



Memorandum of information European tender `Promoting sustainable and Community-based-Tourism' in Egypt.

Date: **13 September 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 **202401067**).

Question	Chapter/ Paragraph from the selection instructions/the tender document	Question	Answer
1.		Regarding the proposal and budget: are there templates for both or shall we create templates?	No, this tender does not provide templates to the tenderer to submit their proposal. In your proposal please adhere to the requirements as stipulated in the tender document.
2.		Regarding the budget: can you please clarify whether the budget will solely cover the experts' expenses? And will the logistics have a separate budget, or all incorporated in a single budget? Because it's a challenge to decide how many events/trips are needed for LOT 3. And from my understanding, the three LOTs are interlinked so we can't decide on the logistics/trips for one LOT without learning what is decided for the other two. Can you please elaborate on this?	The budget indicated under 2.7 scope includes daily fees, travel expenses, and other costs (excluding VAT and including local VAT). Logistics for project costs such as venues, travel costs of beneficiaries and trade fair participation are budgeted outside of the maximum contract value per lot. As for the logistics and travels, planning for the different lots can be coordinated with each other in discussion with CBI programme management, based on purpose, schedules and necessity.
3.		Do you have information about the questions below: 1. Number of Tourists arriving in Egypt and from which countries 2. Average spend per tourist per day or per stay 3. What do they do and where do they go, which areas	All the information you need to make an offer has been sent to you. We cannot provide the answers to the questions you asked here.

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		(Cruise or land for example) 4. Average stay 5. Changes to numbers pre pandemic and post pandemic 6. Hotel Beds total and per category. 7. Airlines serving domestic flights. 8. Hotel Brands present in Egypt. 9. Trade shows where Egypt participates as a destination/tourist board. 10. Why do they direct this study only to Europe?	
4.		As Perspectivity we were one of the winners of the CBI tender to carry out Future Searches at the beginning stages of a project/programme. CBI has committed itself to embrace this approach. If I look at the Lot 1 in the tender I would immediate suggest to carry out a Future Search. Why? From the start it will encourage a systems approach where not the 'expert', but the 'system' will be in charge of shaping the programme. A preparation team consisting of all key stakeholders (including government) will, under guidance of Perspectivity and a local counterpart, own the programme, design the future search, identify the stakeholders, invite them for the strategy development (which will be done via the Future Search conference). After this future search a backbone will be formed that will carry out the programme with support of the experts of lot 1, 2 and 3. I feel that most of the objectives in lot 1 will be addressed and the ownership will lie more with the system then with the external consultant. After the Future	Convening with key stakeholders in the sector could be an option in the first phase of the project. This decision will ideally be taken at the beginning of the inception phase.

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		Search the consultant can act more as a process facilitator then as an “expert”. So my question is if it is still an option to start the programme with a Future Search? I am willing and interested to elaborate more in separate meeting/call	
5.	Lot 2	There are two ways in which you can submit a Tender in collaboration: 1) As a consortium 2) In a principal contractor-subcontractor structure For lot 2 in a contractor-subcontractor structure - how could this work in working with the tourism businesses in country and division of tasks? Would both the contractor and subcontracter be allowed to work with (training and coaching) the companies in Egypt or would the contractor be expected to work in country with the companies while the sub-contractor works remotely on other tasks (not training and coaching) for example?	For lot 2, you may submit a proposal through a contractor-subcontractor structure. You must clearly motivate and describe the roles and responsibilities divided amongst the contractor and subcontractor and clearly mention who will be the lead expert. The lead expert will be the focal point for the businesses, while the other expert(s) should support these efforts on specific topics. In doing so, the other experts may also work with the companies, but their work should be aligned to that of the lead expert. The exact division of roles and responsibilities is up to you, but needs to be include with what is indicated above as well as in the tender document.
6.	Lot 2	For point 5 - Experience with organizing a stand at a tourism fair and/or conference, and/or road show at least two (2) times during the last five (5) years. If the experience dates back more than 5 years (e.g. 8 years), will the expert still get points for it?	You must comply with the mentioned requirements of the Tender Document. If you do not meet these requirements, you will be excluded from the tender.
7.	Lot 1	Given the current economic challenges in Egypt, what financial support mechanisms, such as grant programs, are in place or planned to assist communities and project owners in establishing CBT services/products? Will CBI offer any direct financial support to these projects.	CBI does not provide financial grants or subsidies as part of its support. If financial resources show to be a bottleneck for communities and project owners to develop CBT service/providers, CBI could look into developing interventions that improve their access to finance through local ecosystem actors.
8.	Lot 1	Has the Ministry of Tourism already committed towards CBI to adopting a new or specific CBT marketing approach for international tourism? If so, could you share details on this agreement?	CBI is in the process of getting approval for the project by the Egyptian government. Within this process, there has already been coordination with several stakeholders, such as Ministry of Tourism. The CBI project also tries to align to their 30-30-30 strategy, by diversifying their product offer through CBT and sustainable tourism.
9.	Lot 1 & 2	Will CBI cover on-site mission-related travel expenses, such as flights, accommodation, and visas? If not, how should these expenses be included in the financial	Yes, on-site mission-related travel expenses will be covered in the subsequent assignment of the experts.

