

## CLARIFICATIONS

**Contract title:** Framework contract for Provision of Consultancy Services for work readiness and customised soft skills trainings.

**Reference:** UGA22003-10083

Please note that the contracting authority will not further respond to any other question as provided for under point 5.3 “Information”. As a reminder, tenders must be received **before 25<sup>th</sup> July 2025 at 2:00 PM. Late bids will not be accepted.**

N°	Issue / question raised	Response
1.	1. Lot 1: a. Under 1.2.1.5, Timelines of activities, it's not clear whether the trainings will be done by face-to-face or a blended approach.	The trainings will be delivered in face-to-face settings.
2.	b. How many trainings are likely to happen/organised for budgeting purposes? Will these be organized by region or collective at a central place for all participants?	See point 1.2.1.5 of the tender document.
3.	2. Lot 2: a. The target audience are not clearly mentioned. Who are the targeted audience and their professional fields?	Training will happen in any of the locations indicated in point 1.2.1.4. of the tender document. In each work order, this information will be provided.
4.	b. How many trainings will be organized during the framework, as this will also help in budgeting/costing?	In each work order, this information will be provided.
5.	c. Under Task 4; this requires ToT, but not details are provided. Will these be separate Trainees or they will be among the to be selected audiences from whom the ToTs will later be appraised as best performers?	The ToTs will come from other audiences.
6.	d. In relation to (b), how many Service Orders are anticipated? 1.2.2.4 only mentions “...it shall be detailed in each service order's terms of reference”, it would be good to share a projected number of orders.	The aim is to train about 2500. The number of work orders may not be determined in absolute terms right now but if we organize classes of 50 – 70 graduates, we could use that to estimate the work orders.

7.	e. There is no indicative timelines for this lot though under 3.4, the award has a duration of 4 calendar years. For Lot 2 the implementation period shall be discussed at each order's ToR, this is unclear for purposes of planning	For now, we can only indicate that training will be spread in the 4 years.
8.	3. 3.6; what does the maximum contract value mean in this case, just for clarity in budgeting/costing of the lots?	That's an indicative amount that we may not exceed for this contract.
9.	4. 1.4; in each lot, there should be a coordinator/team leader. The Contractor shall identify a coordinator/team leader within its organization .... Is it acceptable to have a project coordinator who is not necessarily going to be a Team Leader but will carry the roles of coordinating all administrative and operational communication with Enabel, and let the Team Leader concentrate on the technical delivery of the assignment and coordination of the trainings? If yes, to have a project coordinator, would he/she need to have the same qualifications as a Team Leader?	1.4 We have not indicated the need for a project coordinator. If, however, you find it necessary to have them on your team, it is okay.  Enabel will only recognize the team leader and will relate with them as guided by the tender.
10.	5. Under 5.5.2.1, the selection criteria 2.2 is not clear on a scenario in which we apply for both Lots, yet in 2.1 it provides some clarity. If we are applying for both Lots, do we need to put together completely separate trainers and team leaders or there is an allowance to use the same pool?	Each Lot has its requirements in terms of trainers. Yes. You must provide complete sets of trainers for each lot.
11.	6. 6.3.3 Financial Proposal a. One of the required training materials and equipment is a functional projector, in the event that more than 1 training is organized and we have one projector, yet there is no room to allow us include purchases of additional equipments in the costing, will Enabel support with such equipments? The same applies to camera's and laptops.	It is presumed that by the time you apply for the tender, you have all the resources needed to train.
12.	b. The budget template provided requires us to include person days for each but the number of trainings to be conducted under Lot 1 or the number of Service Orders under Lot 2 have not been provided yet these would inform us on	We require you to just indicate your cost per day for now.

	the total person days to budget for. Please clarify otherwise we may develop misleading budgets either under-budget or over-budget.	
13.	c. Again expenses to do with communication – these are to be estimated on monthly basis, please clarify or this should be by training organized?	The units have been included in the document. See 6.3.3
14.	d. Cost of printing reports, if not provided with the total number of trainings to be organized, how many reports can we estimate?	Use an estimate for one report. Refer to guide in 6.3.33
15.	e. Expense around vehicle hire, still for how many trainings?	Consider day rate not number of trainings
16.	f. The budget does not allow for a contingency rate, the assumption is that all costs will remain the same for all the 4 years of the framework, how is this practical without factoring in inflation or other incidentals?	See 4.8.2 for guidance on this.