

Clarification #1 – 24-4005 - Recruitment Firm for Energy Storage Corporation (ESCorp) employees



CLARIFICATION # 1

RFO Reference No. 24 – 4005 for “Recruitment Firm for Energy Storage Corporation (ESCorp) employees”

Regarding the Request for Offers (RFO) for the "Recruitment Firm for Energy Storage Corporation (ESCorp) employees" Procurement Reference No. 24-4005, we wish to inform you that, in accordance with Section II: Data Sheet (DS) under ITO 8.1—Clarification of the RFO, MCA-Kosovo has received request for clarification. We would like to provide the following responses to those questions:

Quest. No	<u>Question</u> Points of Clarification requested by prospective Consultants	<u>Clarification</u> Response from MCA-Kosovo	<u>Amendment of the RFO</u> YES/NO
1	We have recently secured an MCC contract, and whilst we are beyond the standstill period, the contract is still awaiting final sign-off. Can we include this reference as part of our MCC project experience?	Section III, Qualification and Evaluation Criteria 1.1 clearly states that only completed , relevant contracts for similar projects should be presented.	No
2	The Offeror is required to “ <i>include successful experience as the prime consultant in the execution of at least two (2) projects</i> ”:	Section III, Qualification and Evaluation Criteria 1.1 clearly states that the Offerors are required to provide information’s for their successful experience as the prime consultant in	No

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	<p>Could you confirm if the Offeror can include experience for components of that value it has led on within a larger programme managed by another supplier (e.g. the Offeror x has led on a €0.5m stream within a €1.5 million programme composed of 3 streams, but the overall contract was managed by supplier y)</p>	<p>the execution of at least two (2) projects of a similar nature and value.</p>	
3	<p>The Offeror is required to “<i>include successful experience as the prime consultant in the execution of at least two (2) projects</i>”:</p> <p>Could you confirm if the Offeror can include experience from associates as part of that experience, as long as they are similar in value and nature?</p>	<p>Section III, Qualification and Evaluation Criteria 1.1 clearly states that the relevant contracts for similar completed projects should be provided in Forms TECH-4 and consultants shall include all MCC-funded assignments (if any), whether undertaken by the Consultant or any associate, or any affiliate thereof.</p>	No
4	<p><u>Terms of Reference. Assignment structure and timeline:</u> <i>“The CEO must be hired prior to the commencement of interviews for other officers under Group 1” (p 59)</i></p> <p>1. By ‘hired’, do you mean the CEO must have been <u>appointed</u> prior to interviewing other officers?</p> <p>2. Given that legal deadlines need to be respected from advertisement of the position to other stages of the process, this likely means that no recruitment will be initiated for the other officers until the CEO is appointed. Could you confirm our understanding is correct so this is correctly reflected in the workplan?</p>	<p>1. The CEO must be appointed prior to interviewing of other officers.</p> <p>2. The recruitment of the Treasurer & Chief Financial Officer, General Counsel/Corporate Secretary, and the Internal Audit Officer shall be initiated in sequenced manner, for instance three weeks after initiation of the recruitment process of the CEO to ensure participation of CEO in the interview process for Treasurer & Chief Financial Officer, General Counsel/Corporate Secretary.</p> <p>The CEO must be appointed prior to the commencement of interviews for other officers under Group 1.</p> <p>Details of the sequencing and timing of the initiation of the recruitment shall be addressed in the agreed work plan as part of the project deliverable.</p>	No

