



REQUEST FOR PROPOSALS (RfPo1197)

Project management and communication trainings for National Anti-Corruption Centre Prevention Directorate

Clarification Questions and Answers (as of 26 February – 07 March 2016)

Q.1. It is there considered the minimum time for trainings sessions proposed (how many days/module, how many hours minimum/day)?

A.1. We expect the company to estimate the necessary minimum time for training sessions, and the number of participants of groups

Q.2. There are 2 modules with an estimated audience at 40 persons - considering that an effective and consistent training suppose work with groups of max. 15 persons (exception 20) it is important know, if we can split the audience in smaller groups and how many (persons/group) and to replicate the module as the number of groups are?

A.2. We expect the company to estimate the necessary minimum time for training sessions, and the number of participants of groups

Q.3. At page 23 from Request for Proposals, the ToR requires 5 training module training. Two of the modules are foreseen to be implemented with 40 participants.

1. Our understanding is that the Consultant is free to propose the number of sessions for each module (for ex 2 sessions of 20 participants for Module Project management and implementation), in order reach the objective of the project while ensuring high standards of quality. Please clarify if our understanding is correct.

2. Please clarify how many days is foreseen for each of the 5 training module

A.3. Your understanding for p.1.1 is correct. For p. 1.2. we expect the offerors to propose an optimal number of days necessary for each module, considering the nature of the beneficiary institution and time a state law enforcement institution can dedicate to training.

Q.4. At page 20, ToR mentions the necessity of a **Team of trainers/experts for the 3 positions:** Communication expert/trainer, Project management expert/trainer and Anticorruption enforcement consultant.

1. Please clarify if for each position, the Contracting Authority requires 1 or a team of experts, meaning more experts/each position.
2. Our understanding is that the Consultant is free to propose the allocation of the experts for each training module (for ex Task Manager for Module Project proposal drafting and fundraising). Please clarify if our understanding is correct.

A.4. Your understanding is correct: the offeror is free to propose the allocation of experts (experts may combine some modules and number of experts per module is also at your consideration). However, for communication modules trainers shall have the profile indicated for Communication experts

Q.5. The Data Sheet, foresees at page 17, point 28, C15 the following: the Proposer will include the following documents:

- a) Methodology development: provide methodology and detailed work plan for the implementation of each training module
- b) Training agenda, supporting materials
- c) Each training module should include theoretical and practical aspects....
- d) Methodology for monitoring/evaluation of achieved results, including evaluation forms

On the other hand, the first activity of the project is related to Preparatory work, meaning the development of the detailed work plan, methodology, training agenda, supporting materials etc.

Our understanding is that at the stage of elaboration of project proposal, a bidder should come with more examples of relevant topics that should be agreed during the preparatory phase. Please clarify if our understanding is correct.

Otherwise, please clarify the request from the Data Sheet, while asking the same activity within the project.

In case the request of the Data Sheet is valid, please provide us the results of the Training Needs Assessment that we are assuming to be the base of the training modules developed for NAC. We need the TNS as a basis for preparing the training documents, as foreseen at page page 17, point 28, C15 in the Data Sheet

A.5. At the application stage we ask for some suggestions of the listed documents – some suggested drafts.

These may be examples or a list of supporting materials, which will be further developed and agreed at the project implementation stage. We need this samples, suggestions to evaluate the proposed quality of trainings

Q.6. As per ToR, the training materials are delivered in Romanian language. The reports are written in English language. Please clarify the need for Russian language, required for the team, and scored separately/each position.

A.6. Russian is not mandatory. However, since it is the minority language largely use in Moldova, UNDP considers offering additional points for knowledge of Russian.

Q.7. Concerning the elaboration of project reports, our understanding is that only a final report of the project is required. Please clarify the payments schedule foreseen for this project.

A.7. We require one final comprehensive report as specified. However some short reports for each module will be also requested. Regarding the payments schedule – this will be established at the contracting stage, depending on the actual amount of the winning offer. As stated in TORs, 3 installments will be paid.

Q.8.1 If there are further information on training needs and if a TNA was conducted already? Could you please clarify if a TNA was done before?

2. Regarding availability of personnel in public administration, we are well aware of the limitations. In this respect, could you please clarify if the same 10 persons out of the total number will participate to all 5 training sessions?

Could you please clarify if the persons for each training group are different or if a person can participate in more than 1 training?

A.8.1 We conducted a TNA and training modules specified in the RfP were identified within this exercise. It is an internal use document though.

2. In what regards the personnel, all are included in 40 who will participate at the project implementation component - total personnel of the Prevention directorate. However staff for communication modules and for project writhing are from different sections, but making part of those 40.