



INVITATION TO SUBMIT A PROPOSAL
GP/DSI/ReferNet_FPA/001/15
ReferNet Framework Partnership Agreements 2016-2019
Request for Clarification (6) – Questions & Answers

Question No 1

In [country] four institutions - [.....] – are planning to participate in the tender. How can our cooperation be described? Are we a “sole beneficiary” (as in explanation a) or are we a “multi-beneficiary” (which corresponds more to our cooperation, but does not fit the explanation in b). In 3.3 the selection criteria are listed. Who is actually the “applicant”? Is this [.....] because we will write the proposal on behalf of the entire partnership or are all institutions “applicants” as we are a “sole beneficiary”? Who is then the “applicant’s team of experts”? And is this “applicant’s team of experts” identical with the “members of the ReferNet team”? Related question: Of whom do I have to hand in the CV? Who must prove the required qualifications? What happens if I list a person that after all does not contribute to the project if it is accepted?

Cedefop’s answer to question No 1

If [.....] submits the proposal and signs the Agreement on behalf of the other entities, then you should be considered as a “sole beneficiary”, where several legal entities form together one legal entity or one applicant. The applicant’s team of experts is composed of the coordinator and the team members proposed to carry out ReferNet tasks and who may come from [all four institutions]. The CVs that must be submitted are the ones from the coordinator and all team members since their profiles are to be evaluated against the selection criteria stated in point 3.3.1 of the Call for proposals. It is up to the Evaluation Committee to assess whether the profiles proposed comply with these criteria.

Question No 2

The National Representative can no longer be part of the ReferNet team. [.....] has been our NR so far – he is at the same time the Director of [.....], one of the RN Consortium members. However, [.....] himself has never contributed to a RN product. Can he still become NR or does the NR has to be a representative of e.g. the Ministry of Education or of Economics?

Cedefop’s answer to question No 2

The selection and approval of the National Representative is not subject of this call for proposals. Please refer to the requirement stated in the “Definitions” section, “The

National Representative can no longer be part of the ReferNet team”, which constitutes the only restriction in that regard.

Question No 3

Subcontracting costs: So far we have claimed translations costs, sometimes printing costs and the costs for the national audit as subcontracting costs. Do I have to indicate precisely in Annex 3 how much these costs will be? However, I can't really tell at this stage because I don't know which articles/studies/papers we will produce and in which volume. I can't therefore estimate the costs for translations. How shall we go about in this point? Do I really have to have any subcontract accepted beforehand by Cedefop?

Cedefop's answer to question No 3

Please refer to the definition of subcontracting in the “Definitions” section and to Request for Clarification (5) - Question and Answer No 2. At this stage, a first estimate is sufficient. More detailed information may be requested at the stage of the next consultation procedure in view of signature of the Specific Agreement for the 2016 action.

Question No 4

What is meant by criterion 1c (in 3.4)? Is this a sort of “letter of support” by ministries and social partners?

Cedefop's answer to question No 4

Yes, the dedicated letter of recommendation must be issued by relevant government authorities, i.e. the ministry or one of the ministries concerned.

Question No 5

One last question regarding the amounts: The three amounts given are not based on the price level of the countries but only on the size of the country – are they? The work programme is the same for all countries, isn't it?

Cedefop's answer to question No 5

Yes, the three amounts given are not based on price levels of the countries but only on the size of the country – in terms of population. The scope of activities as described in section 2 of this Call for proposals is the same for all countries.

Question No 6

In Clarifications (5), you wrote about external entities, does it mean that we could sign contracts only with any entities/institutions not external individual persons? How to understand “entities”?

Cedefop's answer to question No 6

An individual person can be considered as an external entity. The section “Definitions” in the Call for proposals refers indeed to institutions and not specifically to free lancers. However, as far as subcontracting is concerned, the term used in Annex 3 of the Application form is “third parties” which implies again that individuals may also represent external entities.