

Questions and Answers

regarding the REQUEST FOR PROPOSAL in the procurement of Public Transport Expert Consultant as Global Advisors under a Framework Agreement (possibility for multiple providers) to the Sustainability Impact Accelerator of the International Council of Swedish Industry (NIR)

Question 1: Methodology and overall approach, Section 12, RFP

- In section 12.a page 8 of the RFP, regarding the weighting of the methodology of the technical proposal, 30 points are provided for “Methodology and overall approach to the assignment, including how to structure effective biogas system advisory services and capacity development programs.” Why is *biogas system* advisory especially highlighted in this section while the rest of the RFP considers electric mobility advisory experience as well?

Answer:

- This is a mistake on behalf of NIR, for which we apologize. The correct criteria are: “Methodology and overall approach to the assignment, including how to structure effective **transport** system advisory services and capacity development programs.”

Question 2: Assignments under Framework Agreement, Section 17, RFP

- Question 2A: Will the decision who to assign be based only on the material submitted in response to this RFP and the ranking of the 1-3 consultants awarded, or can later discussions/correspondence also form part of the decision?
- Question 2B: Will the chosen consultant then be granted the right of first refusal? For example, if internal compliance governance doesn't allow travel to a specific country.
- Question 2C: Can such an assignment be agreed on as fixed fee work?
- Question 2D: Is there a minimum start-up time to mobilize the specific team for the assignment?

Answer:

- 2A: This question regards a situation where NIR signs a Framework Agreement with more than 1 consultant and how assignments are then allocated between the consultants. The decision on how to allocate each assignment will be made based on the submitted materials, which will be NIRs best available knowledge of

consultant's relevant competency and experience, for example about rail or BRT or a specific country, but also on availability of consultants. NIR will have a dialogue with both consultants to assess best fit for each assignment. It is not decided if NIR will sign more than one (1) framework agreement contract, that will be decided upon the tender evaluation.

- 2B: The consultant may require the right to refuse to work in a specific country according to their own internal risk and compliance requirements, according to our general terms and conditions. We wish for that to be provided in comments on the annexed General Terms and Conditions so that such requests can be considered during the tender evaluation.
- 2C: The fees/daily rates for all assignments will be fixed in the Framework Agreement Contract, in accordance with the consultant's Financial Proposal. NIR will not agree to different fees for assignments in specific countries.
- 2D: We will not stipulate an exact time for start-up of each assignment in the Framework Agreement but in general NIR and SIA requires consultants to be able to mobilize quickly – approximately maximum within one month.

Question 3: Scope of Work, Annex A, TOR

- Question 3A: will the assignments be exclusively performed in OECD/DAC countries?
- Question 3B: Can NIR provide some “non-binding” background information on how many travel days per year that would be requested?

Answer:

- 3A: Yes.
- 3B: We don't provide any binding requirements in the Framework Agreement; the number of travel days is decided in each assignment. But we don't expect more than 90 days travel per year per assignment.

Question 4: Requirements Specification, Annex A, TOR

- Question 4A: In the section Requirements Specification, page 3 in the ToR, it says: “The ideal consultant team is a small team of three (3) to max five (5) experienced professionals with complementing expertise: generalist competence in public transport systems and project management; electromobility expertise; and public transport planning and governance models expertise”. Considering the long list of requirements for each profile, it would be relevant to extend the number of team

members. But, in the case of submitting 5 CVs, how would the scoring evaluation be done? In the case of submitting 5 CVs, is there a preference towards limiting the number of CVs per required role? For example, is there a max. of 2 CVs per role or can 3 be listed under 1 role to fulfill the profile requirements?

- Question 4B: In both cases, assuming different team members have different daily rates, would an average rate be calculated when assessing the financial proposals?
- Question 4C: Will the scoring of the proposed team be evaluated on their combined skillset required or will each individual be scored against the specific requirements for the role they are appointed for?

Answer:

- 4A: As specified in Section 12 in the RFP, NIR will evaluate and score both the consultancy organisation and experience (20 points) as well as the proposed team (50 points) and proposed methodology (20 points). The reason behind this is that we want to understand and evaluate both the consultancy's width of experience, as well as the best possible team proposed. We are aware that many consultancies will have more than 5 relevant experts that could contribute and provide services under a Framework Agreement with NIR. However, since we evaluate the CVs for proposed team members against each other during the evaluation, we cannot accommodate additional CVs when evaluating the proposed team. It is therefore not advised to submit more than 5 CVs. Instead, we advise bidders to demonstrate your consultancy's wider pool of experts and relevant experience under the consultant's organisation and relevant experience (point 2 and 3 in the Technical Proposals Contents). The wider organisational expertise and experience will be evaluated according to those criteria.
- 4B: We evaluate the average cost for each proposed team member when evaluating the financial proposals. If two team members are suggested to fill one role, we calculate the average cost of their proposed daily rates in the Financial Proposal.
- 4C: We will evaluate the combined skillset towards the requirements, as stipulated in the RFP that one individual might fill the requirements of more than one role. It shall be clearly described how the proposed team members meet the different requirements across the roles.

Question 5: Annex B, Financial Proposal

- Question 5A: The template includes separate lines for the three required roles. How shall we add the rates of the other two CVs we are allowed to submit?
- Question 5B: How will these team members' rates be evaluated if they differ from the core team members' rates?

Answers:

- 5A: If you include more than 3 CVs you shall add lines in the Financial Proposal for each suggested team member. Specify for which role the CV is proposed. For example, if you propose 3 CVs to fulfill the role of the Public Transport Planning and Governance Specialist, see the example below.

Example: Schedule of Rates for Core Team Members

Name	Position	Hourly rate*, excluding VAT	Daily rate*, excluding VAT
	Public Transport Generalist and Team Leader		
	Electromobility Specialist		
	Public Transport Planning and Governance Specialist		
	Public Transport Planning and Governance Specialist		
	Public Transport Planning and Governance Specialist		

- 5A: If you propose two team members to fulfill one role, we calculate and evaluate the average cost of their respective daily rates.