Invitation to Tender (ITT): Trainers and Mentors

For: Framework agreements for consultancy in solid waste management delivery of trainings, advisory services, and network participation

Date: 01 JULY 2020

1 Overview of the partners

1.1 Avfall Norge is the Norwegian waste management and recycling association, leveraging 30 years of industry-specific knowledge to promote and develop socially responsible waste management policies in Norway and Europe. Avfall Norge was founded in 1986 with the aim of coordinating and maintaining municipal interests and inter-municipal cooperation in the waste management sector. Since then, the association has remained a competitive actor in a rapidly changing industry, and remains a nationwide resource for public services and private companies alike.

1.2 The International Solid Waste Association (ISWA) is a global, independent and nonprofit association, working in the public interest to promote and develop sustainable and professional waste management worldwide.

2 Introduction to the project

2.1 The Clean Oceans Through Clean Communities (CLOCC) project (2019-2022) is a Norwegian Agency for Development Cooperation (NORAD) funded project that is owned and managed by Avfall Norge and implemented in close cooperation with ISWA.

2.2 The CLOCC project has a total budget of NOK 5,065,000 for procurement of services related to trainings, mentoring and network facilitation. Approximately 50-60% of the budget will be allocated to the framework consultancy contracts, and the rest to engagement from practitioners in the waste or recycling business on non-profit contracts. The scope of assignments under the Framework Agreement is therefore estimated to have an initial total value of 2,500,000-3,000,000 NOK from 2020 to 2022. The total amount may increase subject to additional funding. The total budget will be broken down into multiple framework agreements, in order to cover all relevant topics related to holistic solid waste management.

3 Conditions and General Policy Requirements
3.1 The CLOCC project falls under NORAD regulations and are bound by obligations and procedures in connection to observing a public sector procurement procedure.

3.1.1 This document does not constitute a guaranteed offer to provide goods and/or services to Avfall Norge but an invitation to sign a framework agreement with Avfall Norge. The framework agreement for the CLOCC project will be effectively a pool of suppliers who can be awarded individual contracts (hereafter ‘call-off’) throughout the lifetime of the project.

3.1.2 Following the signature of a Framework Agreement the supplier may then be provided with a call-off. Only when the call-off is completed and signed can the supplier begin the work.

3.1.3 Call-off contracts with an estimated value below NOK 100,000 excluding VAT may be proposed directly to one of the suppliers -with a framework agreement.

3.1.4 For call-offs, with an estimated value between NOK 100,000 - 500,000 excl. VAT, the order of priority will be based upon result of the assessment of the tenders for the Framework Agreement. The offer will go to the supplier with first priority. If the first supplier cannot deliver, the offer will go to the supplier with second priority, and so forth. The supplier will be presented with a description of an assignment, including a maximum number of hours or a budget to fulfil. A Terms of Reference will usually be included. Avfall Norge can specify the number of hours to be used.

3.1.5 For call-offs with an estimated value above NOK 500,000 excl. VAT, a mini-competition will be held. Award criterion based on price, relevant qualifications, and proposed approach will be considered.

3.1.6 The need for national experts, junior consultants, or specific sector and/or methods expertise of relevance for each call-off beyond the resource pool offered can be added to the team in relation to specific consultancy services when specified by Avfall Norge. Avfall Norge shall approve subcontracting of any additional personnel, including salary levels. The salary levels shall not be higher than salary levels in the framework agreement.

3.1.7 Reporting on each delivery is mandatory according to the specifications in the call-off contract. It is the supplier’s responsibility to carry out each assignment within the agreed time frame and/or budget under each call-off.

3.1.8 Deliveries may require suppliers to travel. Travel cost will be covered on a full cost recovery basis for economy class flights and accommodation of moderate standard. Any upgrades must be covered from the supplier’s fees.
3.1.9 A purchase order is issued in accordance with the provisions of the Framework Agreement. The supplier agrees to provide and is subjected to the terms of a call-off contract, which consists of the call-off terms and conditions and the terms incorporated into this purchase order.

