



Memorandum of Information European tender 'EnDev Energy Enterprise Coach'

Date: 06 December 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, reference 202403001.

Question	Chapter/ Paragraph from the Tender Document	Question	Answer
1.		Will event costs (venue, food etc.) be born by EnDev or the Tendering Authority, and not by the Consultant?	Any costs related to events (travel, venue, food) organised by the Energy Enterprise Coach must be included in the budget for this Assignment.
2.		We are making reference to the sentence "An estimation of the total number of these mentoring trajectories addressing more specific needs during the Contract (including extensions) is 35 person-days", on page 10 of the TORs. Should the "person days" have been removed in this sentence? Based on this, please confirm that the total number of mentoring clients (generic plus specific) comes to 80.	Yes, "person days" should have been removed from that sentence. The estimated number of mentoring trajectories (specific and generic) comes to 80. Please note that no rights can be derived from these indicative numbers as individual mentoring assignments can be downsized or upsized depending on the needs analysis for these trajectories and will be approved by the Contracting Authority.
3.		If we have an existing reference in a different format to the one provided in the tender doc, which however contains all relevant info, is this sufficient?	No, please use the format provided.
4.		Could the Authority please kindly clarify if match-making events will also need be organised in a physical form, similar to the requirements of the networking events? The Terms of Reference currently read "The networking events will be organized in a physical form, rather than online" under the "match-making event" section	It is preferred that these events will be organised in a physical form, but online is possible when there is a good reason to do so, after approval of the Contracting Authority.

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5.		Could the Authority please kindly provide some further guidance on the format expected for the learning events? Will these be in person, online, or hybrid?	For cross-business, cross-country, and cross-regional learning, learning events can be organised with the goal to further enhance knowledge sharing between companies on different levels. These learning events can be organised in person if feasible, but it is foreseen that the majority of learning events will be online or hybrid to facilitate broad learning.
6.		Could the Authority please kindly clarify if the capacity building activities will cover only Window 1 countries? If not, is there is an expected proportion split between such activities for Window 1 and 2?	No, the capacity building activities should be available for both Window 1 as well as Window 2. There is no concrete split as the capacity building events can be requested by the Tendering Authority, or proposed by the Contractor to be provided under this contract. However, it is expected that this will be relatively equal to the proportion of countries in each Window.
7.		The Authority has provided a word limit for Award Criteria 5.2.1 Plan of Action. For the other sections, however, no word limit has been specified. Could the Authority please kindly clarify what the word limit should be for the Team and Risk Award Criteria (5.2.2 and 5.2.3)?	The word limit for the Team Award Criteria is 1000, excluding a CV of every team member (including the team leader) with a maximum of 1500 words each. The word limit for Risk Award Criteria is 1000.
8.		We presume that CVs will not be required for any roles beyond the proposed project implementation team. Please let us know if this is not the case.	That is correct. However, it is important to show that the Tenderer is able to mobilise a network of experts if necessary and that the network is active and willing to respond to requests which match the expertise and/or experience.
9.		Could the Authority please indicate if there is an envisaged split of resources and budget between Window 1 and Window 2?	The split of resources and budget between the two Windows is envisaged to represent the proportion of countries in each window, so that in theory there is a reasonable spread of resources per country.
10.		Could the Authority please clarify if the intention is that the supplier would first explore EnDev portfolio companies, before going to market only if there is insufficient supply?	Enterprises that are working with EnDev already are likely to be mobilised for the EnDev EEC; it is however not exclusive and other enterprises may be mobilised.
11.		Could the Authority please confirm if SMEs supported under the current EEC contract are also eligible for support during Window 2 of the implementation phase?	Yes, they are, if there is a good rationale and intermediate results arising from an earlier support trajectory.
12.		The Authority has confirmed that learning events will have 10% of the total budget allocated. Is there an expected budget split between the three types of events envisaged	The budget split between the three types of capacity building activities is indeed based on identified needs and/or requests from the Contracting Authority or an external partner.

