



1st Memorandum of information European tender 'Consultancy services for Women's Economic Empowerment in Kenya'

Reference : 202308104

Date: 12 March 2024

In this memorandum of information, the contracting authority provides answers to the questions asked and remarks posted in the context of the above-mentioned European tender. This memorandum of information forms an integral part of the tender document (with reference 202308104).

#	Question	Answer
1.	We are required to submit one fee rate. How would this work if several of our staff would work on this assignment (each with separate seniority levels and rates). Can we take the average rate (against our planned total # of days of this assignment) of these different staff as the one fee rate that we propose to you?	Yes, you must use the average fee rate of the different consultants.
2.	Is the contract amount intended to cover only the fee rate for our involvement in the assignment or should the contract amount also cover costs associated with implementation of activities, such as venue hire for workshops, travel costs, etc.?	The maximum contract amount should cover fees of the consultants and travel costs / DSA of the consultants. For your Tender you only need to submit your daily rate (see also the answer to question 1). The Contracting Authority aims to keep the costs of venue hire and activities out of the budget (maximum contract amount) as much as possible. In exceptional cases, however, one of the consultant may be asked to locally organise a venue and or activity. In these cases, the costs for venue hire and activities do come out of the budget (maximum contract amount).