

ANSWERS TO QUESTIONS

Publication reference: NEAR/BEY/2021/EA-RP/0002

Provision Of certified accelerated vocational training for youth in the Litani River Basin (LRB),

Governorates of Bekaa Valley, Baalbak_Hermel, Nabatiyeh and South, Lebanon

#	Question	Answer
1	<p>Owing to the effects of the ongoing worldwide Covid-19 pandemic, we are experiencing various difficulties to organize our proposals. Due to the measures taken for the epidemic and the lockdown situations, mostly we prepare our tenders by working remote. Nevertheless, we need to be in the office to prepare the hard copy of the documents that are needed and our proposals. For these reasons and in order us to organize ourselves, we kindly want to ask you whether the online submission is possible for "Provision of Certified Accelerated Vocational Training for Youth in the Litani River Basin (LRB)".</p>	<p>No. The systems for sending tenders remain as defined in point 8 of the Instructions To Tenderers.</p>
2	<p>ToR, page 5, 2.2.2. Purpose: "The purpose of this contract is to contribute to improving employability among youth in the LRB, in particular in the 9 Unions of Municipalities of Baalbeck, West Baalbeck, Zahle, East Zahle, Central Bekaa, Plain, Lake, Tyre and Chqif." It is stated that the objective is to improve employability in the 9 Unions of Municipalities. Does this mean that the trainings will be implemented in each of the 9 regions and that there will have to be chosen a training centres in each of the 9 regions?</p>	<p>Kindly note the following:</p> <ul style="list-style-type: none"> - There are ten groups of trainees distributed along five modules as per Appendix 2. - For each training group, trainees will be selected from certain Unions of Municipalities (Appendix 2). - The Contractor can choose the convenient training facility that meets the requirements of the TOR, and does not have to be in a specific UOM. - Based on the above, it is important to clarify that the the trainings will not be implemented in each of the 9 UOMs, but the trainees will be targeted from the 9 UOMS. In addition, the Contractor won't have to choose training centres in each of the 9 UOMs.
3	<p>According to the ToR, 10 groups by a maximum 18 trainees shall participate at the 5 training modules. Kindly confirm that a maximum of 180 trainees in total will be involved in the project.</p>	<p>Confirmed.</p>

#	Question	Answer
4	<p>ToR, page 6, 4.1.1.2 Blending soft and life skills with Occupational Skills: “The communication skills training should be delivered in parallel to the internship.”</p> <p>It is stated that the training for communications skills should take place in parallel to the internship. The other skills to be trained (Information Technology and English) are not mentioned. Does this mean that the communication training will take place in parallel to the internship and the knowledge for English and IT skills will be imparted outside the internship?</p>	<p>It is preferable that the training programmes for each module starts with the english and computer skills, and then the technical skills.</p> <p>The communication skills courses will be delivered in parallel to the intership programme.</p>
5	<p>ToR, page 6, 4.1.1.5 Accreditation: “This requires that the implementer of the programme (the contractor) selects training centres where accreditation conditions are met.” AND ToR, page 7: “The selection of geographical are-as/Unions of Municipalities and the potential partners/incubators for the accelerated vocational training are shown in Appendix 1 [...]” In Appendix 1, potential incubators are listed. At the same time, it is mentioned that it is the contractor who should select the training centres. Could you please clarify whether only the partners mentioned in Appendix 1 (Potential incubators) are to be involved as training centres / providers or whether additional training centres are to be identified in the 9 Unions of Municipalities.</p>	<p>The training centers mentioned in Appendix 1 are ”potential” training centers that can be used by the Contractor. However, the Contractor is free to propose in his Strategy any other training facilities that meet the requirements of the ToR.</p> <p>Please refer to section 5.1 of the ToR.</p>
6	<p>ToR, page 10, 5.1. Location: “The Contractor can select any convenient facility or training centre in the LRB are or outside that fulfil the technical requirements and certifications obligations of accreditation agencies.”</p> <p>Please confirm whether the Contractor shall already identify and nominate potential training providers at the tender stage by including them in the technical and financial proposal. If not, could you kindly confirm whether the training providers need to be proposed for approval to the Contracting Authority during the implementation phase of the project.</p>	<p>Please refer to Answer No.5</p>

