

**Request for Quotation (RFQ)
for the
RFQPROC 2023_1237 Vocational Training Services
Addendum No. 2**

This Addendum No. 02 is issued to address inquiries and clarification from bidders and modify information provided in the Request for Quotation for the provision of Vocational Training Services issued to prospective vendors on 11 October 2023.

A. On General Instruction to Bidders

1. Deadline for the Submission of Quotation should read as follow:

No later than **31 October 2023, 04:00 PM Beirut Time.**

If any doubt exists as to the time zone in which the quotation should be submitted, refer to

<http://www.timeanddate.com/worldclock/>.

B. Inquiries from Bidders

I. Commercial Inquiries

Question/Clarification	IOM Response
N/A	N/A

II. Technical Inquiries

Question/Clarification	IOM Response
1. The deadline for submission is 31 Oct by email. correct?	No later than 31 October 2023, 04:00 PM Beirut Time.
2. Does "Training facilitator " mentioned on the project staff is it mean the trainer? or could be a training coordinator usually follow up on the field? if it is the trainer, is it necessary to have the English language mentioned?	"Training facilitator" means "trainer". According to Annex 1, section F, trainer must be fluent in Arabic and English.
3. Is the project manager for all selected lots? or should we calculate its budget per lot?	Project manager per one Service provider, for all selected lots.
4. Is there a minimum duration for the training hours per course?	According to Annex 1, Section D, the actual vocational training should be between 2 to 4 months, SP to provide proposed methodology on training hours.
5. Is it possible to have training duration different from one course to another depending on the curriculum?	Yes.
6. Are there specific hours for the VT training?	According to Annex 1, Section D, the actual vocational training should be between 2 to 4 months, SP to provide proposed methodology on

	training hours.
7. Does the VT require any specific third-party accreditation? Knowing that "XXX" is accredited by the DGETVT?	No. Service Provider to provide certificate, not necessarily accredited by a third party.
8. Customization of Class Size: Can we exercise the flexibility to determine the number of trainees per class, or is there a predetermined class size requirement?	Service provider to provide a proposed methodology including number of beneficiaries per class.
9. Choice of Training Topics and Locations: Are we free to select training topics and match them with specific locations and target audiences as per our expertise, or do you have specific guidelines or preferences in mind for these aspects?	Topics must be complying with the list of proposed sectors in Annex 1, section C. Service provider to propose a list of available courses in which SP has relevant experience. Locations must comply with IOM's areas of intervention: Akkar, North Lebanon or the Bekaa.
10. Scope of Responsibility: Could you kindly confirm whether our responsibility begins from the initial outreach process, and extends through the entire training program, including the certification process?	Service Provider is expected to deliver vocational training and provide certificates to IOM selected beneficiaries . SP is also expected to provide reports as mentioned in Annex 1, Section C under "expected output".
11. You have talked about 7 lots or Training Titles of which each participant will do one of same. However, some titles are so broad, and a lot of subtitles are included under same such as but not limited to Industry which includes carpentry, aluminum, welding, air conditioning, pipe installation, glass, painting, etc... Each title of these categories is a separate training. In other words, participants cannot be taught all these subtitles in one training course. So, do you want us to submit a separate curriculum for each category? The same question applies to Hospitality and Soft Skills.	Service provider to submit a comprehensive methodology covering one or multiple selected lots, with flexibility in topics. Beneficiary is expected to receive one VT course. (e.g., either welding or carpentry but not both).
12. Other lots could be considered as one training such as Agriculture, Food & Beverages, Industry (car mechanic and electricity), Renewable energy?	Service provider to submit a comprehensive methodology covering one or multiple selected lots (sectors), with flexibility in topics. Beneficiary is expected to receive one VT course under one lot (sector). (e.g., either welding or carpentry but not both).
13. Lot 4: Food & beverages (Food Processing, <i>cooking, kitchen chef, sweets chef, eastern sweets chef</i> , Preparing chocolate and ice cream, <i>assistant chef, western cuisine chef</i>). Lot 7: Soft skills (<i>Basic English, business English, basic IT skills, digital marketing, employment skills, marketing, sales, coding basic skills, robotics basic skills, communication</i> , and decision-making course).	The italic words in blue are topics that service provider has previously provided since experience in providing similar topics is a must. If service provider has previously provided other topics under the same lot, SP can include it in proposed methodology.