3.2 The contracting authority is Avfall Norge which also includes any subsidiary companies and other organisations that control or are controlled by Avfall Norge from time to time.

3.2.1 The framework contract awarded will be for the duration of the project, e.g. until June 2022.

3.2.2 Avfall Norge reserves the right to demand that the chosen supplier works in partnership with one or more other parties for the delivery of the project. Any such decision will be undertaken in consultation with the chosen supplier.

3.2.3 All costs incurred in the preparation of the proposal are the supplier’s responsibility.

3.2.4 By submitting a tender, you are agreeing to be bound by the terms and conditions of this ITT and contract without further negotiation or amendment.

3.2.5 In the event that you have any concerns or queries in relation to the contract, you should submit a clarification request to Avfall Norge in accordance with the provisions of this ITT.

3.2.6 Any proposed amendments that are received from a potential supplier as part of the tender response shall entitle Avfall Norge to reject that tender response and to disqualify the potential supplier from this procurement process.

3.2.7 Suppliers should be aware that even with material marked ‘confidential’ or equivalent should not mean that Avfall Norge accepts any duty of confidence by virtue of that marking.

3.2.8 If a supplier considers that any of the information included in their completed documentation is commercially sensitive, it should specify and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

3.2.9 Avfall Norge is not obliged to award a contract for these services and reserves the right to withdraw from the procurement process at any stage. Start-up of the activities may be delayed due to COVID-19 or other unforeseen circumstances.

3.3 General Policy Requirements
3.3.1 Avfall Norge believes that an Equal Opportunities Policy helps to ensure there is no unjustified discrimination in the recruitment process. Avfall Norge aims to achieve gender equality within its team. Avfall Norge does not and shall not discriminate on the basis of race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

3.3.2 If a supplier submits a tender including more than one consultant, separate materials for every consultant/trainer listed in the tender must be submitted. Assessments shall be conducted on an individual basis.

3.3.3 By submitting a tender response in connection with this procurement process, potential suppliers confirm that they shall ensure that all consortium members, employees and/or subcontractors will comply with all applicable terms and conditions set forth in Avfall Norge’s Code of Conduct and General Policy Requirements of NORAD.

3.4 Suppliers are excluded from participating in the procurement procedure if:

a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be carried out;

e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;

3.5 Avfall Norge reserves the right to request further verification documents including reference information, tax certificates, VAT registration, and financial statements to confirm that a supplier is not precluded from submission of a tender.
4 Confidentiality

4.1 All information contained within this document are in the public domain and is only provided to give suppliers with an adequate understanding of Avfall Norge's requirements.

4.2 The contents of this ITT are being made available on the condition that:

   a) suppliers shall not use any information from the ITT for any other purpose other than for the purposes of submitting (or deciding whether to submit) a Tender, and

   b) suppliers will act in accordance to Avfall Norge’s Code of Conduct.

4.3 Suppliers may disclose, distribute, or pass any of their own application information to their own advisors, subcontractors, or to another person provided that either:

   a) This is done for the sole purpose of enabling a tender to be submitted and the person receiving the information undertakes in writing to keep the information confidential on the same terms as if that person were the supplier; or

   b) the supplier obtains the prior written consent of Avfall Norge in relation to such disclosure, distribution or passing of information, or

   c) the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Framework Agreement arising from it; or

   d) the supplier is legally required to make such a closure.

4.4 The supplier will not disclose, copy, reproduce, distribute or pass any of their own information to any other competing applicant for the sole purpose of garnering an unjust advantage over other applicants.

4.5 Avfall Norge may disclose detailed information relating to tenders to its employees, advisors, and partners.

4.6 Avfall Norge may make any of the contractual documents available for private inspection by its employees, advisors, and partners.

4.7 Avfall Norge reserves the right to disseminate information that is materially relevant to the procurement to all suppliers, even if the information has only been requested by one supplier, subject to the duty to protect each supplier’s commercial confidentiality in relation to its tender.

