

ORGANISATION FOR ECONOMIC CO- OPERATION AND DEVELOPMENT (OECD) MARKET CONSULTATION

“EXTERNAL CONSULTANT TO SUPPORT THE DEVELOPMENT OF GUIDELINES FOR
SUSTAINABLE URBAN MOBILITY PLANS”

The deadline date for the receipt of offers has been extended to 10 February 2023 (3:00 pm Paris time).

Response to Questions

Update 13/01/2023, 12:30 (Paris)

1. *I was curious to know whether this opportunity is only for individual consultants or even registered entities (firms) like us that could apply.*

The ITF is looking to enter into a contract with the understanding that we will work with one specific individual during the course of the project. In most cases this will mean the successful candidate will be an individual consultant. While the consultant may be part of a consortium, a single person is expected to perform all tasks in the contract and should be the sole point of contact with the OECD.

2. *Tender document has been updated on the website as of 11:31 Paris time, 13/01/2023*

Update to email address for questions (also updated on the website)

Update to Section 2.8 on partnerships to clarify in response to Question 1.

Update to Selection Criteria to clarify in response to Question 1.

3. *(a) Do you know if consideration will be given to people currently working in the OECD as temporary staff? (b) Also do you know why this is being opened as an external consulting contract and not internal?*

(a) Anyone meeting the requirements in the tender document is welcome to apply. No special consideration is given to people currently employed at the OECD. We are looking for an external consultant to start as soon as possible, which may factor in to the decision to apply if you are currently employed.

(b) This position is for a consultant to support on a specific project, therefore the position is an external consultancy agreement. To clarify, the successful candidate will not be an employee of the OECD but rather enter into an intellectual services contract with the OECD (pg 9 of tender document).

Update 16/01/2023, 11:14 (Paris)

4. *The position is listed as remote, do you perhaps know how often would traveling to Greece be required?*

No travel to Greece by the external consultant is envisioned.

5. Applicants in time zones within 2 hours are given priority. I am based in ..., would this severely affect my application?

The time zone preference is to ensure smooth working arrangements between the Paris-based team and the external consultant. It is not a primary consideration compared to the skills listed under “5. Minimum Requirements”. However all else held equal, easier coordination due to time zone will come into play.

6. If the literature reviews carried in this consultancy were to be published, would I get to be the first author (affiliated to OECD, of course)?

The result of the literature reviews will be published as part of an ITF/OECD publication. ITF publications are cited with “ITF” as the author, as are OECD publications. Authors are mentioned in the acknowledgements. Whether the external consultant or internal ITF staff are listed as an author depends on their final contribution to the project. The consideration is the same as for internal and external authors. Typically authors are listed alphabetically.

7. I have a question regarding the documents I need to provide. I am able to provide written ... documents (as asked in the tender document), which are specifically written for ...; however I have co-authors, and my manager's name on the documents as well. I am wondering if there is some room for flexibility here, as the tender document indicates "without co-authors".

The 1-2 writing samples requested under section “6. HOW TO APPLY” are to assess the applicant's writing quality. At least one writing sample without co-authors is necessary to ensure evaluations are based on a fair assessment of the individual's drafting ability. These do not need to be published works nor do they need to be directly related to the project topic.

If the applicant wishes to submit a document where they were responsible for all drafting and the co-authors solely provided feedback, or in the case that a co-author was responsible for a specific section, they may include this as a second writing sample. They would also need to include a signed attestation outlining the contributions of each author listed, clearly defining the work of the applicant.

8. Would I get a work VISA if I can secure the bid for this position to work in France?

The advertised position is for an external consultant. The successful applicant would not be an employee of the ITF/OECD therefore there is no visa support associated with this position. The successful applicant will, rather, enter into an intellectual services agreement with the ITF/OECD. The applicant will need to be able to invoice the ITF/OECD and therefore are advised to ensure the necessary authorisations are in place in whichever country they are based. See pg 9 of tender document.

Update 18/01/2023, 11:00 (Paris)

9. I understand from this that the daily rate is capped at 175€. And from another part of the same documentation, that the working days are 20, so I understand in this case a rate of 3,500€ for the project per month. Can you confirm if it is indeed correct my understanding?

Yes, this is correct. The rate is in line with what we would expect from the years of experience listed as a requirement.

10. I understand from the call that organizations are eligible to submit a bid. In this case:

(a) Is the contract directly signed between ITF and the organization, without any involvement of the consultant?

(b) The bid will include CV, writing samples and letters of reference specifically for the consultant. Yet, the signs (in the Letter of Application and the Declaration), as well as any other requested legal documents (e.g. certificate identifying the Tenderer) will be in the name of the organization and its legal representative?

(a) The contract with the successful applicant can be signed by the consultant directly or if the consultant is part of an organisation, the contract may be signed by the signing authority/legal representative. Please keep in mind Section 2.8 on Partnerships: "While the consultant may be part of a consortium, a single person is expected to perform all tasks in the contract and should be the sole point of contact with the OECD."

(b) Yes, the materials submitted and therefore the selection criteria will be applied specifically to the consultant. The letters and declaration requiring a signature may reference the organisation and its legal representative.

Update 24/01/2023 17:00 (Paris)

11. Although a single person is expected to perform all tasks in the contract, is it possible to do it in partnership. In the case of two consultants, how should we proceed with the required documents? Each person must fulfill the minimum requirements, provide the "how to apply" document list separately, and send as a single submission?

See page 4, section "2.8 Partnerships" of the tender document as well as Q1 in this document. This role is for an individual or an individual who happens to be part of an organisation who will perform all work and be the sole point of contact. Partnerships will not be considered.