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		or will this be based on the identified needs and/or request received from an external partner?	
13.		The RfP currently mentions that the contractor for the ongoing EEC programme is LTS International Ltd. We kindly request if this can be changed to NIRAS Group (UK) Limited following the formal change in the legal name of LTS International Ltd to NIRAS Group (UK) that was effected during the implementation of the ongoing EEC contract.	Yes. The contracting authority has mentioned that the current supplier is LTS International Ltd. But during the execution of the agreement, there has been a formal name change from LTS International Ltd in to Niras Group (UK).
14.		Could the Authority please kindly indicate if they have a preferred budget template?	No, there is no preferred budget template.
15.		Could the Authority please kindly confirm what is included in the 5,000 words in Award Criteria 5.2.1? Is this inclusive of text in tables and diagrams?	No, the maximum of 5000 words is excluding text in tables and diagrams.
16.	V1: Paragraaf 2.1.2.1 Onderdeel 1: Individuele mentorbegeleiding, Sectie (a)	These trajectories can be less intensive and last up to 12 months. An estimate of the total number of these more generic mentor pathways during the Contract (including extensions) is 45. We assume this is 45 man-days.	No, this indicates an estimated number of 45 mentoring trajectories for these generic pathways. Please note that no rights can be derived from these indicative numbers as individual mentoring assignments can be downsized or upsized depending on the needs analysis for these trajectories and will be approved by the Contracting Authority.
17.		The indicative man-days of 35 and 45 days for individual mentoring means the total across all companies for this deliverable?	Please refer to the answer of question #2: the word "person-days" should have been removed from the text on page 10. The numbers 35 and 45 refer to the number of estimated support trajectories.
18.		There is a selection process after SMEs apply for the support. Are all companies accepted that meet the criteria in section '2.1.2.3 Eligibility of companies' or is there an upper limit on companies being selected?	All SMEs have to apply for support and will be filtered with transparent criteria. If the amount of requests exceeds the capacity of the EEC, ranking criteria may be applied based on e.g. absorption capacity and growth orientation.
19.		Can Endev give an indication of the total number of companies expected to be supported under this contract? Does Endev expect representation from companies from all countries in the scope? Are there likely to be countries with clusters of mentee companies?	The minimum expected number of SMEs participating is 80 companies. Two types of mentoring trajectories will be offered. First, mentoring trajectories will be offered to companies with generic needs. These companies need support for a longer period of time on a broader range of (pre-identified) topics. These trajectories may be less intensive and can take up to 12 months. An estimation of the total number of these more generic mentoring trajectories

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			<p>during the Contract (including extensions) is 45. Second, direct support can be offered to an enterprise to fulfil a specific need (e.g. business plan development, accounting system, marketing strategy, etc.) during a shorter period of time, e.g. expected to be between 4 and 6 months and are of a more intensive nature. A special focus on the needs of women entrepreneurs will be cared for as well as the integration of a gender lens in the company's business model. An estimation of this second type of mentoring trajectories is 35. No rights can be derived from these indicative numbers as individual mentoring assignments can be downsized or upsized depending on the demand for these trajectories and will require prior approved by the Contracting Authority.</p> <p>It is at this moment not expected that there will be countries with clusters of mentee companies.</p>
20.	Lead vs subcontractor	Does the application need to have a single lead contractor (if yes, are there any restrictions on number and scope of subcontractors) or can a consortium be formed and be eligible for award?	See for clarification Section 7.3.16, Submission of a Tender in collaboration with other organisations: A consortium of bidders is allowed however there should still be a lead applicant.
21.	Splitting the tender	Please confirm that the bid must cover all countries listed in section 2.4.2 including the additional countries under Window 2 sections 2.4.2 and therefore can not be for a sub-set of the listed countries.	Yes, the work foreseen will be in all countries as described in the Tender Document. The tenderer must make plausible how the required expertise can be mobilized in each country.
22.	Country reps	Does the applying organisation/consortium need to already have in-country implementation teams identified in each listed country to be considered for award?	No, that is not required. However, it is important that local experts providing mentoring and capacity building can be mobilized understanding the local language and business culture, also enabling continuous regional presence in the target countries.
23.	Extension to additional countries	Please confirm that the additional countries listed under Window 2 section 2.4.2 would be added as an extension to this contract rather than as a separate competitive tender.	Yes, the additional countries listed under Window 2 will be added as an extension to the contract, and not as a separate competitive tender.

