



GDI/NP2023/1

DOCUMENT E: Questions and Answers

This document is established to centralise the responses to all the questions WOAHA receives related to the provision of the “**Analysis and evaluation of WOAHA’s institutional, technical, and financial governance**” negotiated procedure (reference GDI/NP2023/1)

Updated on: 14/04/2023

Questions will be accepted until **14 April 2023 (18:00 pm Paris time)**

Question	Answers
<p>Could we have some clarification on the timeline and specifically, how does it articulate with the Council meeting in September?</p> <p>What is the timing of meetings of the Council?</p>	<p>The usual timing of the September meeting is the last week of September or early October as a face-to-face meeting. WOAHA would appreciate the successful service provider attending in-person to engage directly with the Council. The Council meeting is usually scheduled for three or four days; it is possible to add another day to workshop with the Council if deemed necessary.</p> <p>During the Covid crisis, we had various extraordinary, virtual meetings with the Council, it is possible to plan such meetings if required.</p> <p>Other fixed dates are always at the end of February or early March. It is usually a very busy meeting as guidance or decisions to support the preparation for the General Session (end of May) are made.</p> <p>We want to be able to share the direction of this work with the Assembly during the General Session in May 2024. This will require prior discussions with the Council.</p>
<p>Regarding the submission of reports in the 3 languages: is it only for the final report or does it also apply to draft reports to be submitted to WOAHA governing bodies?</p>	<p>Yes, the final products must be in our 3 official languages.</p> <p>The first draft can be in English only. Documents presented to the Council should be in the 3 languages.</p>
<p>What other documents than those listed in the negotiated procedure will we have access to (is there an indication of volume)?</p>	<p>They are referred to in the procurement documents.</p> <p>In the past we have conducted an analysis of some of our basic texts about Specialist Commissions.</p> <p>Examples of documents that will be shared with the successful service provider :</p> <ul style="list-style-type: none">- a document that was prepared with OECD,- basic text previously partially revised. <p>The selected service provider will also have access to WOAHA relevant staff to learn more about modalities of application of our SOPs, texts, internal practices etc.</p> <p>We do not believe that these additional documents represent a high volume of material to go through.</p>

Question	Answers
<p>To what extent should the different WOAH stakeholder groups be engaged</p>	<p>Another source of information will be your discussions with WOAH staff.</p> <p>We are open to your proposals about people you would need to have access to. There would be a need to demonstrate the importance of the engagement for completing the work.</p>
<p>Were there any previous or recent efforts to update your governance framework? what has your experience been with this process (if this has happened in recent times)?</p>	<p>It was not clearly mentioned in our procurement documents. However, it is contained in one of the links provided. We modified one of Basic Texts in 2012, at the time it was mainly an improvement of the text – the unfolding and discussions with the Council and Assembly went smoothly</p> <p>Without pre-empting the recommendations, we expect the output from this activity to be more challenging and include more rounds of comments with the Council and eventually the Assembly during the General Session</p>
<p>Will the presentation slides of the zoom presentation be published?</p>	<p>Yes, presentation slides and answers to questions will be published on WOAH website and accessible to all.</p>
<p>About the timing of submission of offers: the offer must be stamped as mailed 10 days before 25 April?</p>	<p>No, the offer doesn't need to be stamped 10 days before the deadline, but should arrive on time.</p> <ul style="list-style-type: none"> - The deadline to submit the initial tenders is 25 April 2023 12:00 (Paris local time) - the deadline to submit the final tenders is 20 June 2023 at 12:00 (Paris local time). <p>Ten (10) days before the deadline, so at the latest on 10 June 2023, WOAH will notify the remaining tenderers participating in the negotiation that they need to submit their final tender before the above mentioned deadline.</p>
<p>We understood that September/October is one of the two annual regular meetings of WOAH's Council, comprising heavy agendas of work, of which the Governance Review will only be one item; an extraordinary meeting of the Council is tentatively scheduled for December 2023 to discuss more in-depth the draft report, which is to be finalized afterwards. Could you please confirm whether this is the intended timeframe and in the affirmative how many sittings/hours devoted to the discussion of the project do you foresee during the September 2023 meeting of the Council?</p>	<p>The intended timeline is provided under Section 1.4.1 of Document A – Tender Procedure Rules.</p> <p>The September meeting of the Council will be an opportunity for the successful tenderer to explore/deepen understanding of the different types of governance. The extraordinary meeting in December will be an opportunity to present the draft report before finalisation.</p> <p>As part of the Council meeting in September, up to one full day could be scheduled to support discussions on this work. The December discussion would likely be shorter. However, this will be subject to the Council's level of interest and may be up to one full day of discussions.</p>
<p>Should we have any further question, are they receivable until 18h00 this evening (table under section 3.1 of the Tender Procedure Rules, page 10) or noon today (as per section 3.3. of the same Tender Procedure Rules, page 11)?</p>	<p>We will accept any questions received up until 18:00 (Paris time), 14 April 2023.</p>

Question	Answers
<p>Is there any mandatory time-line for the publication/distribution of working documents on the agenda of WOHAI's Governing Bodies, and does any such time-line apply to all three language versions of those working documents?</p>	<p>The draft report is expected to be provided to WOHAI in November. This can be provided to WOHAI in English only.</p> <p>Documents presented to the Council in September and/or December will need to be translated into the three official languages. There is no formal timeline for the submission of documents to the Council. However, it is important to ensure that Council members have sufficient time (at least more than five business days) to review any documents.</p> <p>All documents presented to the Assembly will need to be in the three official languages.</p>