



Republic of Serbia

MINISTRY OF FINANCE

Department for Contracting and Financing of EU Funded Programmes (CFCU)

Belgrade, 01 September 2021

CONTRACTING AUTHORITY'S CLARIFICATIONS No. 1

**Support to the Ministry of Public Administration and Local Self-Government
in modernizing the personnel planning procedure for State Administration
and harmonizing the Catalogue of titles in State administration and Local
Self-Governments (SR 18 IPA JH 01 21 TWL)**

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No.	Question	Answer
1.	<p>In the section 3.7.2 “Profile and tasks of other short-term experts”, it is written that: “The proposed pool of short-term experts [...] should be identified by the Project Leader in the course of defining the operational side letters (OPS). The short term experts will work in close cooperation with the PL and the Beneficiary in order to meet the specific objectives as set out above. Terms of reference for short-term expert(s) will be elaborated by Project Leader and the beneficiary counterpart at the work plan preparation stage.”</p> <p>May you please clarify this paragraph, as it seems to contradict the specific procedures for twinning light stated in Section 8 of the Twinning Manual?</p> <p>The latter notably state that:</p> <ul style="list-style-type: none">- The detailed work plan and how this translates into budget covering the entire implementation period (of maximum eight months) must be included in the proposals submitted by MS- CVs for short-term experts are included into	<p>Please refer to the section 8.3.1. of the Twinning Manuel that indicates the following: “Twinning Light project is expected to contain a fully elaborated work plan with the detail of all activities, including specific objective, content, duration, sequence, indicators, a communication and visibility plan, etc. The PL responsible for the coordination of the Member State input and the short-term experts to be involved shall be identified and their CV attached”.</p>

	the proposal.	
2.	May you also please clarify what is meant by “medium-term experts” in this paragraph?	Hereby, the term “medium-term experts“ is equivalent to the term the “short-term experts“.
3.	<p>At the end of the section 5.2 on the institutional framework, it is stipulated that the SC meeting that will be held during the 3rd month of implementation shall enable to discuss the “Inception report”.</p> <p>Such report is usually not required in twinning projects. Furthermore, it is supposed to be elaborated at the beginning of a project implementation. Yet, in the case of this particular project, The SC meeting held on the 3rd month will be halfway through the implementation period.</p> <p>Hence, may you please clarify this point as well?</p>	Please refer to the section 8.5. of the Twinning Manuel that indicates the following: „The Member State PL shall submit as a minimum to the Contracting Authority a start-up report covering the first two months of implementation of the Twinning Light contract (submitted during the third month) and a final report.”
4.	<p>On section 11 on the facilities available, it is stipulated that “roundtable and workshop facilities will be provided by the project”.</p> <p>May you please clarify what is meant by that? Shall the MS partner plan in the budget specific lines for these expenses, or will the BC partner provide for these facilities?</p>	Please refer to the Section 8.4 of the Twinning Manual that indicates the following: “The Beneficiary administration must provide the necessary facilities (office space, equipment for Member State experts etc.) free of any charge. This is considered the Beneficiary contribution to the Twinning project“ and to the Section 4.2.6 that indicates the following: „...The Beneficiary is expected to make available, free of charge, meeting rooms and space for training for the implementation of project activities and conference facilities. The use of different premises that would need to be rented must be fully and duly justified“.
5.	Regarding the budget section of the MS proposal, may you please indicate whether it would be eligible to plan for some translation / interpretation from French to Serbian during the activities of the project, notably the seminars?	Please refer to the ANNEX C1bis: Twinning Light Fiche of the Twinning Manuel that indicates the following: “Contracting authorities are invited to carefully consider the fact that no form of subcontracting to the private sector is allowed, with the only exception of the hiring of translation and interpretation services, where necessary.“ In addition please refer to the Section 3.1.1 of the Twinning manual that indicates the following: „All communication regarding the project, including interim and final reports, shall be in the language of the contract“. Please take into the consideration that official language of the project is English.