5 General Data Protection Regulation (GDPR)
5.1 The parties acknowledge that the European Union’s General Data Protection Regulation 2016/679 ("GDPR") governs the processing of personal data of citizens of the European Union. To the extent applicable, the parties shall enter into a data transfer agreement under terms and conditions substantially similar to those contained in the standard contractual clauses promulgated by the European Commission or expressly required by the GDPR.

5.2 The Parties are committed to respect privacy and to ensure lawful processing of personal data. Each Party shall be individually responsible, as a sole data controller, for its own processing of personal data pursuant to and/or in connection with this Agreement.

6 Tender/Proposal Validity

6.1 The supplier’s response shall begin from the signature date of the framework agreement and will remain open throughout the duration of the project, e.g June 2022, unless otherwise specified.

6.2 Avfall Norge prefers a minimum validity of 1 year from date of signature of the framework agreement. A response valid for a shorter period may be rejected.

6.3 The supplier must specify validity of the tender.

7 Payment and Invoicing

7.1 Avfall Norge will pay correctly addressed and undisputed invoices within 21 days.

7.2 Purchase Orders are to be issued in accordance with the provisions of the Framework Agreement.

7.3 Essential information on an invoice for Avfall Norge include:

a) A description of the services supplied,

b) A reference number/purchase order number,

c) Addressed to:

Avfall Norge
Attn: CLOCC
Øvre Vollgate 6
0158 Oslo
Norway
d) The costs including VAT (if applicable) and any other charges

e) Payment details in accordance with contract

8 Scope of work, specification, and outputs

8.1 The CLOCC project aims to improve local waste management systems in selected, local regions through capacity building of selected, key participants by delivering trainings, development of local and international support networks, and access to finance for implementation in material recovery eco-systems. These actions are aimed to culminate into the development and implementation of local waste management plans (WMPs). The overall goal of the project is to achieve clean seas and oceans through sustainable waste management in communities locally. The project is divided into three distinct Work Packages:

a) Work Package 1: Training for development of strategic level waste management plans,

b) Work Package 2: Development of waste management plans

c) Work Package 3: Support program for improved waste value chains.

8.2 The delivery will consist of training material preparations, participation, and delivery of trainings (including traveling and/or online delivery) and availability for mentoring of participants post training sessions (e.g. advisory role work). The trainings will be tailored to local needs but may typically cover a variety of topics.

8.3 The training topics include:

a) Introduction to Waste Management Plans,

b) Introduction to Municipal Solid Waste Management (with an emphasis and focus on professional waste management treatment),

c) Introduction to solid waste management data collection and strategies (with practical exercise component),

d) Introduction to waste flow mapping (with practical exercise),

e) Collection, transportation, storage, transfer stations,

f) Diversion from dumpsites: strategies and methods for management on specific waste streams,

g) Preparation for re-use, recycling and recovery,
h) Governance, legislation, implementation, and enforcement,
i) Strategies for involving the community/increasing awareness,
j) Financing waste management and applying for international aid funds.

8.4 The training program will present different options and tools to combat marine pollution, provide examples, and case studies to inspire leadership at all levels, increase awareness, and stimulate creative solutions to marine litter problems. The CLOCC team have developed key messages that are important to convey to the trainees.

9 Qualification criteria

9.1 The following desired qualities are specified below:

a) Minimum of two-years working experience within the field of waste management (e.g. operational experience, research, data collection, drafting waste management plans), or other relevant experience within circular economy.

b) Availability for at least one training cycle (training duration: on average 1 week per year) including travel, and support for network participation between trainings,

c) Fluency in English,

d) Demonstrated ability in training/coaching/lecturing.

10 Evaluation Criteria

10.1 Each supplier will have their response evaluated as set below:

Stage 1: Tenders will be checked that they have been completed correctly including all necessary information. Tenders correctly completed with all relevant information being provided will proceed to Stage 2. Any tender not correctly completed and/or containing omissions may be rejected at this point. Avfall Norge may, but is not obliged to, request the tenderer to submit missing information.