#	Question	Answer
7	<p>ToR, page 8, 4.1.3 Target groups: “The ESFD will select ten groups of trainees (maximum 18 trainees in each group) [...]” ToR, page 9, 4.2.1 Inception and mobilization phase: “Distribute the candidates into specific groups according to their levels and modules of training, as proposed in Appendix 2 to this Terms of Reference.”</p> <p>ToR, page 10, 5.1 Location: “The Contractor can select any convenient facility of training centre in the LRB area or outside that can fulfil the technical requirements and certifications obligations of accreditation agencies.”</p> <p>Appendix 2 depicts the training modules, the locations and the groups’ distribution. There are more than 10 ticks to be found in the table.</p> <p>Could you please confirm whether the ticks in the table stand for one group – which means that a group can also contain of less than 18 participants – or whether the table is just to be seen as an example of different possible options for distribution?</p> <p>Could you furthermore clarify whether the distribution of groups will be selected by ESFD (including number of participants per group + location for each group) as mentioned in chapter 4.1.3 or whether it is the contractor’s responsibility to assort the groups of trainees as mentioned in chapter 4.2.1 and chapter 5.1?</p>	<p>The ticks in Appendix 2 refer to the area from which the trainees will be selected for each of the 10 training groups that are listed horizontally.</p> <ul style="list-style-type: none"> - Section 4.1.3 of the TOR indicates that the selection of the trainees will be carried out by ESFD. This includes a preliminary distribution of the trainees along the ten groups. - The Contractor is asked, in the inception phase, to fine tune the selection of trainees, and their distribution in ten groups. The Contractor might have to implement another round of outreach, advertisement for the program, targeting, and selection, if needed. Please refer to 4.2.1 - The location of the training will be determined by the Contractor as per section 5.1 of the ToR
8	<p>According to section 4.1.1 Description of the assignment, point 5 – Accreditation, “the final evaluation needs to be certified by an international training agency for each training course and level”, including communication skills. Nonetheless, course M3 “Cheese production 500h (Priority for dropouts and VET Students)”, does not include a course on communication skills, but one on “food safety (project approach). Shall the latter be considered as a course on communication skills or shall we include an additional training? If so, how many hours should it last?</p>	<p>We confirm that communication skills (20 h) should be part of the cheese production module.</p>
9	<p>According to section 4.2.2 Implement the training modules of the ToR, the scope of work of the contractor includes [...] “providing per diem allowances, coffee break/snack and transportation for trainees”. Can you confirm that such items shall be provided only during the implementation of the short-term courses and NOT during the internship period?</p>	<p>Confirmed.</p>

#	Question	Answer
10	<p>Internship is one of the five pillars of the assignment. Can you clarify if the costs related to accident insurance be borne by the enterprises where students will perform the internship?</p>	<p>During the internship period, accident insurance is to be borne by the enterprises hosting the internship.</p>
11	<p>ToR, page 9, 4.2.3 Ensure linkage with Local Labor Markets: “80 % of the trainees are certified [...] by an international specialized training institution.”</p> <p>To our understanding, the 5 training modules shall be implemented by training providers in Lebanon (with an accreditation obtained by DGTVE).</p> <p>Could you please confirm that trainees can only be get certified by international specialized institutions (institutions outside Lebanon).</p> <p>Kindly confirm whether the trainees can also be certified by a consortium member specialized in one of the technical modules.</p> <p>In addition, please specify which certification of trainees shall be obtained for the training subject on communication skills.</p>	<p>The TOR does not indicate that training modules shall be implemented by training providers in Lebanon (with an accreditation obtained by DGTVE). We confirm that trainees must be certified by international specialized institutions.</p> <p>If the consortium member is an internationally specialized in any of the modules, they can provide certifications in the relevant modules.</p> <p>Certification of communication skills shall be issued by any internationally accredited business management training center. The scope of the communication skills course will be designed to develop the skills needed for the specific occupational skills and work context. As an example, this could include interpersonal skills (verbal and non verbal communication...), intrapersonal skills (self discipline, self motivation..).</p>
12	<p>ToR, page 9, 4.2.2 Implement the training modules: “Ensure and provide books and training materials to each trainee.” In which language should the books and training materials be provided?</p>	<p>The books and training materials should be in english.</p>
13	<p>ToR, page 11, 6.1.2 Other experts, support staff & backstopping ToR, page 11, 6.1.2 Other experts, support staff & backstopping: “Training Coordinators [must have available] a bachelor degree in education [etc.] [...]. All trainers delivering the designated courses must be certified [...].” In the same chapter, training coordinators and trainers are mentioned. Can you confirm that both terms are used synonymously here?</p>	<p>Trainers are the ones who will be delivering the soft and technical skills. Training coordinators will have a role in organizing and coordinating the training activities, attendance....</p>
14	<p>ToR, page 14, Appendix 1: Are the incubators listed in the table recommendations or should they be involved as training centres or rather as training locations?</p>	<p>Please refer to Answer 5.</p>

