

**CALL FOR PROPOSALS**
Ref. GP/RPA/ReferNet_FPA/001/11**Cedefop's European Network for Vocational Education and Training (VET)****ReferNet****REQUESTS FOR CLARIFICATION Nr. 2 (RS/PRO/CALU/2011/0444)**

Participants to the call have requested the following clarifications:

Question 1 from participant:

We could not completely understand what information should be provided in the following sections:

- **3.1.3 Working methods, data sources and quality assurance**
- **3.1.4 Risk analysis and contingency measures**

What is meant by "working methods"? Is it how we gather information or organize the work of ReferNet team members? What is meant by "relevance of working methods"? Are there some criteria they should correspond to or we should write how these working methods relate to particular ReferNet activities? Should we describe working methods for each ReferNet activity separately? What is meant by "quality" in this context? Which aspects of quality should be emphasised?

What is meant by "relevance of risk analysis"? Should we simply name the potential risks/pitfalls when implementing ReferNet activities or should we describe methodology, i.e. how we will state some risks? Should we describe potential risks and contingency measures for each activity separately?

Cedefop clarification 1:**3.1.3 Working methods, data sources and quality assurance**

To assess "quality and relevance of working methods", Cedefop needs a description of how the work will be conducted. For instance, what sources will be consulted, how information will be collected, what is the envisaged workflow, etc. The working methods should be described as accurately as possible and for each activity. Based on the information provided, the evaluation committee nominated by Cedefop will assess how well and to what extent the proposed working method will allow to meet the objectives of the activity and to provide the expected deliverables.

By "data sources", Cedefop refers not only to the types of documents which will be consulted and analysed to perform the tasks (administrative documents, political reports, journal articles...) but also the types of institutions /organisations which will be contacted for collecting information.

Under "quality assurance measures", we expect the applicant to describe what actions are foreseen to guarantee the quality of the work to be performed. One particular aspect to be addressed under quality assurance is how the validation of reports will be organised.

3.1.4 Risk analysis and contingency measures

«Risk analysis": Do you identify any risks incurred in performing each activity? Which are they? Is there any probability that the successful performance of the task might be affected? It is expected that the applicants explain how they will address the identified risks.

Under "adequacy of contingency measures" Cedefop's evaluation committee will assess whether and to what extent the measures foreseen to tackle the possible risks are appropriate. Measures should be explained for each risk identified.

Please refer also and fill-in Section 3 of Annex II – Application Form of the Call for proposals document.

Question 2 from the participant:

I would also be grateful if you would tell me if a government department is required to carry out an initial procurement or validation exercise before giving its backing to a proposal.

Cedefop clarification 2:

Cedefop as grant awarding authority requires **neither** validation exercise **nor** initial procurement within the framework of this Call for proposals procedure. Each applicant should check whether this requirement would be necessary, depending on relevant national legislation applicable.