

RESPONSE TO BID CLARIFICATION QUERIES

EGYPT AND NORTH AFRICA COORDINATOR

No.	Question	Responses
1.	It's mentioned in the RFP that FDCO is present across all of North Africa: is there currently an office in Egypt or is this in the plan?	We have no FSD Africa office in North Africa, but would be happy to cover the cost of workspace in Cairo, or to find a co-location opportunity with a sensible partner. FCDO has an Embassy network across the region, including in Cairo.
2.	Related to above question, the RFP mentions the possibility of setting up a physical facility office in Egypt for the FSD? If there already is an office for FDCO in Egypt, will this be a separate one?	There's potential to set up an FSD Africa office in the future based on demand. But in the short-term, we'd look for more flexible office space.
3.	Is there a team already available in Egypt working within FDCO that will support in this RFP initiative?	The key interaction will be with the core FSD Africa team from Nairobi and London. But there are useful, hands on FCDO representatives across the region, especially in Morocco.
4.	<p>Since part of the assignment, includes regional responsibilities:</p> <ul style="list-style-type: none"> ○ Are there any offices in North Africa (FCDO or FSD)? ○ Are there any human resources (consultant, part-time, full time staff), that will support Regional development as well as logistical support (traveling, meeting arrangements, office space, etc..) in North Africa? 	<p>As above re: office space.</p> <p>The Regional Co-ordinator will receive virtual logistical/ administrative/ procurement/ results/ communications/ HR/ ICT support from Nairobi, as well as technical support and management from London and Nairobi. We use MS Teams and will provide FSD Africa business cards and an email address.</p>
5.	I'm very interested.to work with your organization as I really adore Africa. Also I am qualified for the position as I was a group CFO for a multinational company and working in several fields. But actually. I don't know which kind of proposals do need to move forward in that position.	We suggest you submit your CV, a proposal and a budget which we will then assess.
6.	<p>In reference to the above TORs, I would appreciate your clarification on the issue of eligible reimbursable expenses. That is, the TORs seek "An itemised budget for both professional fees and reimbursable expenses, including fee rates, number of days and a breakdown of expenses." Having been attached to the World Bank Group for over 15 years, I am inclined to use the Bank definition of reimbursable expenses in the proposed budget unless informed otherwise. So, in case of travel, is there a Daily Subsistence Allowance (DSA) which would be in addition to the hotel expenses or a Per Diem which would cover hotel and other incidentals? In either case, there would also be reimbursable expenses such as transportation (e.g., air ticket, airport in and out, local etc.), visas, internet usage, phone calls, etc. Should this be the case, I would appreciate letting me know if one needs to factor this in the budget as per one day of travel or total in case the number of travel days are known in advance.</p> <p>Your clarification on the above query would be highly appreciated and would be instrumental in preparing an estimated budget that conforms with FSDAfrica/DFIDs financial guidelines and norms.</p>	<p>As per our Policies and Procedures, we do not reimburse expenses using per diems or daily allowances. Instead, we reimburse expenses according to actual individual costs, evidenced by receipts.</p> <p>The Consultant day rate in GBP is the most important piece of budget information we require but some sense of an expense budget will also be useful.</p>