

FAQs:

1) How many staff members are employed by Rezina Town Hall?

18 staff members

2) How many staff members are in the HR department?

There is no HR department in the Rezina Town Hall. For all HR issues is responsible the Public Relations dept.

3) In the RFP, point A1 says that we have to conduct an analysis for Rezina Town Hall and the Subordinated Structures. What are these subordinated structures and how many people work in these structures?

There is 1 division directly subordinated to Rezina Town Hall – Dwelling Management/Housing Division. The rest –are deconcentrated services.

4) The terms of reference state that we have to elaborate administrative procedures and standard forms for the following HR processes: recruitment, selection, hiring, evaluation and motivation/promotion. Are we limited to these processes or we can expand our analysis to other HR processes such as Payroll or Staff administration?

In your proposal, you can include also these 2 aspects.

5) In the organizational structure, to what level of details do we need to go down to: department, function or employees?

Because the Town Hall is not so big (as you can see), it is preferably to analyze the employee level.

6) Are job descriptions required for all staff employed at Rezina Town Hall or just the HR department?

Job descriptions are required for all Town Hall staff members. As far as we know, the Town Hall staff members have job descriptions elaborated locally, but they should be revised and eventually, improved.

7) In the 4th task at page 15, it is mentioned that we have to assist Rezina Town Hall in distributing the booklets to the town citizens. What exactly is expected for this task?

Elaborate, together with the responsible person from Rezina Town Hall, a strategy for the dissemination / distribution of information (what? to whom? how?).

8) At page 3, point 8 it is specified that the proposal should contain “arrangements for participants”. What exactly does this refer to?

As the trainings/ other activities will be on-site (in Rezina), logistic arrangements shall be done by the Subcontractor (handouts, folders, coffee breaks, etc.)

9) What language will the deliverable be in? Moldovian or English?

Deliverables – English.

10) What language will the training be delivered in?

Training - Romanian.

11) What are the topics of the trainings sessions? How many participants are expected at these training sessions?

Topics of the trainings should be determined as a result of the Needs assessment. As well as the number of participants.