



**Questions and Answers (clarifications) in during the recruiting period on procurement activity for **Lead Expert/Consular on COACHING in Western Balkan:****

**Q1:**

Before I submit my application, I would like to clarify the following.

- Do I understand correctly that the application needs to contain my detailed CV as described and the name(s) and contact details of a referee? If so, would one referee suffice and would a letter of reference be adequate in this case?
- The financial proposal is to indicate the expected daily fee. I trust that is without possible costs of accommodation in the case travel is needed in the framework of the contract, as it will be part of a daily allowance? If you would prefer it otherwise, please let me know.

Is there any other supporting documentation you would wish to receive as part of my application?

**A1:**

- *CV + references with full contacts. Referees either can be listed at the end of the CV with full details (as requested in ToRs) or in separate papers as individual references issued by people who may provide info about you.*
- *Financial issue 'daily fee' and 'accommodation'. These two fees will be separate ones. We expect financial proposal from applicants only for daily fee (as fee for contribution to the activity). While accommodation costs will be covered in addition to it, based on EC per diem rate. Travel will happen upon to the need and request from ReSPA.*

**Clarification:**

- In ToR (at the very end part) it was requested to put full contacts of your referees (CV including relevant knowledge and experience with contact details (phone/mobile number and e-mail addresses) of referees). Therefore I would kindly ask you to complete it as requested , and
- About payment of installments, we thank you very much for sending your financial offer and confirm that we have received it. But, for your information the 'payment (installments) scheme' can not be re-programmed (changed). The payment of installments are clearly described, at the section:

*"The Payment*

*The payment will be organised in three instalments:*

- *The first instalment (10%) after submission of the structure of the Baseline Analysis and the Questionnaire (ten days after contracting);*
- *The second instalment (40%) after submission of the approved Draft Baseline Analysis;*
- *The third and last instalment (50%) after approved satisfactory realisation/completion of the project"*

**Note:** all you need is to put the fee rate **(XX.00 €/day)**!

We would kindly as you to review your application and send it back to us as soon as you can within the given time as in our call. Failing to provide with above mentioned changes may be considered as withdraw from the application process.

**Q2:**

With respect to the invitation related to Procurement notice for Regional expert for the Baseline Analysis I would appreciate if you could clarify whether envisaged analysis should focus only on coaching as teaching method, or it consider mentoring, as well. This because these two methods are quite similar, sometimes even difficult to divide each other. In practice in particular.

**A2:**

*Task is only about **coaching!***

**Q3:**

I have just seen the exact same Notice for Experts on coaching in the WB on ReSPA website, with another deadline for submission of applications, so I was wondering if ones who had submitted applications and are still interested in the post should send the documentation again?

**A3:**

*ReSPA has published two different calls for experts **regarding to coaching**. One call goes for Lead Expert who will lead the study and support ReSPA Programme Manager in better coordinating process. While the other call is for Regional Experts (one per each ReSPA member and Kosovo\*) in order to gather information and provide necessary inputs to Lead Expert based on the plan and/or requests from Lead Expert.*