

Memorandum of information European tender Benin Business Champions (202401111)

Date: 5 April 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.

	Chapter/ Paragraph	Question	Answer
1.		Section 2.1.3. (page 8), a number of challenges of Beninese agriculture are listed. However, the remainder of ToR is does not explain how the project (directly or indirectly) will or is expected to address the challenges. Is more information available about the impact for the agriculture and subsistence farmers (agricultural transformation)?	This projects focuses on the identified challenge "Weaknesses of small and medium-sized Enterprises (SMEs) themselves", by providing business coaching to address the weaknesses. These companies are selected on their value addition relating the whole chain, and access to and diversification of markets.
2.		Section 2.1.3 last paragraph (page 9): collaboration with Dutch companies. On page 14 (pillar 2: market access), expansion of regional markets is mentioned. Could RVO clarify the expectations with regard to increase of the regional market share (and exports to The Netherlands)?	Depending on the product of the selected company, and opportunities at local, regional or export markets, it is expected to support each company with a marketing strategy taking into account these opportunities, the company's capacities, competition, cost-benefit analysis and risk assessment.
3.		Section 2.1.4 (page 10): The contractor is requested to work closely with PUM. Does RVO have further insight how this is expected to take shape? Can we contact PUM for clarification? if so who should be contact?	Besides the description of project activities, Annex 7 of the tender document provides a division of tasks between the Contractor and PUM in implementation of the Benin Business Champions Project. Annex 8 provides an elaboration of PUM's view of Ecosystems and how to strengthen them. PUM is not part of the tender process and therefore should not be contacted.

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4.		Section 2.1.5 (R2.2/page 12): value chain and stakeholders analyses conducted. Many different approaches and methodologies of such analyses exist. What level of detail is expected from these analyses?	First of all, we believe much information is already available, so we do not want to support many new studies, but identify what information is already available. Second, it is most important the analysis leads to concrete and practical advice for companies and linked stakeholders to take opportunities to improve and strengthen the value chain.
5.		Section 'Deliverables' (page 14): A PMEL plan is expected. Does RVO have specific learning questions to be included?	The Tender Document describes the "standard" key performance indicators required to be included (see section "Monitoring and evaluation" on page 15). Contractor is requested to provide additional indicators to monitor performance of the selected companies and their ecosystems. Ideally, these indicators are included in the scoping and company assessment, so we have a baseline and benchmark.
6.		Section 'Capacity building Governments & Institutions' (page 15): The indicators that apply should include 'yielding tangible benefits to the business climate' and 'strengthened organizations for a sustainable business climate'.	Indeed, these indicators are required to be included in the PMEL plan.
7.		Is RVO aware of any other 'competing' projects by other donors?	Yes. Contractor is requested to analyse existing partners of the companies. These can consist of projects providing support, local business support organisations or institutions providing commercial and/or public services. Contractor is requested to assess added value of the project to provide capacity building activities. It is not desired to double initiatives or compete with services already available.

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8.		In the Tender Document you indicate that “the team must consist of members who are proficient in French and English (minimum C1 level)” and “the project leader has good written and oral mastery of the English and French language (minimum C1) level”. Can you indicate: - If the project leader needs to have proficiency in French and English at C1 level? - If all team members need to have proficiency in French and English at C1 level? And if not, how many of the team members need to have proficiency in French and English at C1 level?	The project leader indeed needs to have proficiency (minimum C1) in both French and English. Not all of the team members need to have proficiency in both French and English, but it must consist of at least one team member which has. Of course, the more team members have proficiency in both languages, the better.
9.		In the tender document you indicate that “All project documentation will be done in English and French”. Can you provide more insights in what should be included as part of “all project documents”?	RVO requires all documents during the procurement process are in English. During project implementation, both English and French apply, according to the expected use and target audience of the documents. During inception phase, more detailed agreements will be made on this matter.