

## **RFP05/2021: Organizational Development Support to Water Resource Management Institutions of Kosovo**

### **QUESTION & ANSWERS N°1 – 31.08.2021**

**Q1:** *In regard to the training services, you have mentioned in the ToR that the training sessions will be tailored for "Advanced Level" and "Basic Level". Will the training session be divided into two groups for each module?*

**A1:** *The differentiation between Basic and Advanced levels can be reflected in the number of hours required for the course and/or the level of complexity. At this stage, it is not required to be completely defined as it will be subject to negotiation with the selected bidder. At this stage, the bidders can propose ideas in their methodologies which can be used as a basis for negotiations prior to the signing of the contract.*

**Q2:** *In regard to the coaching services, should we prepare a coaching methodology for all the modules that you have mentioned in the ToR, or only for specific ones. If yes, which ones?*

**A2:** *The ToR requires only general methodologies for the design and delivery of trainings, as well as carrying out the coaching services. The specifics will be defined prior to signing and/or contract amendments in line with the flexible character of the required training and coaching services. More specifically, the ToR specifies the following (page 11 of RFP): "The methodology proposed by the bidder shall be generic and address aspects such as context analysis, approach to content/syllabus development, training and coaching delivery and similar. The methodology should be general (applicable to all courses), not developed for each course specifically."*

**Q3:** *In the Duties and Responsibilities section, can you please elaborate more on these points regarding the process groups (as shown in the picture), since these points are out of the training scope.*

**A3:** *Besides the design and delivery of trainings, as well as coaching support, the selected expert team is expected to support the establishment and the work of the so-called institutional development/process groups. These are intra-institutional groups that will analyze the organizational development needs in relation to the technical capacity development needs. Based on this, the groups will need to specify which trainings and other support requirements should be prioritized by the Program and consequently delivered by the selected expert team/Contractor. However, since this is a novel approach, and no such groups have been operating within the partner institutions before, it is expected that the expert team/Contractor will support their work through providing guidance, coaching, defining work methodologies and procedures. These aspects need to be analyzed in the proposals of the interested companies.*

**Q4:** *In the Duration of the Assignment part, you have mentioned that the estimated time for completing the assignment is 6 months. Is this time period only for 1 module of the training or for all of them?*

**A4:** *The 6-month period is used as an example for the initial contract duration. It is assumed that only one of the modules can be designed and delivered during this period. However, in their methodologies, the bidders may propose other options which will be considered in the evaluation process as well as in defining the exact scope of work prior to the signing of the contract.*