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<p>5</p>	<p><u>Task 2:</u> We understand the RMS system to be developed is a back-end solution for managing the recruitments and providing statistical and reporting functions.</p> <p>Could you clarify if a front-end public management recruitment system already exists that RMS will need to integrate with to draw the applicant data to feed into RMS for assessing and reporting purposes? I.e. will applicants be submitting their applications into an existing system?</p> <p>If yes, could you specify the type of system in place so the best solution is selected for the back-end RMS;</p> <p>If no, could you confirm if MCA-Kosovo has a preferred solution or whether the choice of RMS system remains at the discretion of the Offeror?</p>	<p>Considering that ESCorp is a start-up company, and it is in the early stages of its development, it currently does not possess any systems related to RMS, therefore as per ToR description - The Offeror shall develop and present for MCA-Kosovo’s review and approval an effective and transparent electronic Recruitment Management System (“RMS”) to track the recruitment process. It’s in the discretion of the offeror to propose the most adequate and efficient RMS for the recruitment process.</p>	<p>No</p>
<p>6</p>	<p><u>Task 6:</u></p> <ul style="list-style-type: none"> • Is the draft written test expected to be conducted digitally? • If yes, is the Offeror expected to source and procure for the necessary hardware/software equipment to organize the written test? Or will this be covered by MCA-Kosovo? 	<p>The written test will be conducted using printed materials in hard copy format, and not in electronic form.</p> <p>As per ToR - The Offeror shall first develop a draft written test for each position.</p>	<p>No</p>
<p>7</p>	<p><u>Task 8:</u> The format for delivering training on interview techniques is not specified. Is this at the discretion of the Offeror?</p>	<p>The format for delivering training on interview techniques it is at the discretion of the offeror; however, the offeror should take into account the ToR description, which emphasizes, among other things:</p> <p>The Offeror shall leverage their local knowledge to ensure that all materials meet the legal requirements of Kosovo and leading practices standards.</p>	<p>No</p>

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8	Does ESCorp already have internal regulations and do these affect the recruitment process?	ESCorp currently does not have internal regulations in place, since the ESCorp is under establishment.	No
9	Is the Team Leader expected to spend most time in-country?	The Team Leader is expected to spend most of their time in-country to ensure effective project oversight and coordination. Please pay attention to ToR Subsection VIII: <i>“During the term of the Base Period and Option Period, if exercised, the Offeror shall maintain a primary office in Pristina, Kosovo and designate a primary point of contact (POC) for timely coordination and follow up”</i> .	No
Questions during the pre-offer conference			
10	Is there any time frame of implementation set or is it left for the to the bidder to determine?	There is a government administrative instruction for hiring the officials for the POEs (Public Owned Enterprises). The deadline needs to be reflected in the offer and should be in line with the Terms of Reference, which provides the required timeline. These need to be followed in order to comply with the law. The administrative instruction on hiring the POEs members is crucial in this process.	No
11	With regards to the team composition: What is an industry recruitment specialist – please clarify the difference from Team Leader and Candidate Sourcing Specialist?	The requirements for all positions are indicated within the RFO, Section III, Qualification and Evaluation Criteria and in the ToR.	No
12	Will the presentation slides be shared to us?	The presentation file as well as the direct link to the recording of the meeting has been shared with everyone and it is public on the MCA website.	No
13	Would you be able to share the various tech forms word format?	The Forms are already available in word format in the pcloud link which you have access once you have registered through the Form available in the Specific Procurement Notice. If you	No

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		do not have access, the Procurement Agent can also send it by e-mail. Please, write to the email: MCAKosovoPA@dt-global.com , and request the forms.	
14	Experience of Local bidders working with MCC is limited. How can this influence the evaluation of the bid if the bidder did not work before with MCC/MCA?	<p>Please note, that MCA or MCC previous experience is not mandatory and there is no additional score for that experience.</p> <p>The Offeror’s experience information must be provided in TECH-4 (MCA related and/or non-MCA related experience) for each relevant assignment following the instructions described within.</p> <p>In TECH-5, the Offerors will complete the information of any MCA/MCC related experience. If the Offeror does not have this experience just indicate with “Not Applicable”.</p> <p>In addition, the information provided in TECH-4 and TECH-5 (if applicable) will be part of the reference check which will be conducted by the Procurement Agent.</p>	No

Note: The responses provided in this Clarification No. 1, it also includes the answers given in the Minutes of the pre-bid conference.

Drilon Potera

Signed by:


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 Procurement Director
 MCA Kosovo