1. **Question:** What is the budget or targeted range for this project?
   **Answer:** We don’t normally disclose the budget, or its range, the bidders are required to provide their financial proposal commensurate with their proposed technical approach.

2. **Question:** How important is the budget, for example, will there be a preference for an individual consultant with a lower budget or would a team/firm with a higher budget be equally competitive?
   **Answer:** The proposals will be evaluated on a value for money basis. There is no preference on our side, as long as the proposed value is clearly demonstrated.

3. **Question:** The budget allows for travel expenses; what kind of expenses are allowable? Examples would be helpful.
   **Answer:** In general, the following rules will apply:

   **Air travel:**
   - Economy class should be used for all travels. No business class is allowed unless covered from the bidder’s own costs.
   - Lowest cost and the most direct route should be used.
   - Cost of business lounges are not reimbursed.

   **Hotel/accommodation**
   - Any hotel or accommodation should be arranged through a hosting Center according to their approved list of hotels or own accommodation facilities
   - Reimbursement of the hotel costs will be based on actual invoices/bills and within the hosting Center allowed rates.

   **Food and beverages**
   - Reimbursement of other expenses will be based on actual costs (receipts, bills etc). No subsistence support e.g. Per Diems is available
   - Reasonable expenses for food and non-alcoholic beverages are reimbursable based on actual costs

   **Other costs**
   - Internet access costs will be reimbursed if not included in hotel rates
   - Reasonable taxi/transport expenses will be reimbursed at cost. Where possible, Center own arranged transport should be used.

The CGIAR system Organization will provide support e.g. help arrange meetings/calls with people, track down documents if needed, navigate the organizational structures, arrange travel.
4. **Question:** Will the final presentation be in person at some location or will it be a virtual presentation?
   **Answer:** Most of the work is envisaged to be done remotely including the final presentation, however there is a possibility that a need for the consultant to present their findings in person may arise during the assignment. We suggest that you include 1 trip within Europe in your budget proposal.

5. **Question:** Does below statement only refer to the annual report from Centre IA/IP Focal Points, or are other annual reports in mind?
   ‘Underlying processes support: accurate annual reporting by the Centers and the CGIAR System Organization in accordance with the requirements of The Principles and the International Treaty on Plant Genetic Resources for Food and Agriculture where relevant’
   **Answer:** It refers to Center annual reports as required by the CGIAR IA/IP Principles and the guidance; these reports then contribute to the CGIAR annual IA/IP report reviewed by the System Council IP group (SCIP).

6. **Question:** If a firm has conducted IA/IP reviews at CGIAR Centers in the past. Does this prevent it from responding to this RFP?
   **Answer:** The bid open to all eligible firms including those that have conducted similar reviews for other CGIAR Centers, however the bidder is required to declare similar services provided to another CGIAR Center; this will enable us to manage the risk of actual or perceived conflict of interest.