

Questions & Answers #1– PQD Training and executive coaching services HR/02/TC/RYH/2019

Q1	<p>Could you provide any indications of volumes required for each of Lots 1, 2, 3 and 6. Could you specify the estimated number of trainees and hours of training required per year under each of the lots? This could be based on historic figures or, if it is a new requirement, based on your projection.</p>
A1	<p>While we intend to provide more details on the estimated training volumes during the RFP stage, we expect candidates to prepare their applications for the pre-qualification stage regardless of this aspect. Please keep in mind that the ESM staff consists of approximately 180 full-time members, the majority of which will be expected to attend regular training throughout the life of the contract on topics which are falling in the scope of lots 1, 2 and 3. Furthermore, please note the requirements stated in point 2.1.2 of Annex I Terms of Reference:</p> <ul style="list-style-type: none"> - “The ESM may offer Training courses and/or programmes for individual members of staff, specific groups, or all members of staff; - The size of the groups will generally be between 6 to 12 members of staff, the number may vary depending on the subject and learning needs of the participants (e.g. a lunchtime bite-size session on a subject could be for a considerably larger group)." <p>In terms of the Lot on Coaching, point 2.2.1 of Annex I Terms of Reference defines the following:</p> <p>“The main purpose of Coaching at the ESM is to improve managerial and leadership skills of the Extended Leadership Team (ELT) members composed of c. 20 people. On an exceptional basis it also may be made available for other members of staff.”</p>
Q2	<p>In the preparation of the application a few questions for clarifications arose, which we like to pose to you.</p> <p>1. In Annex 2, on pages 20-28, there are a number of tables which indicate the information to be provided. In the column 'Candidates response' in many cases there is the option to choose Pass or Fail. Is it up to us to fill this in, or do we only provide information in the table, so you can decide as Contracting Authority if we Pass or Fail?</p> <p>2. In Annex 2, page 22, question 6 under 2.1., we need to indicate if each of our trainers have a minimum of 6 years of relevant experience in the applicable Lot. Would you like us to add names and their number of years of experience, or would only a statement do to pass this criteria?</p>
A2	<ol style="list-style-type: none"> 1. The Candidate shall fill pass or fail as a way to confirm that they meet/do not meet the selection criteria. In addition, and where requested, justifications and evidence shall be provided. The Contracting Authority will decide on that basis if the selection criteria are met or not. 2. The candidate shall confirm that they can provide a sufficient number of trainers with the required experience in the selection criteria. The candidate shall also illustrate how the criteria is met by providing sample profiles of some of the suggested trainers. It is not mandatory for the candidate to provide full CVs or list names at this stage.
Q3	<p>In relation to question 2.2.5. about the trainers that will be provided for the services. (p. 21). Is there a minimum/maximum number of Trainers that need to be foreseen?</p>

A3	<p>There is no requirement of minimum/maximum trainers to be provided. However, the candidate shall be able to provide a sufficient number of trainers with the experience required in the selection criteria to be able to meet the ESM needs throughout the life of the contract.</p>
Q4	<p>The second question concerns the level of proficiency in English of the Candidate's staff and the trainers provided by the Candidate. Is it required to provide a certificate proving the language skills (e.g. TOEFL, IELTS, ...) ?</p>
A4	<p>The Candidate shall confirm their staff and proficiency in English. It is not mandatory to provide a certificate proving the language skills. However more detailed information regarding the different language skills (and proficiency) for each proposed trainer is expected to be included in the CVs provided at the RFP stage.</p>