Stage 2: Tenders will be reviewed to confirm that the supplier is deemed eligible to tender based on the minimum requirements as described in this ITT. The tenders deemed eligible and meet the minimum requirements (Section 9 under “Qualification Criteria”) will proceed to Stage 3. Both the CV and Questions for Trainer Assessment document will be considered at this stage. Suppliers who do not meet the minimum requirements may be excluded or rejected from this round.
**Stage 3:** If a tender succeeds in passing both Stages 1 and 2 of the evaluation, then the tender will be further evaluated in accordance with the methodology set forth in the table below.

10.2 Supplier responses will be assessed using the following criteria and scores: A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted. The tenderers will be shortlisted based on the submitted materials. Shortlisted candidates may be subject to an interview assessment preceding acceptance.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring Method/Assessment</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality</td>
<td>General knowledge of waste management and/or specific waste management subject, operational experience, good knowledge and experience with relevant topics, suitability as a trainer/coach, experience in developing countries, intercultural competence</td>
<td>60</td>
</tr>
<tr>
<td>Availability and Flexibility</td>
<td>Sufficient time to commit pre, during, and post training/mentoring</td>
<td>10</td>
</tr>
<tr>
<td>Price</td>
<td>Formula: Most reasonable offer * maximum score/candidate’s offer</td>
<td>30</td>
</tr>
<tr>
<td>Maximum Score</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
10.3 The evaluation will consider suppliers with needed expertise in specific subject matter if required for the trainings.

10.4 The evaluation will also consider the need for balanced teams particularly focused on achieving gender equality and a diverse pool of experts representing varying geographical locations and experiences.

10.5 Avfall Norge will appoint a panel to evaluate the bids and together score each response individually.

11 Successful Assessment

11.1 The successful tenders will be those with the highest score awarded upon the completion of the evaluation process. Successful evaluation does not constitute a guaranteed contract but an invitation to sign a framework agreement.

11.2 A framework agreement is not a guarantee of assignment but allows trainers entry into a pool of trainers to be sourced for the CLOCC program.

11.3 Upon receiving positive news from Avfall Norge, the supplier shall have 3 working days to inform Avfall Norge of their acceptance (or rejection) of the post.

11.4 The accepted suppliers will be presented with a framework agreement.

11.5 In case a supplier rejects signing the framework agreement, the offer will go to the supplier with the next highest evaluation scores and so forth.

12 Timescales

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITT Released</td>
<td>July 1, 2020</td>
</tr>
<tr>
<td>Expression of interest</td>
<td>August 3, 2020 (11:59 pm CEST)</td>
</tr>
<tr>
<td>Clarification/Questions (from suppliers)</td>
<td>August 7, 2020 (11:59 pm CEST)</td>
</tr>
<tr>
<td>Clarification responses to all candidates (from Avfall Norge)</td>
<td>August 14, 2020 (11:59pm CEST)</td>
</tr>
<tr>
<td>ITT Closing Date</td>
<td>August 20, 2020 (11:59pm CEST)</td>
</tr>
<tr>
<td>Evaluation and shortlist of preferred suppliers (suppliers)</td>
<td>August 31, 2020</td>
</tr>
</tbody>
</table>

Note: Timescales are estimated and may be subject to change.
13 Instructions for Responding

13.1 In order to receive potential clarification responses, please send an email with a brief expression of interest in the body of the email to Jennifer “Faa” MacDonald at jmacdonald@iswa.org by August 3, 2020 (11:59 pm CEST).

13.1.1 By sending this email, the supplier is agreeing to join a mailing list to receive potential clarification responses addressed to all potential suppliers.

13.1.2 All clarifications/questions from suppliers should be submitted in written form to Jennifer “Faa” MacDonald jmacdonald@iswa.org by August 7, 2020 (11:59 pm CEST).

13.1.3 Upon the conclusion of the clarification/question cycle (August 14, 2020), the following materials, in the specified, preceding order as ONE PDF document attachment, shall be emailed to Jennifer “Faa” MacDonald, jmacdonald@iswa.org by August 20, 2020 (11:59 pm CEST):

   a) Completed Form 1 (Personal Information),
   b) Cover letter (max. 1 page),
   c) Completed Form 2 (Trainer Assessment Questions),
   d) CV,
   e) OPTIONAL: Recommendation letters (max. 3), and
   f) Completed Form 3 (Checklist).

