

**QUESTION AND ANSWERS
REGARDING THE [CALL FOR APPLICATIONS](#)**

**for expert/s for developing monitoring methodology for Reform Agendas under the Reform and Growth Facility for
the Western Balkans**

Call within the framework of the project "WB Reform and Growth Monitor"

Grant agreement number: IPA III/2024/458-693

Deadline for submitting applications: **03.02.2025**

	QUESTIONS	ANSWERS
1.	The Terms of Reference (ToR) mentions, "As part of a team of two experts" under the eligibility section. Would it be acceptable to propose a team of three experts with complementary skills for the assignment?	The eligibility section clearly specifies the required number of experts. Any deviation from this requirement, including proposing additional experts, would not be acceptable. Hence, the team can be consisted only of 2 (two) experts.
2.	Does the gross amount of 10,500 EUR include travel and accommodation expenses?	The expert/s will primarily conduct their work online or remotely. As an exception, participation in the workshop to be held in Skopje specified in the ToR is mandatory, with all associated costs fully covered by the organizers. These expenses are supplementary and are not included in the budget allocated for the position. The potential participation of the selected expert/s in additional project-related activities will be subject to separate arrangements, with any associated costs managed independently and without impacting the budget allocated for the tasks specified in the ToR.
3.	Will the expert/s be awarded individual contracts or through a consultancy company?	The payment method will be determined by the format of the expert's/experts' application:

		<p>For experts registered as a consultancy or other legal entity: Payments will be processed in compliance with the legal and financial requirements of the entity.</p> <p>For experts registered as individual consultants or natural persons: Separate contracts will be issued for each expert, with payments distributed according to the division of tasks and responsibilities outlined in their respective roles.</p>
4.	Are applicants from Albania eligible to apply for the position?	Yes, applicants from Albania are eligible to apply for the position.
5.	<p>The Qualifications section of the ToR states: “Minimum 10 years of relevant experience in designing, implementing, and evaluating monitoring methodologies, particularly in the context of EU program reform and processes.” Does the 10 years of experience apply cumulatively to the team (in the case of a two-expert team application), or does it apply to each individual expert?</p>	The requirement of “minimum 10 years of relevant experience” applies individually to each expert, whether the application is submitted by a team of two individuals or through a consultancy. Consultancies are required to provide the CVs of the two designated experts assigned to the assignment. Substitutions of these experts will not be permitted..
6.	Considering the project’s end date of 15/08/2026, should the 30 working days be spread over the entire period from 15/02/2025 to 15/08/2026?	<p>The remuneration section outlines the distribution of working days: First 20 days: Allocated for completing tasks 1–4, including the submission of the draft methodology and templates. Remaining 10 days: Allocated for completing tasks 5 and 6.</p> <p>The timeframe for each task is specified in the ToR under the task descriptions.</p>
7.	If applying as a team of two consultants, does the budget of 10,500 EUR cover 30 working days for each expert, or should the 30 working days be divided between the two consultants?	The 30 working days must be divided between the two consultants, with responsibilities allocated in accordance with the Overall Work Plan, including a clear division of tasks. The allocation of tasks and responsibilities, as well as the corresponding division of the budget, is at the discretion of the appointed experts. The payment of the allocated



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		amount will be distributed based on their agreed division of tasks and responsibilities.
8.	The ToR mentions, "Costs for the participation at the workshop will be borne by the organisers." Does this mean the workshop costs for the experts presenting findings will be fully covered by the organisers and not by the team of experts?	Yes, the workshop costs for the experts presenting their findings will be fully covered by the organizers. These expenses are supplementary and are not included in the budget allocated for this position.
9.	The ToR and documentation do not include a template for the financial offer. How should the fees of the proposed experts be presented? Is there a specific template available for submitting financial expectations?	There is no specific template provided for the financial offer. As outlined in the call, the Overall Work Plan should include a detailed breakdown of the 30 working days, aligned with the tasks and deliverables specified in the ToR. This breakdown will serve to demonstrate the allocation of time and resources in accordance with the requirements of the assignment.
10.	Should we provide contact information for individuals we have previously collaborated with, or should we submit documents, such as papers, that demonstrate the methodology used in our past work?	As outlined in the call, the application must include references to previous work, such as academic papers, research reports, or policy papers, for each team member. Submitting this documents with the application will be deemed sufficient.