**CLARIFICATIONS**

**Consultancy to prepare a Draft Regional Strategic Plan for Sporting Services in CARIFORUM States**

1. **Duration** - Does the five month period begin at the award date?

**The five month duration begins on the last date of contract signature. The consultant signature is the last and this marks the commencement of contract implementation**

1. **Budget Format** - No format was provided however is there a preferred format for the layout of this budget?

**The budget for this global priced contract is a single figure which takes into account all expenses to be incurred during the execution of the contract. This figure can be broken down by deliverables as defined in the Terms of Reference**

1. **Key Experts and other support personnel** - noting that the RFP outlines, that all expenses should be factored into the fees of the consultants, how should these be represented in the budget?  Is it sufficient to list the required services and the projected costs based on a daily/hourly rate schedule instead of the actual service providers?

**The deliverables as defined in the Terms of Reference can be used as a guide to presentation of the budget. The fees for consultants, as well as other costs for each deliverable can be listed here. The final global budget will be used to assign a financial score and not the individual costs**.

1. **Liquidation process** - Item 6.6 (**Expenditure Verification**) under Section 6 (Requirements) states that this is "Not Applicable" how should this be interpreted as the consultant will be required to submit reports including financial report at various points?

**Reports on expenditure by the consultant in the process of contract implementation are not required. There are no reimbursable expenses described and therefore, expenditure verification is not applicable. All incidental expenses should be part of the global price.**

1. **Symposium** – the RFP speaks on a couple of occasions to the hosting of a Symposium/Conference however it is a bit unclear as to the expected timing and purpose (in terms of being part of the process of data collection and consultation or information dissemination and workshopping) of this event as well as the degree to which the consultants will be responsible for coordinating this event and the source of funds to support it.

**The Symposium is being scheduled for 27-29 September 2016. At this event, the Draft Regional Strategy is expected to be presented by the Lead Consultant.**

1. **Visits to the Secretariat** - Is there a stipulate of recommended number of visits expected to be made to the Secretariat and should this be factored into the budget or will these costs be absorbed by the Secretariat.

**With regards to visits to the Secretariat, if Guyana is one of the selected Member States to be visited as required by the TORs then a visit to the Secretariat can be factored in as part of the overall visit.    If Guyana is not a selected Member State, then visit to the Secretariat can be virtual.**