#	Question	Answer
15	ToR, page 6, 4.1.1 Description of the assignment: "The ESFD rapid market needs assessment revealed the following: [...]". We kindly ask for the provision of the rapid market needs assessment report for better understanding of the current needs and as background information for the elaboration of the technical proposal.	The mentioned assessment was done in the context of the development of the project design, and was not published in a report.
16	Annex "Evaluation Grid": Evaluation Grid for Global Price Contracts Since the score for Key Expert 1 / Team Leader / Training Manager is not included in the Evaluation grid, we kindly ask for the provision of the respective score.	The evaluation of the Key Expert will be part of the evaluation of the Strategy.
17	ToR, page 11, 6.1.1. Key experts: Under Specific professional experience of Key Expert 1: "At least 5 years of demonstrated experience in managing educational training programmes.". Kindly confirm whether the design, implementation and evaluation of training programmes is also considered as "managing" educational training programmes or will merely coordination and managing tasks fulfill the criteria?	Such cases will be decided by the evaluation committee.
18	Among the documents published in the "Documentary Library" section, no evaluation grid was included. Could you please provide that?	The Evaluation Grid was part of the published tender. However, you will find attached copy in annex 1.
19	Could you please confirm that practical trainings will be held in Arabic (obviously not English training)? For what concerns English training could you please confirm that we can use the Linguaskill or BULATS as equivalent or similar to TOEIC?	The materials of the technical training should be provided in English. The communication of the training could be in Arabic on condition that the technological terms to be conveyed and taught in English. As for the English language certificate, any internationally accredited courses are accepted
20	Regarding certification, shall we provide a certificate of attendance or certificate of accomplishment? and the certificate should be provided for each course separately?	Any trainee should pass the relevant exam so he/she can get a certificate of accomplishment. For each course (technical, English, computer, communication), a separate certificate should be provided upon passing the exams.
21	Is there a specific time period within which each trainee is expected to complete the 100 hour internship or should this be decided by the Contractor and the relevant enterprise?	Internship is expected to occur after the end of each module.

#	Question	Answer
22	<p>In Appendix 2, concerning the distribution of Trainees' Groups and Modules can you please explain whether and how the numbers of trainees would be distributed? For example, Module 3 "Cheese Production" is expected to be delivered to group #5 in four (4) different places. Please clarify whether this means that the total number of trainees (maximum 18 trainees) under group#5 will consist of different number of trainees in each place (e.g. 4 from Central Bekaa, 2 from Plain, 8 from Lake, 4 from East Zahle).</p>	<p>Please refer to Answer 2.</p>
23	<p>On page 8 of the ToR, Section 4.2.1 Inception and mobilization phase, it is mentioned that "At the inception phase, the Contractor will prepare the grounds for a sound, and effective implementation which ensures ownership of the training process from the part of affiliated trainees. In this regard, the Contract will implement, but not limited to, the following activities: • Review and assess previous and current initiatives in the sector and propose ways to synergize with these initiatives. • Confirm the proposed training centres/facilities and adapt these facilities to the certification conditions, and rules. • Fine tune the selection of trainees conducted by ESFD and implement another round of outreach, advertisement for the program, targeting, and selection, if needed. • Distribute the candidates into specific groups according to their levels and modules of training, as proposed in Appendix 2 to this Terms of Reference. • Organize inception meetings for the trainees, parents and educational tutors, to present the training concept and expected outcomes". Can you please clarify if this "Inception and mobilization phase" is expected to result in the Inception Report to be produced after (1) month from the start date of implementation (according to Section 7.1. Reporting requirements on page 12)? If yes, it seems impossible to implement all of the above-mentioned activities within 1 month from the start date of implementation. So should we consider the Inception Report as not connected to the completion of the "Inception and mobilization phase"?</p>	<p>Inception and mobilization phase is not linked to the Inception Report. It is called Inception and Mobilization as a first phase of the project implementation.</p>