Please DO NOT send hourly rate and price conditions by email.

13.1.4 Additionally, the following materials shall be mailed to Avfall Norge in a sealed envelope by August 20, 2020 (11:59 pm CEST):

   a) Completed Form 1 (Personal Information)
   b) Hourly rate and price conditions (max. 1 page).

13.2 All posted materials should be sent to the following address:

Avfall Norge
Attn: CLOCC
Subject: Response to invitation to tender
13.3 All responses must be physically present at Avfall Norge’s headquarters by August 20\textsuperscript{th} at 11:59 pm CEST. Furthermore, all emailed materials shall be received by August 20\textsuperscript{th} at 11:59 pm CEST.

13.3.1 Responses with a postmark date on August 20\textsuperscript{th} but arriving August 21\textsuperscript{st} or later will not be accepted.

13.4 Do not send the hourly rate and price conditions via email. If those documents are received via email, this will result in immediate disqualification of the application.

13.5 Please consider the following points when responding to the ITT:

a) The emailed ITT materials should be organised in the order and format specified in 13.1.3,

b) Do not submit any additional documentation with your ITT response except when specifically requested,

c) Supporting evidence (only when requested by Avfall Norge) can be attached via email in PDF, JPG, PPT, Word, and Excel formats only. Other formats should not be used. Please ensure that all attachments/supporting documents are clearly labelled,

d) All answers in Forms 1, 2 and 3 should be completed,

e) Any alteration of a question will invalidate your response to that question and result in a mark of zero for that question,

f) Completion and submission of your response does not guarantee award of any contract from Avfall Norge,

g) Please ensure that your responses remain within the specified word count and are concise, unambiguous, and directly address the requirement stated or question posed.
Annex 1: Response to Invitation to Tender (ITT)

For: Framework agreements for consultancy in solid waste management delivery of trainings, advisory services and network participation.

Instructions

1. Please send an email with a brief expression of interest in the body of the email to Jennifer MacDonald at jmacdonald@iswa.org by August 3, 2020 by 11:59pm CEST.

2. Complete Form 1 (Personal Information) including company/full name and contact details.

3. Complete questions in Form 2 (Trainer Assessment Questions) ensuring that all answers are inserted in the provided space below each question and within the specified maximum word limit. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied to your response.

4. Complete Form 3 (Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. Note: Failure to provide all requested documentation may result in your submission being rejected.

5. Upon the conclusion of the clarification cycle (August 14, 2020), the following materials in the preceding specified order shall be emailed to Jennifer “Faa” MacDonald, jmacdonald@iswa.org, as ONE PDF document attachment, by August 20, 2020 (11:59pm CEST):
   a) Completed Form 1 (Personal Information),
   b) Cover letter (max. 1 page),
   c) Completed Form 2 (Trainer Assessment Questions),
   d) CV,
   e) OPTIONAL: Recommendation letters (max. 3), and
   f) Completed Form 3 (Checklist).

Please DO NOT send hourly rate and price conditions by email.
6. Additionally, the following materials shall be mailed to Avfall Norge in a sealed envelope by August 20, 2020 (11:59pm CEST):

   a) Completed Form 1 (Personal Information),

   b) Hourly rate and price conditions (max. 1 page).

7. Mailed materials (specified in point 6) should be sent to the following address:

   Avfall Norge
   Attn: CLOCC
   Subject: Response to invitation to tender
   Øvre Vollgate 6
   0158 Oslo
   Norway

8. Any queries or questions in connection to the invitation to tender should be provided to Jennifer MacDonald, imacdonald@iswa.org, by August 7, 2020 at 11:59 pm CEST,

9. Submission of all mandatory documentation is due by August 20, 2020 at 11:59 pm CEST in accordance to the aforementioned specifications in points 5 and 6,

10. Do not send your hourly rate and price conditions via email but only via post in a sealed envelope. If the hourly rate and price conditions are sent via email this will result in immediate disqualification of the application.
# Form 1: Personal Information

<table>
<thead>
<tr>
<th>Company:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Full name of individual consultant(s)*:</td>
<td></td>
</tr>
<tr>
<td>Contact name:</td>
<td></td>
</tr>
<tr>
<td>Contact email address:</td>
<td></td>
</tr>
<tr>
<td>Contact Telephone number:</td>
<td></td>
</tr>
</tbody>
</table>

☐ By checking this box, I consent to Avfall Norge and affiliated partners to store my information so the team may effectively process the ITT.

