ReSPA
Regional School of Public Administration
BUILDING TOGETHER GOVERNANCE FOR THE FUTURE

Co-funded by the European Union

Clarifications
Response to Applicants' Inquiries

Expert(s) for the Instructional Design and Moodle Development of Two LMS Training Modules for the Academy for Professional Development and Training of Administrative Servants of North Macedonia

ReSPA has received requests for clarification on the procurement notice for the above assignment. The questions and answers are published for all applicants, without identifying the source of the inquiries.

1. Team composition

Question: *May a team be proposed in which a lead expert covers instructional design and Moodle/H5P development, while a partner or subcontracted translators cover the required language versions?*

Answer: Yes. The assignment may be carried out by one expert or a team. Translators may be named team members or subcontractors; their role and working days should be stated in the methodology.

2. Assessment of qualifications in a team

Question: *Are the experience and language requirements assessed for the team as a whole or for each expert individually?*

Answer: Each expert is assessed individually against the requirements relevant to his/her role. The lead expert must personally meet the minimum experience requirements (7 years general, 5 years specific). The language requirements may be covered by the team as a whole.

3. Eligibility of companies registered outside the region

Question: *May a private company registered outside the region be the contracting entity on behalf of a named expert team, without a local registration or office?*

Answer: Yes. The contract may be concluded with the expert or with a company on behalf of the expert(s), using the Legal Entity Form for private companies. A local registration or office is not required.

4. Budget, working days and costs

Question: *Are EUR 11,000 and 22 working days fixed ceilings covering all team members, translation and travel? Can the budget or the allocation of days be adjusted?*

Answer: Yes. EUR 11,000 and 22 working days are the maximum for the whole assignment, including all team members, translation, travel and accommodation. No other costs are covered. Applicants may propose a different allocation of days across tasks and team members within these limits.

5. Production scope

Question: *Is an indicative number of chapters, videos and H5P activities available?*

Answer: Indicatively, each module has about 10–12 chapters, one short video (3–5 minutes) per chapter and H5P activities, for about 90–120 minutes of learning. The exact numbers will be agreed in the storyboards, the first deliverable of the assignment.

6. Source content and review process

Question: *Will the source content be complete and validated before production begins, and how many review rounds are expected?*

Answer: The content is prepared under two separate assignments and handed over in stages, not all at once. Two review rounds are foreseen: one on the beta versions and one after the pilot testing.

7. Eligibility of employees of public institutions

Question: *Does the restriction on public servants from ReSPA Members also apply to a person employed by a public institution without civil servant status?*

Answer: Yes. The restriction applies to all persons employed by public institutions of ReSPA Members, regardless of their employment status. Such a person may apply only if he/she provides proof of unpaid leave covering the whole duration of the assignment.