

DELIVERY OF GENERAL ENTREPRENEURSHIP TRAININGS AND TRAINING OF TRAINERS

PROJECT REFERENCE: *ENHANCER*

CLARIFICATION N° 02

Updated on 22 March 2021

ICMPD would like to confirm the following update in the RFQ documents:

The following questions of general interest to all prospective tenderers have been raised in the course of the RFQ procedure.

Question 1: What is about ENHANCER Grant Mechanism, is there Grant for the participants?

Following the entrepreneurship training program, support programmes for entrepreneurial initiatives will be designed to support start-ups, entrepreneurs to implement their business plans and grow their businesses in which the successful participants might be also eligible to apply. In principle, no potential entrepreneurs will be excluded from applying the support programmes.

Question 2: No lump sums are foreseen in this contract? Please explain this issue

The payments will be made as specified in the RfQ:

In 2 instalments;

First Payment at Project Start 20% with the approval of work plan and time frame to be submitted by Contractor and approved by ICMPD.

Second Payment at Project End 80% with the approval of Final Training Report to be submitted at the end of the services provided.

Question 3: Regarding the Awareness activities, we can depend on your material?

There is no awareness activity regarding this task.

Regarding outreach, according to 4.1.1 of ToR, this process *includes reaching target groups, motivating and mobilizing potential beneficiaries through direct contact and/or through information and communication channels of governmental and non-governmental organizations, local public institutions that have contacts with migrants, SuTP, press and social media, technoparks, universities, Syrian business networks, and training centres with prior entrepreneurship training history. ICMPD ENHANCER Project Team will direct and support the Contractor in outreach activities.*

Regarding training content and all training related materials, the training content and training related materials will be provided by ICMPD as indicated in 2.1 of ToR:

With regards to content preparation for ToT and GET, the training materials, consisting of curriculum, content including script, slides, presentations, videos, class and homework materials will be handed over to the Contractor for the delivery stage in both Turkish and in Arabic. The content and curriculum for both training programs- ToT and GET are be in the domain of ICMPD.

Question 4: Will we pay the training fees for trainers will deliver TOT? or free from you?

The training fees paid to trainers to conduct ToT are covered by ICMPD. Please see 2.1 in ToR.

ToT will be conducted by trainers who will be the experts to have prepared the training content for ICMPD, appointed by ICMPD. Thus, the appointment of the experts for the ToT will be in the domain of ICMPD. However, the selection, contracting and arrangement of participants of ToT (as trainers, facilitators and interpreters for GET) and the organization of the delivery of ToT will be under the responsibility of Contractor in accordance with this ToR.

Question 5: Each training will needs to translate to 2 language?

As indicated in ToR 4.13, each class will consist of

- a) 60% SuTP and 40% LHC
- b) Trainers, facilitators and interpreters will be of Syrian and Turkish nationality

Hence, all training sessions will be bilingual with simultaneous interpretation.

Question 6: Can a consortium or a joint venture bid for this tender? In case, what are the additional documents required?

A consortium or a joint venture can bid for this tender. Consortium agreement shall be submitted together with the offer.

Question 7: Is subcontracting allowed? In case, are the technical assets/references of the subcontractor counted for points in technical evaluation? What kind of documents required for proving the commitment of the subcontractors?

Subcontracting is allowed and all subcontractors must be eligible for the contract and cannot be in any of the exclusion situations listed in "Vendor's Declaration" of the RFQ. If the offer includes subcontracting, it is recommended that the contractual arrangements between the tenderer and its subcontractors include mediation, according to national and international practices, as a method of dispute resolution. Only the contractor is evaluated in during the evaluation and assets/references of the subcontractor are not taken into consideration for the evaluation.

Question 8: The tender document mentions an LMS to be used in online trainings. Does this LMS allow implementation of pre/post tests, creation of question pools, and videoconferencing? Does it enable instructors to assign homework and collect trainee responses to homework digitally, and enable classes/trainees to be recorded by means of audiovisual data and registration? If such functionality is not available in current LMS, can we propose a software to be used in that regard with additional features to ease and enable engagement of trainees?

The LMS System covers these functions.

According to ToR 4.2,

In Annex III, the Contractor may provide *suggestions on how to improve or elevate the quality of the work.*

Hence, the Contractor may include such suggestions in the proposal.

Question 9: Are there any visibility/dissemination actions/activities foreseen? Can our proposal include such activities as added features?

According to ToR, 4.1.1,

Training outreach process includes reaching target groups, motivating and mobilizing potential beneficiaries through direct contact and/or through information and communication channels of governmental and non-governmental organizations, local public institutions that have contacts with migrants, SuTP, press and social media, technoparks, universities, Syrian business networks, and training centres with prior entrepreneurship training history. ICMPD ENHANCER Project Team will direct and support the Contractor in outreach activities. The aim of the outreach process is to reach as many potential trainees as possible so a large pool of applications will facilitate the selection based on ENHANCER's selection criteria defined below.

According to ToR 4.2,

Concerning the training delivery for ToT and GET, Contractor will be responsible for preparing a workplan including an outreach plan, a tentative timetable for training sessions, and a list of facilitators, interpreters, an outreach officer and guest speakers to take part in the delivery; to be approved by ICMPD.

Hence, the technical proposal prepared for Annex III should include an outreach plan.

Question 10: We could not identify an activity which requires face-to-face interviews or surveying, however, local/national surveying capability is present under technical evaluation. Are there any activities that involve surveying?

Surveying capability is important because the task includes data collection and data management.

According to ToR 4.2, data collection includes

Pre-tests, post-tests, participants' ID documentation, lists of applicants/selected applicants/class participants/certified participants/participants with business canvas in a template provided by ICMPD, all training outputs submitted by trainees during the trainings.

Question 11: Should the consents for audiovisual material usage (such as photographs, video recordings, voice recordings, etc.) signed by trainees, attendees, etc. be in wet-signature format and as hardcopy documents? Or the scanned copies of the signed documents will be sufficient as proof documents? Or can we get these consents via LMS platform prior to meetings/trainings in electronic format?

Consent can be received through LMS, via electronic format.

Question 12: In the call for tenders for SuTP and LHC titled general entrepreneurship training (GET) and training of trainers (ToT); Who will give the 16-hour ToT? Will it be ICMPD experts who will provide ToT training to the trainers chosen by the contractor, or will the contractor find trainers again?

According to ToR 2.1,

ToT will be conducted by trainers who will be the experts to have prepared the training content for ICMPD, appointed by ICMPD. Thus, the appointment of the experts for the ToT will be in the domain of ICMPD. However, the selection, contracting and arrangement of participants of ToT (as trainers, facilitators and interpreters for GET) and the organization of the delivery of ToT will be under the responsibility of Contractor in accordance with this ToR.

Hence, the ToT will be conducted by ICMPD's trainers. General Entrepreneurship Trainings will be conducted by trainers, facilitators and interpreters contracted by the Contractor.