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		proposal?	
10.	Lot 1 & 2	Is there a tentative timeline available for the technical missions planned for the experts in Lot 1 and Lot 2? Additionally, could you provide the expected duration for each mission?	No, there is no tentative timeline available for technical assistance missions (TAMs) for the experts in lot 1 and 2. The timeline for TAMs will depend on the project's progress and activities, planning of the TAMs will happen in dialogue with the CBI programme manager. TAMs usually go from 1 to 2 weeks for each mission.
11.	Lot 1 & 2	The ToR emphasizes a "digital-first" approach to reduce the environmental footprint, with a preference for remote coaching and training. Given the emphasis on a digital-first approach, what provisions will be made to ensure that all stakeholders, particularly those in remote or underserved areas, have adequate access to the necessary digital tools and connectivity to participate fully in the project?	CBI's digital first approach will take into consideration the digital readiness of the stakeholders at hand. In case these stakeholders have limited access to digital tools or internet, the project activities will be adjusted accordingly. This also allows us to host activities in a physical form if necessary.
12.	Lot 1 & 2	Can you confirm that the team cv's under the expert are also counted as award criterions? Or is it only the CV of the lead expert that is counted? under 3.1 it says: "The team members per lot submit a concise Curriculum Vitea (CV). The CV's will be assessed in chapter 5, award criterions 5.3.1 (for lot 1) and 5.3.4 (for lot 2) and 5.3.7 (for lot 3) and have to meet the criteria mentioned in this chapter." but under 5.3 the text does not make any reference to team experience.	Yes we confirm that the team cv's also counted as award criteria. The expertise of the team(leader)matters.
13.	Lot 1 & 2	In Tendered, under the chapter "Beantwoord de gunningscriteria (0/12)" I have to mark the checkboxes of 1-11. but it also gives an option to upload supporting documents for each of the points. I understand this to be optional and not required to upload separately for each criterion question, right? We will have comprehensive proof in the full tender proposal. Am I correct in this assumption?	What is important is that we receive all the required documents and answers to the questions to assess objectively. Please adhere to the method of submission and for questions, please contact TenderNed.
14.		Are there templates for the proposal and budget or shall we create templates for both?	No, this tender does not provide templates to the tenderer to submit their proposal. In your proposal please adhere to the requirements as stipulated in the tender document.

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15.		Regarding the budget, can you please clarify whether the budget will solely cover the experts expenses? And will the logistics have a separate budget or all incorporated in a single budget? Because its a challenge to decide how many events/trips are needed for LOT 3. And from my understanding, the three LOTs are interlinked so we can't decide on the logistics/trips for one LOT without learning what is decided for the other two. Can you please elaborate on this? Thank you.	The budget indicated under 2.7 scope includes daily fees, travel expenses, and other costs (excluding VAT and including local VAT). Logistics for project costs such as venues, travel costs of beneficiaries and trade fair participation are budgeted outside of the maximum contract value per lot.