#	Question	Answer
24	<p>On page 6 of the ToR, Section 4.1.1.5 Accreditation, it is mentioned that " the final evaluation needs to be certified by an international training agency for each training course and level (Occupational skills, TOEIC Bridge or similar for english, ICDL or similar for computer skills, communications skills..). This requires that the implementer of the programme (the Contractor) selects training centres where accreditation conditions are met." Can you please clarify whether the potential incubators, as stated in page 14 of the ToR, are considered as training centres where accreditation conditions are met and thus certifications by an international training agency can be provided? If no, should we consider that in the case of absence of international training agency / international specialized training institution for each training course and level or other training centres where accreditation conditions are met, that the final evaluation of trainees can be acknowledged as successful only with the completion of the training in each training module?</p>	<p>The objective of this vocational training programme is to enroll trainees in internationally accredited courses, and once they pass the exams, to get internationally accredited certificates.</p> <p>The potential incubators listed in the TOR, are considered as training centers that have the basic requirements for accreditation.</p> <p>We confirm that the final evaluation of trainees can be acknowledged as successful only with certification, and not only the completion of the training in each training module.</p>
25	<p>On page 3 of the Instructions to tenderers, it is mentioned that "Each technical offer and financial offer must contain one original, clearly marked "Original", and (2) two copies, each marked "Copy". Failure to fulfill the requirements in clauses 4.1, 4.2 and 8 will constitute an irregularity and may result in rejection of the tender." The above comes in contradiction with page 5 of the Instructions to tenderers document where it is mentioned that "The electronic version of the technical offer must be included with the printed version in the separate envelope in which the technical offer is submitted." Can you please clarify whether along with the printed version of the technical offer, an electronic version (CD) shall be included as well, and whether the same applies to the financial offer too?</p>	<p>Two envelopes are required for the Submission as follows :</p> <ol style="list-style-type: none"> 1. Technical offer envelope must comprise : <ul style="list-style-type: none"> ○ One original ○ Two copies ○ Envelope including "electronic version of the technical offer" 2. Financial offer envelope must comprise : <ul style="list-style-type: none"> ○ One original ○ Two copies ○ Envelope including "electronic version of the financial offer"
26	<p>On page 9 of the ToR, Section 4.2.2, it is mentioned that the Contractor should "Provide per diem allowances for participants/trainees". Can you please clarify whether this is mandatory or optional for the Contractor?</p>	<p>It is mandatory to provide per diem allowances for trainees.</p>
27	<p>On page 8 of the ToR, Section 4.2.1 Inception and mobilization phase, it is mentioned that the Contractor will, among others "Confirm the proposed training centres/facilities and adapt these facilities to the certification conditions, and rules". Can you please clarify the kind of work that the adaptation of the facilities may include (e.g. purchase of equipment etc.)?</p>	<p>Some facilities might need the availability of specific equipment for the technical training, in order to meet the accreditation requirements.</p>

