



Frequently Asked Questions (FAQ) Sheet

*This FAQ provides general guidance for bidders participating in GCA procurement processes, including Requests for Proposals (RFPs), Framework Agreements, and related solicitations. If your question is not addressed below, please submit your inquiries via email to Procurement@gca.org. When reaching out, include the **reference number** of the relevant procurement process in the subject line, and ensure your inquiry is submitted **before the clarification deadline** stated in the respective procurement notice.*

Questions & Answers:

Question 1: Does GCA provide an indicative budget or level of effort for assignments?

Response 1: GCA does not typically disclose indicative budgets or levels of effort. When necessary, this information will be stated in the procurement documents. Bidders are encouraged to propose competitive financial offers based on the Terms of Reference (ToR) provided.

Question 2: How should proposals be submitted?

Response 2: Proposals must be submitted through the designated platform or submission method indicated in the procurement documentation. Email submissions are only accepted when expressly allowed in the instructions.

Question 3: Do annexes count toward the page limit for the technical proposal?

Response 3: No. Supporting documentation, such as reference letters or evidence of experience, may be submitted as annexes and are not included in the page limit, provided they are clearly referenced in the main proposal.

Question 4: Can freelance experts be proposed?

Response 4: GCA generally expects experts to be full-time, in-house staff. The use of freelance or external consultants is acceptable only if permitted in the procurement instructions.

Question 5: Is there a required CV format?

Response 5: No. Bidders may use any CV format that clearly outlines qualifications, experience, and relevant responsibilities. Formats commonly used in international development (e.g., World Bank format) are acceptable.

Question 6: Are one-page profiles for each team member required?

Response 6: No. These profiles are optional and may be submitted at the bidder's discretion to complement CVs or highlight relevant experience.

Questions Related to Framework Agreements and Consortia

Question 7: Can a lead firm under a consortium submit a proposal independently?

Response 7: Yes, a lead firm may submit a proposal without participation from other consortium members, provided this does not conflict with the internal consortium agreement and contractual obligations.

Question 8: Must previously submitted documents be resubmitted for each call-off or solicitation?

Response 10: Only documents specifically requested in the current solicitation need to be submitted. Bidders should review the documentation requirements carefully.

Question 9: What documentation must subcontractors or consortium partners submit?



Response 9: In joint proposals, each participating entity must submit relevant declarations or documentation as specified. Lead firms are responsible for ensuring compliance by all partners and subcontractors.

Question 10: How are payments managed in joint ventures or consortia?

Response 10: Payments are made to the lead firm named in the contract. It is the lead firm's responsibility to manage disbursements to consortium members. GCA does not make direct payments to individual partners.

Question 11: Can different firms under a Framework Agreement form new consortia for specific assignments?

Response 11: No. Partnerships outside of the original approved consortium are not permitted. However, subcontractors may be engaged to provide specific technical expertise, subject to the terms and conditions of the Framework Agreement.

Question 12: Can the team composition be adjusted for specific assignments?

Response 12: Yes. Bidders may propose new or additional personnel if the scope of work requires expertise not previously identified. All changes must be clearly justified and in line with the assignment requirements.

Question 13: Can a member firm of a global network act as lead for an assignment?

Response 13: The lead contracting party must be the firm holding the contractual agreement with GCA. Member firms may participate in implementation but may not replace the contracting entity.