☐ By checking this box, I consent my data to be collected and stored for the duration of the tendering process in compliance with the General Data Protection Regulation 2016/679.

Date and Signature(s)**

*If there is more than one consultant offering their services by the same company, each consultant will have to submit individual filled Trainer Assessment Questions as well as any accompanying materials.

**By signing you confirm all information and materials included to be true and to the best of your knowledge. Any information and/or materials provided proven to be false will automatically result in an immediate rejection.
Form 2: Trainer Assessment Questions

The scoring methodology for evaluating responses is included in section 9 above. This will be applied for the relevant questions below:

<table>
<thead>
<tr>
<th>Section 1: Quality (max. 60 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section determines overall quality of participant based on desirable experience, knowledge, and competencies.</td>
</tr>
<tr>
<td><strong>Section 1, Question 1:</strong> Please list your experiences most relevant to the CLOCC project (max. 3 positions)</td>
</tr>
<tr>
<td>Supplier Response to Section 1, Question 1 (max. 150 words):</td>
</tr>
</tbody>
</table>

| Section 1, Question 2: Please evaluate your knowledge of the following topics specified in Section 8.3 from a 1 (basic)-6 (expert). |
| Supplier Response to Section 1, Question 2: |
| Introduction to Waste Management Plans, ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 |
| Introduction to Municipal Solid Waste Management (with an emphasis and focus on professional waste management treatment). ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 |
| Introduction to solid waste management data collection and strategies (with practical exercise component). ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 |
| Introduction to waste flow mapping (with practical exercise). ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 |
| Collection, transportation, storage, transfer stations. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 |
| Diversion from dumpsites: strategies and methods for management on specific waste streams. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 |
| Preparation for re-use, recycling and recovery. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 |
| Governance, legislation, implementation, and enforcement. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 |
| Strategies for involving the community/increasing awareness. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 |
Financing waste management and applying for international aid funds.

Section 1, Question 3: Please specify your experience/knowledge (if any) from international development work and/or intercultural competence.

**Supplier Response to Section 1, Question 3 (max. 200 words):**

Section 1, Question 4: Please specify your experience/knowledge (if any) as a coach or trainer?

**Supplier Response to Section 1, Question 4 (max. 200 words):**

Section 1, Question 5: Please list your languages with level proficiency indicated (please note that English is the working language of the CLOCC Project)

**Supplier Response to Section 1, Question 5 (max. 150 words):**

Section 2: Availability and Flexibility (max. 10 points)
This section determines if the supplier has enough time to commit to pre, during, and post training/mentoring

Section 2, Question 1: How much time would you be able to commit to the project and what is your availability for travels? NOTE: We prefer flexible contracts, but you may indicate a maximum number of hours/days that you may commit in one year?
Supplier Response to Section 2, Question 1 (max. 150 words):

<table>
<thead>
<tr>
<th>Reference 1</th>
<th>First and Last Name:</th>
<th>Company:</th>
<th>Position:</th>
<th>Email:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference 2</td>
<td>First and Last Name:</td>
<td>Company:</td>
<td>Position:</td>
<td>Email:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Reference 3</td>
<td>First and Last Name:</td>
<td>Company:</td>
<td>Position:</td>
<td>Email:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

Section 3: References
Please list up to three references below:
Form 3: Checklist (documents to be listed in the order as specified below)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Form 1: Personal Information. Completed table with company/full name and contact details.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cover letter (max. 1 page)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Form 2: Trainer Assessment Questions</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CV</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>OPTIONAL: Recommendation letters (max. 3)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Form 3: Checklist (with documents in required order)</td>
<td></td>
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