

Questions	Answers
would there also be a possibility to register/tender as 'Company's name' with a list of our consultants, or do all of our consultants have to join the tender individually? For us, and we think for HI as well, it would be most practical to serve you with our whole team, instead of with several of our team members.	It is possible to join the Tender as GRA with a list of consultants
I am just a single entity—not an incorporated firm or agency and the application and application forms seem as if this is for an agency or firm. How best should I proceed with filling the application given that I am just me-one person?	You can go ahead filling the forms as a single entity. They are also meant to be used for single consultants as well.
To ensure that we understand the eligibility criteria correctly, could you please clarify whether this consultancy is open exclusively to individual consultants, or if consulting firms are also eligible to apply for the pool of HAS experts?	It is possible to join the Tender as a consulting firm with a list of consultants.
In section 5, page 7 of the document 'Participation file-AO', it is mentioned that consultants must submit an expression of interest by email 'before the deadline for submission of tenders' with the list of documents making up the tenders. The date for submission of expressions of interest and the documents making up the tenders does not appear in the documents provided. Can you confirm whether an expression of interest is required prior to the submission of tenders (18/04/2025)? If so, is it a simple email or are specific documents required?	The date for submitting expressions of interest and the date for submitting bids are the same, i.e. 18/04/2025.
Kindly let me know if this consultancy is open to individuals who do not have registered companies or business entities. May a person who is an individual, not an owner or part of a consulting company, be eligible for this consultancy? If yes, what is expected to fill out in the application form?	I hereby confirm we are requesting a business entity for individual consultants as well I hereby confirm individuals can apply to this Call for tender, nevertheless we are requesting a business entity for individual consultants. These are the information to be completed in the form
It seems you are looking for people to be in the pool, but the application requirements are more for companies I am currently a security consultant/advisor for several NGOs operating under what in Italy is called "Freelance Professionista", meaning that I am a VAT-holder, and, as such, I can issue invoices under VAT taxation regime, similar to what, in other systems, would be called a "one-man company". I would thus kindly ask to clarify to me how to understand, where in the Tender Participation File it is stated: a) "Completed and signed application form with required documents (certified balance sheets and income statements are mandatory)". Being in the described sort of one-man company situation, I do not have a formal system of accounting my business, except the invoices I issue for receiving payments for my services. Hence, would it be fine if I will attach: - the invoices I drafted in 2024? - or do you in need also 2025? - do you need also the payslips for those jobs I had before opening my VAT-taxation regime, when I as directly employed by other NGOs? If yes, do you need them only for 2024 or even before?	1. It is fine if you attach the invoices from 2024 but no need for the payslips for the jobs previous to opening your individual business entity. 2. Please produce any document showing you current individual entity business is up to date with tax obligations. 3. Yes, it is OK if you provide a declaration stating that you will commit to activate a liability and repatriation insurance for any deployment. A former contract or invoice showing you committed to such obligation in a former contract would be a plus as well. An to answer to your question, no HI does not cover those costs during consultancy deployments and these costs have to be added to the financial proposal. 4. Costs coverage : 5. travel costs : Not covered by HI, to be included into the financial proposal. 6. Accommodations: Not covered by HI (if the consultants stay in an hotel or for accommodation before arriving in country), to be included into the financial proposal. If the consultant is staying at HI GH in the field then the cost is then covered by HI. 7. insurance (as per issue I rised in bullet point c above): See information above. 8. vaccinations : Not covered by HI, to be included into the financial proposal. 9. visa : Not covered by HI, to be included into the financial proposal. 10. mobile and internet : Covered by HI in the field when the consultant stays with HI team. Not covered in case of exploratory mission or home working.
