

**Ref: A service provider to deliver reintegration activities benefiting children in conflict with the law -
“Restorative approach to Juvenile Justice: Socio - educative model of reintegration and alternative
measures to detention” - AID-011925 - CIG: 9175034593
(Issued Clarifications by the Contracting Authority)**

Date: July 27th 2022 **Time:** N/A
Location: Cairo - Egypt

Please note that in the interest of equal treatment of applicants, the contracting authority cannot give a prior opinion on eligibility, partnership composition and/or project description.

Questions and answers

Question n. 1 The operational process of the service will include social workers to assess the needs per case and follow-up on the interventions plan per case (case management), to clarify they will not be included in the key experts’ sections (CVs, etc.)?

Answer With reference to article 4.1.4 of the Instructions to tenders “Non key experts may also be instrumental to achieve the contract objectives. However, they are not subject to evaluation by the evaluation committee. Their positions and responsibilities may be defined in Section 6.1.2 of the terms of reference in Annex II to the draft contract.”.
It will be checked during the evaluation of the application if the indication given above are compliant with requested identification.

Question n. 2 For the children receiving alternative measures, they will receive their services outside the care institution separated from the other children in detention?

Answer Please refer to section 5.1 LOGISTICS AND TIMING – Location of the terms of reference, and with reference to article 3.1 Assumptions underlying the project of the terms of reference illustrating the “The awarded entity will be briefed about the general scope of the project and will be introduced to MoSS technical staff, including for the purposes of obtaining authorizations to access open and/or semi-closed Care Institutions”.

Question n. 3 To clarify, Faculty of Law is part of the humanitarian Studies perceived by AICS (is it ok to have the expert with Legal background and extensive experience in working with care institutions?)

Answer Please refer to the Terms of Reference (ToR) article no.6.1 - Staff.
And Instruction to tenders 4.1.(3) Key experts, bear in mind that in the interest of equal treatment of applicants, the contracting authority cannot give a prior opinion on eligibility, partnership composition and/or project description.

Question n. 4 By Invoice do we mean a payment request, or it has to follow the invoice criteria (serial number, etc.)?

Answer Please refer to ANNEX I: General conditions *article no.28 - EXPENDITURE VERIFICATION*. Invoices following invoices criteria are preferable, though payment requests could be accepted in place of invoices, if the awarded applicant is not in a fiscal position to produce invoices.

Question n. 5 According to guidelines, there is no need to include a detailed budget, only a narrative of the budget and just the global figure?

Answer Please refer to *article no. 4.2. Financial offer- instruction to tenders*.

Question n. 6 What does AICS consider as equipment in this type of contract (minimum cost per unit)?

Answer Please refer to Organisation & methodology *article no. 6. ACTIVITY MATRIX*.

Question n.7 Is there a maximum number of the project staff?

Answer No.

Please refer to the *Terms of Reference (ToR) article no.6.1 - Staff* and *Instruction to tenders 4.1.(3) Key experts*.

Question n.8 Is there a specific template/form for the narrative proposal?

Answer Please refer to the *Instruction to tenders' article 4.1.(1,2) Tender submission form*

Question n.9 Can we change the person with a signatory power?

Answer Yes, though make sure that when submitting the final set of documents, you include the documents previously submitted with the signature of the person with current signatory powers.

Question n.10 In Annex-B Registration, there is a part about the specific experience of the organization in the past 3 years, this table doesn't apply on us, as a local NGO. Yet we have many projects which we have worked on in the past years, should we add them in this part?

Answer Please refer to *Annex-B Registration form ECONOMIC AND FINANCIAL CAPACITY "Please complete the following table with financial data based on the entity's annual accounts. The figures in all columns must be calculated on the same basis to allow for a direct year-on-year comparison (if the basis has changed, an explanation of the change*

must be provided as a footnote to the table). Any other clarification or explanation deemed necessary may also be provided. If the applicant is a public body, provide equivalent information”.

Question n.11 In Annex III: Organization & Methodology, do we need to fill in this document? or it is just a reference we shall use in our proposal?

Answer Kindly follow the instructions on *ANNEX III: ORGANISATION & METHODOLOGY* to introduce your organisation proposed methodology (your narrative).
