

Response to clarifications requests #1

RFQ/LBY/CSI/2019/058 - Provision of Training on Technical Report Writing and Negotiation Skills

Dear Offeror,

Please be advised that below questions were raised and responded by UNDP Libya in connection to Request for Quotation for “Provision of Training on Technical Report Writing and Negotiation Skills”.

Question (Q) & Answers (A):

Question (Q): 1. the closing date of 6 May is very close given the effort/time needed to compile the submission. Can UNDP grant a one week extension on the closing date?

Answer (A): Following the request for extension of submission time, the deadline for submitting of offers now changed to 16 May 2019.

Question (Q): 2. is the contractor's scope to include any/all of these (a) training venue (b) coffee and lunch on the training days?

Answer (A): Yes, the price quotation shall be inclusive of the venue, coffee breaks, lunches, during the period of trainings, only.

Question (Q): 3. please advise the educational level and experience of the participants?

Answer (A): The participants come from different sectors in Ministry of Planning, such as: administration office, HR office, legal office and IT office. Some of the participants have working experience and others do not have much experience but they all need capacity building in technical writing and negotiation skills.

Question (Q): 4. Ref. page 2 of the RFQ - Is the course material, documentation and participant manual/handbook needed in Arabic or with an English translation also?

Answer (A): All course material, documentation and participants' manual/handbook must be in Arabic. We do not think English translation will be needed since the target participants speak Arabic and most of them do not speak English.

Question (Q): 5. is prior experience in training delivery to UN agencies, World Bank or similar international organizations mandatory?

Answer (A): The offeror must have proven experience in provision of requested trainings to government officials /Ministries.

Question (Q): 6. the training methodology is undefined in the RFQ. Does UNDP consider a mix of instruction techniques including Power Point presentations, mini-assessment questionnaires, short participant assignments, roundtable/group discussions and (for negotiation skills) role-play as being an acceptable approach?

Answer (A): The training methodology is to be advised by the offeror, and the techniques indicated above are acceptable.

Question (Q): 7. Do we need to propose the exact training address (as in Hotel name and address) in our submission or is the city & country of training delivery adequate?

Answer (A): We do not need the exact training address but we will need the country and the city of training delivery. Kindly note that Istanbul, Turkey is the preferred location for both activities due to convenience, however, the offeror can propose location/venue suitable for the trainings.

Question (Q): 8. Ref page 7 of the RFQ (Trainers) - we envisage one lead trainer and one assistant trainer-co-facilitator for each course. Is this acceptable?

Answer (A): Yes, this is acceptable.

Question (Q): 9. Ref page 8 of the RFQ (Agenda) - we assume it is adequate to submit lesson plans with our submission (but not the detailed training presentation content). Is this acceptable?

Answer (A): Yes, this is acceptable.

Question (Q): 10. What are the time drivers behind the training that is currently scheduled to take place in May, as mentioned in the RFQ?

Answer (A): The trainings are driven by the need of the employees of the Ministry of Planning. These trainings aim to develop the national government's capacities and institutional development for improved public service delivery at the national and local level and to improve consistency and efficiency of government development programs.

Question (Q): 11. Does the cost of the 5 days of training include the cost for the course development?

Answer (A): Yes, the cost should include all materials required for the trainings.



Question (Q): 12. In relation to the Technical Report Writing course, will the UNDP provide any reporting templates to allow us to tailor the course to the specific needs of the UNDP?

Answer (A): No, UNDP does not have any existing templates that can help tailor the content of the courses.

Best regards,
Procurement Unit
UNDP Libya