

CALL FOR CONSULTANCY N°15/SPA/RAC

TERMS OF REFERENCE FOR THE PROVISION OF CONSULTANCY SERVICES

“Assessment of nature-based technical solutions to prevent or reduce the impact of climate change on coastal and marine ecosystems and increase their resilience”

Clarification on Financial Proposal – Call for Consultancy N°15/2025_SPA/RAC

QUESTION:

While reviewing the Terms of Reference, I noted that under Section IV (Time Duration of the Contract, Expected Deliverables & Timeline), it is clearly stated that “The travel and participation to workshop in relation with the present assignment will be paid by SPA/RAC.”

However, the financial proposal template (Annex 2) includes a dedicated line for “Travel and accommodation”, which raises the following questions:

Should I still include this item in the financial offer form, even if the related costs are not to be covered by the consultant?

Alternatively, is it acceptable to leave this line blank or indicate a zero amount, in light of the statement in the ToR?

Finally, could you please clarify whether the location of the workshop should be proposed by the applicant as part of the offer, or will it be determined by SPA/RAC?

RESPONSE:

We confirm that, as stated in the Terms of Reference, SPA/RAC will cover the travel and accommodation costs related to the participation in the workshop(s) under this assignment. Therefore, you may leave the corresponding line ("Travel and accommodation") in Annex 2 of the financial offer template blank or indicate a zero amount.

As for the workshop location, it will be determined and communicated by SPA/RAC. There is no need for the applicant to propose a location as part of their offer.