b) "URSSAF certificate of vigilance OR proof that the service provider/consultant is up to date with its tax obligations". In Italy we declare taxes for the previous year. Hence, I still have to declare taxes for 2024, as this is required to be done within the end of this year. I can only produce, at this moment, the taxes declarations for the years before, which, however, are related to when I was directly employed by other NGOs, and not to my current one-man company activities. Would it work?; c) "Proof of professional liability insurance and repatriation insurance". This makes me to think that my consultancy services would not rely on any insurance provisions from your side, right? If this is the case, being at the moment committed in services I am delivering only in a remote mode, I do not have such kind of insurance, which I activate only during my deployments. Would it work if, in the Technical and Financial Offer, I would attach also a formal declaration of mine stating that I will commit to activate a liability and repatriation insurance for any deployment should arise? In this case, such costs would be already included in the Costs per Man/Day; d) by the same token, in order to correctly calculate the Costs per Man/Day, may I kindly ask you to clarify to me if, during a deployment, the following costs coverages are covered or not by HI: - travel costs; - accommodations; - insurance (as per issue I rised in bullet point c above); - vaccinations;	
1) as I stated, I cannot produce any document about tax declarations for 2024, as I will declare taxes at the end of this year for the previous year. In this sense, do you think that a formal statement from myself that I will send a copy of tax declaration as soon as I will finalize it might work? 2) by the same token, do you think that, in the meantime, if I will send: a) my tax declarations for 2022 and 2023 for my individual business operating in Italy, plus: b) my tax declaration for 2022 about my job in Ukraine for the Ukrainian tax authority (2023 is not ready yet... over there they deal with such stuff two years later, not one...), in order to show that I'm a totally tax-abiding citizen both in my country and abroad, might work? Just a final clarification: in Italy there is no such a thing like a sort of official document released by the tax agency regarding the clear position of a tax payer/economic entity, unless the latter is participating to a tender worth more than 200.000 Euros plus other bizantyne requirements, in absence of which the agency does not release any kind of good diligence certification In the tender participation file, page 8, it is mentioned that applicants should submit a "Proof of professional liability insurance and repatriation insurance". Could you kindly confirm if this requirement applies to all applicants, including freelance consultants or, if the latter could benefit from HI's insurance if effectively deployed in the field?	1. We understand your situation and are OK for a formal statement about sending the tax declaration once received. 2. Yes, thank you, we are interested into receiving your former proofs of tax declaration as an employee and for your individual business. Regarding your final clarification : What we are looking for from your side is a proof of your individual business status. Therefore, a proof of registration of your individual business from the Italian authorities would be perfect.
	I hereby confirm that the requirement regarding the Proof of professional liability insurance and repatriation insurance applies to all applicants, including freelance applicants. HI will not produce such an insurance in case of deployment. This cost have to be added to the quotation before each future deployment.
1) Is there an obligation once a framework contract is signed with HI to complete a minimum number of missions in a single year?	There is no obligation once a framework contract is signed with HI to complete a minimum number of missions in a single year
2) Is there a minimum number of deployments that HI would guarantee to the bidder within a given year?	There is no minimum number of deployments that HI would guarantee to the bidder within a given year
3) Once framework contract is granted, for a given mission is the bidder bound to contractualising as an independent consultant or is there flexibility to be contracted on a salaried status?	It is possible and flexible but subject to constraints, particularly in terms of contract duration for employee status contracts (generally not accepted by HR for periods of less than 3 months).
4) I understand for comparison purposes a cost of man/day is desired, and in fact would be applicable to most contexts. However certain contexts would see additional unpredictably high costs (such as insurance, depending on severity of context, travel) that may differ widely from man/day cost in my bid. Therefore, each contract within the framework contract will need to be contextualised. Is HI ok if I propose a range of forecasted additional costs in this offer, that is not built into the man-day cost model proposed in the ToR of this call? (this is to confirm compliance with the requirement of Tender participation file section, 2. General and Specific conditions: "The prices shall be firm and non-revisable for the duration of the contract")	Regarding your question on cost per man/day, we entioned in the ToRs, page 2, that "These costs can vary depending on the areas of deployment and associated constraints. These costs can be reviewed when necessary while discussing specific missions (based on risk taken, level of constraints...)". Meaning that at each potential deployment a specific financial proposal will be asked to match with the specific needs of each area of deployment. You can go ahead and propose a range of forecasted additional costs in this offer.
5) In the Tender participation file, 4. Eligibility and obligations / sub-contracting section, do I need to mention at the stage of my bid submission the names of any sub-contractor or can it be defined when the need arises during the application period of the framework contract?	No need to mention at the submission stage the names of any potential sub-contractor.
6) Tender participation file, 5. Participation procedure / submission of application: - If not currently contracting, does the requested Proof of professional liability insurance and repatriation insurance apply? - Documents requested to be submitted in English. Does that apply to French documents? (URSSAF certificate of vigilance would need certified translation?)	Tender participation file, 5. Participation procedure / submission of application: the Proof of professional liability insurance and repatriation insurance will be requested before each future deployment and not for the framework contract award. However, proofs of such insurances used in the past are a plus. The translation in english does not apply for french documents (namely URSAFF or KBIS).