12. We are from [country name]. How should we specify the taxes? In this case, do we need to fulfill the price with or without taxes?

Please include both the pre and post tax rates. Please refer to the tax rates in your country of residence to indicate post-tax rates. The exact determination of whether taxes are relevant and applicable to the OECD will come into play at the contract stage.

Update 27/01/2023 14:00 (Paris)

13. In the price of the daily rate of 175 euro are the taxes included or excluded?

ERRATUM (correction on 01/02/2023): 175 EUR should be the final payment value excluding tax. The bids review will be done on the price excluding tax.

14. Could one of the two letters of reference be a person with a big international profile and specialization in transportation planning that I have worked with in a large NGO or should I go safe with a professional letter of reference?

It is completely up to your discretion who you ask for the letters of reference.

15. If I was getting hired, could I change the city from which I plan to undertake the work but not the country?

If it doesn't introduce significant change in time zone differences to Paris, this would be acceptable.

Update 31/01/2023 10:50 (Paris)

16. Following question 13 to tax exemption, could you provide a list of countries with such exemptions?

The OECD benefits from VAT exemption in its founder countries (Austria Belgium Canada Denmark France Germany Greece Iceland Ireland Italy Luxembourg Netherlands Norway Portugal Spain Sweden Switzerland Turkey United Kingdom United States in 2 states only) as well as in the countries where the organisation has Privileges and Immunities. These are listed on the following page: <https://www.oecd.org/legal/privileges-immunities-agreements.htm>

17. The market consultation document says on page 9 that “the OECD will enter into a contract for intellectual services with the successful consultant for an initial period of 6 months, renewable for up to 4 years in total.”, and on page 12 it says that “Bidders should clearly indicate that the proposed prices are valid for the entire duration of the project/contract (up to two years)“. Am I correct in understanding that the maximum possible duration of the contract is 4 years but there is leeway for rates to change after the first 2 years?

For any contract extension in the first 2 years, we would expect the rates to be valid. However, any extension is, of course, based on mutual agreement of both parties. There is no obligation to renew. Beyond the two years, there would be room to change rates and a contract could be issued (if there is mutual agreement).

18. Can you please clarify what the before and after tax rates are on the financial grid and perhaps how they should be calculated? A clarification uploaded on 27/1 states that this relates to the final amount paid by the OECD. If the OECD does not pay tax in a country, does that mean that both rates should be the same? And, more specifically, does the OECD pay tax in Greece (or is it possible to find somewhere what tax rates apply in each country)? Or do I understand this incorrectly and the rates actually relate to the consultant's earnings before and after tax? Again, apologies if there is an obvious answer that I am missing.

The rate in the financial grid indicates how much the consultant charges per day. We need bidders to provide a financial offer without and with tax to the best of their knowledge. Tax exemption will be verified on a case by case at contracting stage. The bids review will be done on the price excluding tax.

19. Do people have to already have the right to work as an employee or self-employed person in the European Economic Area, in order to be able to apply for the post?

Applicants do not need to have the right to work in the European Economic Area – their work can be fully remote. They only need to have the right to work in their country of residence, which may be any country. They also need to be able to issue invoices. The country of residence will only impact tax exemptions (cf. question 16).

Update 01/02/2023 09:50 (Paris)

20. I see you require two reference letters in support of the application. Should these be sent from the Applicants' email address with the other document or do you expect the referees to email directly the ITF? Could you please clarify?

It is fine for the applicant to send it from their own email address along with other documents.

21. It was mentioned that "Two letters of reference (professional and/or academic)" should be enclosed. This may be suitable for the candidate of "0 to 3 years of work experience in policy analysis" as mentioned in the Minimum Requirements. Will that be applicable for those who have 10 plus of work experience in policy analysis?

The same bidding conditions will be applied to all candidates. The Terms of Reference state that two letters of reference are necessary to apply; this is expected for all applicants, regardless of their experience.

22. ERRATUM: the ITF would like to clarify that bids will be reviewed based on the price before tax, to ease comparison between applicants from countries where the OECD benefits from a VAT exemption and applicants from countries where the OECD does not benefit from this exemption.

Update 03/02/2023 12:00 (Paris)

23. The deadline date for the receipt of offers has been extended to 10 February 2023 (3:00 pm Paris time).

24. I would like to ask you whether the certificates identifying me (name, legal form, address, registration number, date of registration, areas of activity) should be officially translated and validated.

The terms of reference do not mention the need for an official and validated translation; this is thus not necessary.

Update 07/02/2023 10:50 (Paris)

25. Regarding the financial proposal: "Additional costs" are mentioned. What type of additional costs should there be apart from the consultant's working hours? In the Q&A document you specify that no expenses should be planned for field trips to Greece. Could you please specify what kind of additional costs are expected?

You do not need to identify additional costs if you do not see any; this is just an option given to applicants.

26. Also, how specific do you expect the budget to be? Should the consultant's work be quantified in terms of research hours, writing tasks and meetings for example?

The only requirements related to the financial proposal are the following (p.10 of the requirements and terms of reference document): "A financial proposal (using the financial grid provided) for the execution of work, clearly indicating:

- The daily rate of the consultant;
- The estimated overall costs;
- The estimated breakdown of costs for each deliverable.
- Bidders should clearly indicate that the proposed prices are valid for the entire duration of the project/contract (up to two years) and/or provide a % of possible increase."

The budget should thus be based on the daily rate and number of days of work per deliverable. You are free to provide more detail on the activities involved in the completion of deliverables if you wish to do so, but you are not required to do it.