

Memorandum of Information

Sustainability expert for the CBI project in the tourism sector in Zambia.		
Date: 9 september 2021		
Question nr.	Question	Origin in document
Question 1	Our question refers to the role of the consultant within the existing team of consultants (2.4.5): Is it the responsibility of the position in question to manage the existing team whilst reporting to CBI or to just co-ordinate between these consultants whilst everyone reports to CBI individually? This also relates to the level of control the consultant has over the achievability of the assignment and its objectives (2.4.2/.3). Simply put: Is this a Teamleader position or a a position with only a coordinating/monitoring role?	
Answer 1	This is not a teamleader position. Because there are multiple experts involved, coordination between these consultants is required in the execution of the assignments. Each consultant reports to CBI individually.	
Question 2	I currently am the general manager of a lodge in Zambia. Due to COVID impacts on my earning potential I am seeking other opportunities, I see in the conflict of interest section, I would not be eligible as a lodge manager, I would resign that position should I be awarded this tender. I hope this would then satisfy the requirements under conflict of interest.	
Answer 2	It's up to you to make that decision. You indeed can satisfy the requirements under the conflict of interest if you resign that position when the tender is awarded to you.	
Question 3	I am working on my action plan as required in 5.2.1 of the tender document. I see that 18 operators, 5 lodges and 3-5 consultants are yet to be selected. Is recruitment of participants and consultants included in the scope of work of the sustainability expert?	
Answer 3	Yes, the CSR expert will be asked to assist in the selection of these participants.	
Question 4	As relates to the consultants, if they are recruited by the expert, do they then form part of the expert's team and should their travel and daily rates be considered budget line items in this tender?	
Answer	Final selection of the additional consultants will be done by CBI.	

	CBI will then take care of contracting etc. They will be trained by the CSR expert, but will not be part of the expert's team.	
Question 5	Is this position considered full time, or do you expect time allocations at the quoted daily rate as part of the budget, or do you require reimbursable hard costs only as budget submissions?	
Answer 5	This concerns a framework agreement under which assignments will be performed. We are not obliged to place further agreements because a framework agreement has no purchase obligation. We do expect that the assignments (further agreements) will ask a considerable amount of time from the CSR expert. However, it is a temporary position. We intend to complete the assignment in 2022-Q2.	