#	Question	Answer
28	Can you please clarify whether the training will be provided by the staff of training centres or by the NKEs via the training centres?	Training will be provided by the non key experts whose selection will be validated by the Contracting Authority.
29	Can you please clarify whether international accredited certifications by the internationally accredited training centres can be provided to trainees, in the case where the training itself takes place in another facility where the required equipment is present?	Yes. Internationally accredited training centers can give certificates in the case where the training takes place in other facilities where the adequate requirements and equipment are present.
30	<p>Project ToR mentions “certification” and “accreditation” related to the training facilities in several chapters. However, “certification” and “accreditation” have different meanings and implications.</p> <p>Could you please further detail on what services/facilities are to be certified and which services/facilities are to be accredited?</p>	<p>The term “accreditation” refers to the courses/modules that should be internationally accredited, and does not refer to services/facilities.</p> <p>These courses can be delivered in any training facility/location that has the requirements to deliver such courses.</p> <p>Certification refers only to the certificates that will be delivered to trainees once they pass the above mentioned courses.</p>
31	<p>Annex II: Terms of Reference (ToR), Chapter 4.2.2 "implement the training modules"</p> <p>Could you confirm that convenient transportation as well as coffee breaks and snacks/meals are required for trainees during delivering of the training modules, but they are not required for other activities such as internships or undertaking tests and examinations to acquire the relevant accredited certificates?</p>	Transportation is required during the implementation of courses including the tests and examinations, but not required during the internships.
32	<p>Annex II: Terms of Reference (ToR), Chapter 4.2.2 "implement the training modules"</p> <p>Could you confirm that registration costs for the trainees to undertaking tests and examinations to acquire the relevant accredited certificates are not covered by this contract?</p>	Registration for tests is to be covered by this contract.
33	<p>ToR 4.2.3: 80 % of trainees are certified in Technical modules by an international specialized training institution. 80% are certified by accredited certificates in English language and computer skills.</p> <p>a) Could you specify further the meaning of an international specialized training institution?</p> <p>b) Could you specify further the meaning of accredited certificates?</p> <p>c) Could be understood an accredited vocational training center from an EU Member State as an international specialized training institution?</p>	<p>a) Further to Answer 30, we clarify that international specialized training centers are institutions that design courses that become globally recognized by employers. For example Microsoft and Cisco in computers, SLV, IIW, EWF, CWB, TWI, EWF..., for welding....</p> <p>b) Consequently, the certificates issued by these bodies are considered internationally accredited because they are recognized globally.</p> <p>c) Please refer to the above answers a and b.</p>

#	Question	Answer
34	<p>ToR 4.2.2 mentions: “The scope of work of the Contractor includes the following: Offer internationally accredited courses in each of the training Modules for occupational skills, with tests and certificates for each trainee”.</p> <p>Would an accredited vocational training center from an EU Member State be acceptable as to accredit the training courses to be implemented?</p>	Please refer to Answer 33.
35	<p>On page 9 of the ToR, Section 4.2.2, it is mentioned "Offer internationally accredited courses in each of the training Modules for occupational skills, with tests and certificates for each trainee" & "Offer an internationally accredited and certified English technical language training, Microsoft Office and communication skills training, and certificates for each trainee." Can you please clarify whether the contractor have to offer internationally accredited courses, and probably trainers holding the relevant certifications, or local training centers indicated in Appendix 1 hold the relevant accreditations, trainers and certification system/practice in place?</p>	<p>We confirm that the contractor has to offer internationally accredited courses.</p> <p>Trainers have to be certified in the relevant field.</p> <p>Training facilities don't have to be accredited, but they should meet the requirements of the institute issuing the certificates.</p>
36	<p>On page 11 of the ToR, it is stated: "The indicative profiles of the non-key experts are as follows: - Training Coordinators; with a bachelor degree in education, social sciences, public administration, business administration, law or economic sciences or equivalent with two years of experience in similar education programs; or a degree in technical studies combined with three years of directly relevant professional experience in similar education programs; All Trainers delivering the designated courses, must be certified to deliver training in the required fields." Can you please clarify whether the term “Training Coordinator” corresponds to the term “Trainer”?</p>	Please refer to Answer 13.
37	<p>On page 11 of the ToR, it is stated: "The indicative profiles of the non-key experts are as follows: - Training Coordinators; with a bachelor degree in education, social sciences, public administration, business administration, law or economic sciences or equivalent with two years of experience in similar education programs; or a degree in technical studies combined with three years of directly relevant professional experience in similar education programs; All Trainers delivering the designated courses, must be certified to deliver training in the required fields." Can you please clarify whether all trainers will be our non-key experts and must be certified to deliver training? Would it mean that they possess the internationally accredited training programmes and certificates and have a right to deliver them?</p> <p>Could we then to get brief descriptions of the training programmes? Especially it concerns Industrial Maintenance modules in various fields (welding for instance).</p>	<p>Trainers will be non-key experts whose selection will be validated by the Contracting Authority. Trainers should hold any certificate of training related the field of training, and not necessarily from a specific institute.</p> <p>Section 4.1.1 provides general guidelines of the content of each module.</p>

EVALUATION GRID FOR GLOBAL PRICE CONTRACTS

	Maximum
Organisation and methodology	
Rationale	15
Strategy	50
Back-up function	12
Involvement of all members of the consortium	5
Timetable of activities	18
Overall total score	100

Strengths	
Weaknesses	

NB: Only tenders with average scores of at least 75 points qualify for the financial evaluation