



**Clarification: No 1**

**“External evaluation of the activities of the European Union Agency for Network and Information Security”**

**ENISA D-DIR-15-T12**

**Questions & Answers**

<b>Q1:</b>	In relation to the roles of project coordinators, senior and junior expert on p.10 of the Terms of Reference: Whether “the issues of the contract and the types of tasks performed” referred to can both be understood as referring to “the monitoring and evaluation of international and EU institutions policies/programmes and projects”.
<b>A1:</b>	As indicated in the description of the roles of project coordinator, senior and junior experts on p.10 of the Tender Specifications, "the issues of the contract and the types of tasks performed" refer to "the monitoring and evaluation of international and EU institutions policies/programmes and projects".
<b>Q2:</b>	In relation to the paragraph beginning as “Monthly updates [...]” on p.11 of the Terms of Reference: Whether we are correct in our understanding that the monthly updates and progress reports would only need to be provided during the specified 4-month period of work in each of the 4 years (i.e. mid-May to mid-September in 2015, and late January (week 5) to 20th of May in 2016, 2017 and 2018).
<b>A2:</b>	With reference to the p.11 of the Tender Specifications, the monthly updates and progress reports are required during the period mentioned in the referenced document, e.g. from the date of the contract until the submission of the final annual report in 2015, and from the kick off meeting until the submission of the final annual report in 2016, 2017 and 2018.
<b>Q3:</b>	Does the legal entity from which we will submit the offer need not to have any contractual relationship with you?
<b>A3:</b>	It is preferable that there is no persons working on this project that is currently or has in the past worked with ENISA. This approach is to ensure impartiality in the delivery of the project and for the avoidance of any or potential conflict of interest. It shall be the responsibility of the Tenderer to ensure that the proposed project team has no conflict of interest in connection with the ensuing contract.

<b>Q4:</b>	Can we include CVs that are currently participating in the aforementioned framework contract agreements or are members of the CEI Experts list?
<b>A4:</b>	It is preferable that there is no persons working on this project that is currently or has in the past worked with ENISA. This approach is to ensure impartiality in the delivery of the project and for the avoidance of any or potential conflict of interest. It shall be the responsibility of the Tenderer to ensure that the proposed project team has no conflict of interest in connection with the ensuing contract.
<b>Q5</b>	Could you please clarify what is meant by activities of concern presented during the kick off meeting in February?
<b>A5</b>	“Activities of concern” referred to on page 11 of Tender Specifications mean the ENISA core operation activities carried out in order to implement the ENISA annual work programme and being a subject for evaluation of this tender.
<b>Q6:</b>	Should monthly reports be submitted between the kick off meeting and the delivery of the annual report each year?
<b>A6:</b>	Yes, monthly reports should be submitted between the kick off meeting until the submission of the final annual report in 2016, 2017 and 2018
<b>Q7:</b>	Are any reports meant to be submitted between May of each year and the kick off meeting the following year?
<b>A7:</b>	Monthly reports are required between the kick off meeting held by the end of the fifth week of each year until the delivery of the final report. In 2015 the kick off meeting is expected to be organised by 15 May 2015.
<b>Q8:</b>	Should data collection be carried out only between the kick off meeting and the delivery of the annual report or should it be ongoing during the whole year?
<b>A8:</b>	It is expected that the data collection forms part of a suggested methodology to be proposed by the Contractor in their Offer.