Q&A AO RC/DC

1/ *How do we submit an offer?*
To submit your offer, please refer to the participation file in which the application process is detailed. Click on 'termes de references' on our website: https://www.hi.org/en/call-for-tenders#260427
We except a set of documents to be sent to this email address before May 26th

2/ Can applicants submit an offer covering only selected domains/areas/activities, rather than all of the areas/activities mentioned in the TOR?
Offers should cover the full range of activities described in the ToR.

3/ Eligibility of self-employed / auto-entrepreneur status. *The participation file states that "any individual" is eligible to apply. Could you confirm that an independent consultant registered as an auto-entrepreneur in France is admissible as a sole bidder, and clarify what documentation would be accepted in lieu of corporate certified balance sheets and income statements (e.g., tax declaration / avis d'imposition, URSSAF attestation)?*
In principle an individual consultant may reply. However, it is unlikely that any one individual would have the capacity to cover the full range of requested services

4/ Track record requirements. Is a combination of paid assignments and pro-bono advisory work in the international development sector acceptable as evidence of relevant experience, or is there a minimum revenue or contract volume threshold required?
No minimum required

5/ Are higher education institutions eligible to apply for this opportunity?
This call is open to all types of organizations delivering services in the specified areas of expertise

6/ What is the minimum duration expected for a "short training" (in terms of hours or days)?
1 day

7/ Will each sector (HR, Project Management, Finance, security, Logistic) have a separate training program, or integrated/multi-topic trainings?
In principle, separate

8/ What is the expected number of participants?
The exact needs have not yet been identified, and we therefore cannot provide this information

9/ Will the implementation of the services take place continuously throughout the 3-year framework, or within specific periods and then repeated across different regions for HI staff?
The exact needs have not yet been identified, and we therefore cannot provide this information

10/ Regarding the delivery format (online, face-to-face, blended), does this mean that the service provider is expected to travel internationally for in-person training when required?
Yes

11/ Concerning the language requirements, should both the training materials and the delivery of the training sessions be conducted in English and French, or is this requirement limited to the materials only?
Both materials and delivery