

## CERV FINAL EVALUATION – CONSULTANCY ACQUISITION PROCESS

### QUESTIONS & ANSWERS

QUESTION	ANSWER
I would like to ask you for one additional information regarding your post/job opening- "Call for Expressions of Interest: Final Evaluation of IPPF EN CERV Project 2022-2025". Can just one consultant apply with one assistant, having a status as a self-employed? or this is more opening for a consulting company?	You can apply as an informal team of consultants or individual consultant (as a natural person). It is not mandatory for you to be a juridical entity (company).
Can we submit writing samples/PDF attachments, to help demonstrate our M&E capacity and previous work experiences?	Yes. You can submit writing samples (PDF attachments) as a proof of your M&E Capacity and work experience
Does IPPF EN need the " <i>signed self-declaration confirming: a) the legal eligibility to work and b) the fact that the candidate has not been blacklisted by any government or non-government institution</i> " and the " <i>statement confirming understanding of and commitment to IPPF's values, including gender equality, non-discrimination, safeguarding</i> " to be submitted as standalone documents? Or can these be woven into our cover letter?	We recommend submitting two different documents for the two mentioned declarations (as those statements might be processed by different persons in our organisation). But it is also acceptable to have both statements in the same document as long as each of the statements is clearly delineated within the document. Also, if you apply as a team of individual consultants (natural persons) and not a company, make sure that all involved consultants in the team are signing the declaration(s)
Is the final deadline for submissions Monday June 2nd, or Tuesday June 3rd, end of business day/CEST time?	The final deadline for submission of Eols is Tuesday 3 <sup>rd</sup> June, end of business day/ CEST time
Which countries are included in your CERV project?	Full details regarding the organisations and countries participating in the CERV project will be shared with all qualified consultants during Stage 2 of the selection process, as part of the detailed Terms of Reference (ToR).
Would it be possible to share a recent project report or proposal to help inform our approach?	Information on the CERV project's Theory of Change and Results Framework will be provided to shortlisted candidates in Stage 2 via the detailed ToR. The full project proposal, annual/interim reports, evaluations, research outputs for specific workstreams, and other relevant secondary materials will be made available to the selected consultant(s) following Stage 3 (interviews). These documents are intended to support the finalisation of the methodology and the desk review phase.

