the scope and purpose of the proposed audit process and the type of financial information that may be requested?

This clause usually means that Enabel reserves the right in exceptional cases to verify whether the prices proposed by a tenderer are realistic, justified, and compliant with procurement principles.

It does not mean that Enabel automatically gains unrestricted access to all company financial records.

7. Could you please provide more information regarding the anticipated sample size, including the expected number of KIIs and FGDs? In addition, should the KIIs and FGDs cover all six project governorates? We would also appreciate clarification on whether KIIs and FGDs may be conducted virtually, where appropriate.

The evaluation will focus on all ELP intervention areas in Jordan, in particular: Governorates where ELP is implemented (Amman, Mafrqa, Irbid, Karak, Tafila, Aqaba) with high concentrations of vulnerable Jordanian youth, women, and Syrian refugees. " If the consultants deem that it won't be possible to visit all governorates in the 10 days allocated

to the mission, they should then suggest remote interviews or a focused sample, whatever they consider best to reach the requirements. At this stage, the consultants are submitting a technical offer which will be refined in the inception report.

8. Does the estimated 10 days allocated for data collection and analysis cover all related tasks, including transcription of interviews and FGDs? Kindly note that transcription and qualitative analysis of KIIs and FGDs require significant time and effort, particularly when dealing with a relatively large number of consultations.

This is a question of internal time management by the evaluation team itself. The methodology should take into account the limited number of days. Modern tools now able speech to text conversion which should alleviate the process. Consultants can make a distinction in the offer between the analysis and writing phase as long as it fits the budget.

9. In your second email, it was noted that the evaluation expert may engage one or more non-lead experts to support data collection, analysis, or other assignment-related tasks; however, all inputs must be delivered within the estimated maximum of 30 paid working days, and the proposed daily rate shall not be duplicated, multiplied, or applied in parallel at any stage of the evaluation. Could you please clarify how the lead expert is expected to cover the costs of non-lead experts and whether there is any flexibility in the budget structure to accommodate such support?

As specified previously by email: the evaluation expert may engage one or more nonlead experts to support data collection, analysis, or other tasks related to the assignment; however, all inputs must be delivered **within the estimated maximum of 30 paid working days, and the proposed daily rate shall not be duplicated, multiplied, or applied in parallel at any stage of the evaluation, resulting in no increase to the overall contract value. In practice, this means that the total cost corresponding to 30 working days must be shared between the lead evaluator and any subcontracted experts.**

10. Are applicants required to sign electronically every page of the proposal? In addition to required forms?.

No, they are not.

11- Should both technical and financial proposals be submitted in one or in two separate documents? I have read the tender document repeatedly, where the requirements for the financial proposal are very clear in the document. However, the technical offer requirements are not that clear.

Either together or separately.

12. The tender document states that all expenses will be covered once all services are rendered. However, carrying fieldwork in 5 governorates would require transportation and possible accommodation in Aqaba and South of Jordan. Is Enabel open to a financial proposal that requests an upfront payment dedicated to field expenses, to be paid, after approving the inception report? Or a schedule of payment that corresponds with deliverables?

As communicated in our last email, 30% of the total value of the contract will be paid to the consultant once the inception report is accepted. This amount will cover the field expenses.

13. The tender document provides a template for proposed budgets that details various expenses. Would it be possible to provide a daily rate budget that is inclusive of income tax, field data collection expenses, VAT, and daily remuneration?

Yes it is possible. However, the more the consultant is able to detail the expenses according to the template, the better, regarding the income tax it is mentioned in the tender document, VAT should be mentioned below the price

14. What is the total number of youth beneficiaries, Syrian refugees, and women targeted by the project by governorate?

We are targeting

- 400 WBL
- 350 WRP
- 700 RPL

So far we've reached:

- 267 WRP
- 60 WBL

Amman	Irbid	Mafraq	Aqaba	
113	96	79	39	

6- What is the number Employers of/and micro, or small and medium size enterprises per governorate?

Targeting 50. So far, we've reached 67

Amman	Irbid	Mafraq	Aqaba
32	16	6	13

15. What is the number of Business development/support services coaches per governorate?

Targeting:

- 50 trainers of VTIs
- 150 coaches
- 100 mentors of companies

So far we've reached:

Trainer	Coach	Mentor
50	121	30

16. What is the number of Vocational Training Institutions (VTIs) per governorate?

Targeting 50 trainers of VTIs and we've so far reached this number

17. What is the estimated number of Local authorities and stakeholders in charge of the refugees' response on livelihood and socio-economic opportunities?

We will be working with the [Accreditation and Quality Assurance Commission](#) (AQAC), Aqaba Special Economic Zone Authority (Aseza) and 3 municipalities (Ramtha and Sahel Houran in Irbid, and Khaldyeh in Mafraq)

1- Is there any specific information needed for independent consultants; in addition the requested information requested in the tender's forms?

No, no additional information needed that is not mentioned in the tender's forms, please note that individual consultants in case they are not registered as and are not able to submit a VAT invoice, the income tax will be deducted.