<p><i>The italic words in blue are the topics we have trained earlier or can train, is this sufficient or should we have all the lot topics applicable to be trained?</i></p>	
<p>14. Company: At least 5 years of experience in conducting vocational training. Must have conducted similar training for other NGOs, IGOs or UN <i>Should the 5 years be in each of the selected topics in the selected lot # or can we have varying experience years in each but total of 5 years in the VT training?</i></p>	<p>5 years of experience in VT in general is acceptable.</p>
<p>15. Training Facilitator</p> <ul style="list-style-type: none"> - Must have at least 2 years of experience in conducting vocational training programs. <i>Is this validated by the project name and date and project agreement or what documents are needed to support this point?</i> - Must have bachelor's degree related to the vocational training offered. <i>We are ICDL certified that is approved by MEHE being an internationally accredited certification, is this agreement if annexed valid to justify this point as well as attaching the trainers ICDL examination paper?</i> - Must be fluent in Arabic and English - Must have legal certification to conduct training. <i>Is the contract with ICDL enough to validate this point?</i> 	<ul style="list-style-type: none"> - Any supporting documents proving that the trainer has relevant experience is accepted. - Training facilitator must have bachelor's degree or technical degree (LT, TS) or equivalent. - Competencies of facilitator are assessed separately, and facilitator must comply with IOM's requirements, e.g., fluent in Arabic and English, and has must have bachelor's degree or technical degree (LT, TS) or equivalent.
<p>16. RFQ: Eligibility: in the legal eligibility section, <i>as "XXX" team is under "YYY" for the time being, can we provide "YYY"s legal papers or here you request our partnership agreement with ICDL and therefore we provide ICDL legal papers?</i></p>	<p>We are expecting to receive information about the Service Provider (SP) who will be executing the project and must be registered in Lebanon and have all the legal required documents. If "XXX" will be implementing, then we need the documents of "XXX".</p>
<p>17. <i>In the vendor sheet, we fill "YYY" information as "XXX"s isn't a solo social enterprise yet, is it correct?</i></p>	<p>We are expecting to receive information about the Service Provider (SP) who will be executing the project and must be registered in Lebanon and have all the legal required documents. If "XXX" will be implementing, then we need the documents of "XXX".</p>
<p>18. <i>We have created an account in Quantum, and all went through... but we haven't received any feedback from UNDP yet, is our account valid to apply for your EOI or we should contact UNDP ahead of applying for this EOI?</i></p>	<p>Having applied to other entities does not eliminate your IOM application.</p>
<p>19. "ZZZ" is a local NGO based in Bekaa and has a successful experience in vocational</p>	<p>Yes. Local CSOs and NGOs are eligible to apply as service providers.</p>

training followed by a high rate of recruitment. I would like to know if we are eligible to apply as a service provider for the RFQ.	
20. "AAA", under its Livelihood and Development Department, has years of experience in providing vocational training in different sectors. The various vocational trainings are provided by CL's expert consultants under CL's supervision and guidance. Upon reviewing the RFQ, we would very much appreciate your advice on whether this modality fits the call.	You are welcome to apply and share your proposed methodology for IOM's review.
21. Are NGOs with educational and livelihood programs eligible to submit applications, or is the call exclusively open to companies specializing in vocational training services and have experience in working with NGOs and UN agencies (as mentioned in the TOR)?	Yes. Local CSOs and NGOs are eligible to apply as service providers.
22. When submitting proposals for all three governorates, is it mandatory to provide coverage for all available lots in the 3 governorates? Additionally, is there flexibility to merge Lot 7 (language and soft skills) with other lots, allowing a single beneficiary to receive both Lot 1-6 and Lot 7 services?	Service provider to provide a proposed methodology including number of beneficiaries per class.
23. VT, in case of the coverage area (Akkar, North and Bekaa) how do you prefer a service provider cover all areas or one area for by each service provider?	According to Annex 1, Section C, Service provider can apply to one several governorates. Service provider to provide a proposed methodology for IOM's review.
24. Topic Selection in Each LOT: Could you please specify whether the service provider is responsible for providing all the topics mentioned within each LOT, or there is flexibility to choose specific topics from the LOT?	Service provider to submit a comprehensive methodology covering one or multiple selected lots (sectors), with flexibility in topics. Beneficiary is expected to receive one VT course under one lot (sector). (e.g., either welding or carpentry but not both).
25. Allotted hours for each LOT: It would be helpful to know the range of hours allotted for each LOT, at this information will aid in our planning.	According to Annex 1, Section D, the actual vocational training should be between 2 to 4 months, SP to provide proposed methodology on training hours.
26. Location in the Bekaa: Could you please specify the precise area within Bekaa where the VT will be taking place? Zahle- Hermel- Baalbeck- West Bekaa- Ersel?	Area of intervention is within the Bekaa governorate. This includes Central and West Bekaa, and Rashaya.
27. Delivering Certificates: Could you please assist us if the certificates delivered to the beneficiaries should be issued from the relevant ministry?	Service Provider to provide certificate, not necessarily accredited by a third party.

28. Given that each donor has their own regulations regarding the number of training hours for each person/topic, are there standard training hours proposed by IOM or can we propose our own number of hours in the methodology?	According to Annex 1, Section D, the actual vocational training should be between 2 to 4 months, SP to provide proposed methodology on training hours.
29. Should the provided certification be accredited from the MEHE?	Service Provider to provide certificate, not necessarily accredited by a third party.
30. Do you have any restrictions over the number of beneficiaries in a class? We normally divide the beneficiaries into groups of 15.	Service provider to provide a proposed methodology including number of beneficiaries per class.
31. In page 3, transportation fees have been mentioned under the scope of proposal price and schedule of payments. Do you mean transportation fees for the beneficiaries or for the team?	Transportation fees are for VT beneficiaries.
32. As we have understood, the outreach, follow-up, and contact will be done by IOM. Can you please confirm?	Confirmed.

Respectfully Yours,
Rana DACH
Procurement department