



QUESTIONS & ANSWERS

THIS DOCUMENT CONTAINS RESPONSES TO THE QUESTIONS RECEIVED DURING THE BID FOR CONSULTANCY: DEVELOPMENT OF COMMUNICATION STRATEGY (ECR/ADMIN/Y22/20-JAN/03) PUBLISHED ON ECREEE'S SITE

Q1. The Annex with the **CERTIFICATE OF INCORPORATION** and the **STATEMENT OF CONFIRMATION** are missing or they are not included in the TOR. Would you please indicate where can we download for filling?

A1. Bidders are to submit their Certificate of Incorporation as part of their bids. The **STATEMENT OF CONFIRMATION**, to be filled, signed and submitted, is available online.

Q2. In **Group Task 3: Update of Communication Materials**, it is mentioned that it is needed to Develop a comprehensive internal communication plan and procedures aimed at creating awareness of institutional mission, actions, and achievements, and facilitating the communication flow among units and departments. Would you please indicate the desired scope of work, the internal audience and which are what has been done up to know such as communication tools, and which agencies and departments are forming the internal communication plan.

A2. The internal communication plan is meant to address the communication concerns within ECREEE as an organization, how communication flow between staff, media of communication and how to measure success.

Q3. In **Group Task 4: Implementation, Monitoring and Evaluation Plan**, it is mentioned Develop a two-year implementation and monitoring plan for the ECREEE communication strategy and ECREEE implementation and M&E Plan developed for the commun. strategy. We understand that the implementation will be developed by ECREEE, right? If not, what kinds of assistance would you need from the Contractor during the two-year implementation?

A3. Yes, the implementation of the plan will be done by ECREEE. Bidders are only required to develop an Implementation, Monitoring and Evaluation plan of 2 years, based on the communication Strategy.