



INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFQ-19-003

Questions and Answers

October 25, 2018

1. In which language should the CVs of the trainers be written? Can we send the CVs of trainers in Ukrainian?

IFES Responds: The CVs can be in Ukrainian and/or in English.

2. What is "Trainer's Per Diem" in Table 2 "Price offer"? What types of expenses can we include in this section? And how they can be paid to trainers, if trainers will work as sole proprietors?

IFES Responds: This is per diem paid by the organization to the trainer. It covers hotel, meals and incidentals.

3. For the purpose of this assignment, does IFES expect trainers or/and facilitators to conduct the trainings?

IFES Responds: Yes, IFES expects trainers to conduct training.

4. In the ToR, it is said that the trainers must be certified. Which certificates exactly are accepted? BRIDGE or any other? Are there any types of certificates that are not accepted?

IFES Responds: We accept any type of the certificates as a proof of the trainer's qualification, but if certificate is specifically on providing trainings on electoral issues that will be a plus.

5. The RFQ says that all the trainings will be conducted using the IFES methodology, including training curriculum and materials for participants. Could you please provide a clear reference to this methodology and materials, as IFES has a very versatile set of methodologies in multiple countries.

IFES Responds: IFES will develop specific methodology and materials for each series/types of trainings along with the curriculum and the training materials. Those trainers offered by the training provider/s selected under this competition will be invited to attend a TOT to be well-equipped with all the necessary skills/knowledge/materials.

6. Where should the organization service fee be included in the financial proposal? There is no line for it.

IFES Responds: Please add line(s) in the budget as appropriate.

7. The RFQ says: "IFES Ukraine would approve all the trainers and coordinators offered by implementing organization. IFES Ukraine reserves the right to recommend trainers from its database to be a part of the regional training teams throughout Ukraine.

IFES Responds: Once the training provider(s) selected, IFES will conduct the TOTs for all selected trainers (see question 5); After the TOT each participant will be tested for his/her abilities, skills and qualifications. Only those trainers who demonstrate relevant skills will be chosen to conduct the trainings for IFES. In addition, IFES may strengthen some regional teams if such need arises by suggesting the qualified trainers from its database when needed, or per the provider's request in case the multiple training events would be conducted simultaneously.

8. What is the standard rate of remuneration for trainers proposed by IFES?

IFES Responds: Please provide your rate.

9. What are the expectations of IFES towards the nationality of the trainers? Would IFES accept a team with all of them being international experts?

IFES Responds: There's no restriction on nationality of the proposed trainers if they speak Ukrainian on native-speaker level.

10. What does IFES mean with "certified trainers in the field"? As there are multiple certifications or even experts that have been delivering quality training for years without a paper certification as trainers. Would IFES accept a certification of vast experience on elections' training as guarantee in substitution of a certification? what other certificates would be accepted?

IFES Responds: Certified trainers in the field" means that the proposed trainers officially completed the specific TOT on electoral issues and could provide their certificates of completion as the proof. IFES will also review CVs to determine qualifications of trainers

11. What is the approach towards the language? Should a minimum of team be able to do translation? should be incorporated translators? or should all the training be delivered in Ukrainian language?

IFES Responds: All the trainings would be delivered in Ukrainian only. Although the coordinators should provide the report to IFES after each conducted event in the unified format in English – IFES does not cover those expenses for translation. Also, please note, written communication and reporting with IFES will be mostly in English.

12. Should accommodation of participants be included in the lines on Training facilities (4-6 of the FP)?

IFES Responds: Yes, it should.