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24.	SME engagement scope and spread	With the understanding that " <i>The support activities need to be spread relatively equally across the countries included in the scope</i> " (2.1.2.1), and that EnDev in-country teams will be " <i>Referring the EnDev EEC to high potential companies in their pipeline by introducing the EnDev EEC to the companies</i> " (2.1.2.1); can any further guidance be provided on the expected distribution of effort/number of SMEs likely to be included for each country, and the number (if any) which have been preselected to receive BDS support?	The expected average number of companies that will receive mentoring support per country is 4, as a reasonable spread of support is foreseen. These companies will be selected based on the referrals of the EnDev country teams as well as the eligibility criteria included in this Assignment. No preselection has taken place. This number is not set, as the number of supported companies can vary based on the stage of the market and therefore number of active companies.
25.		In exception of the criteria set out in section 2.1.2.3 Eligibility of companies, are there any other proposed screening criteria for inclusion of SMEs in the project?	Final selection criteria will be established during the inception report; in the case of high demand, ranking criteria may be applied.
26.		Are there any quotas/expected amounts for the inclusion of self-employed/small/medium sized enterprises within each country and/or across the project?	See answer question 24.
27.		What is the minimum expected number of SMEs which will participate and the duration of engagement with each SME?	The minimum expected number of SMEs participating is 80 companies. Two mentoring trajectories will be offered. First, mentoring trajectories will be offered to companies with generic needs. These companies need support for a longer period of time on a broader range of (pre-identified) topics. These trajectories may be less intensive and can take up to 12 months. An estimation of the total number of these more generic mentoring trajectories during the Contract (including extensions) is 45. Second, direct support can be offered to an enterprise to fulfil a specific need (e.g. business plan development, accounting system, marketing strategy, etc.) during a shorter period of time, e.g. expected to be between 4 and 6 months. A special focus on the needs of women entrepreneurs will be cared for as well as the integration of a gender lens in the company's business model. An estimation of the total number of these mentoring trajectories addressing more specific needs during the Contract (including extensions) is 35. No rights can be derived from

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			these indicative numbers as individual mentoring assignments can be downsized or upsized depending on the needs analysis for these trajectories and will require prior approval by the Contracting Authority.
28.		What is the expected balance between in-person vs remote support for SMEs?	The majority of work will be in-person, especially the mentoring trajectories. Online mentoring trajectories only take place if there is no in-person option. Part of the capacity-building activities may be organized online when there is a good reason.
29.		With the understanding that "A concrete methodology has to be developed by the Contractor prior to implementation and approved by the Tendering Authority," (2.1.6.1) does the Tendering Authority already have proposed metrics and criteria that will be used to measure the success of mentoring activities?	The Tendering Authority is not yet proposing concrete metrics and criteria that will be used to measure the success of mentoring activities, but it should be based on the Performance Improvement Plans (PIPs), a baseline assessment has to be conducted. After the mentoring trajectory, this score should be revisited by means of a final assessment to measure the progress made by the SME supported by the mentoring. These matters will be finalised during the inception period.
30.	Overlap with current initiatives	Should the contractor account for overlaps with known, ongoing programmes led by EnDev/RVO or other development agencies in the listed countries to avoid duplication?	EnDev / RVO is responsible for overall alignment of the EEC work with other instruments. The contractor is expected to seek and enable cooperation at the level of (joint) events, (joint) support trajectories and the communication with other implementers at operational level to maximize impact of taxpayer funds.
31.	Engagement with EnDev teams	Will the Tendering Authority assist in connecting the contractor with EnDev country teams?	Yes, the Tendering Authority will introduce the Contractor to all EnDev country teams.