
Date: 21 September 2015

Clarification Note # 2

Request For Proposal (RFP) No. UKR/01/2015 - Provision of Hostile Environment Awareness Trainings for Media Professionals in Ukraine

In accordance with issued RFP No. UKR/01/2015 - Provision of Hostile Environment Awareness Trainings for Media Professionals in Ukraine, the OSCE would like to provide the following clarifications to the RFP Documents:

Question 1: Is the delivery of the hostile environment awareness training to be aimed specifically for journalists and media operating in Ukraine or will the journalists be expected to travel to other either regional or global hostile regions?

Answer 1: Training will be provided to Ukrainian journalists, some of whom may be travelling to other regional or global hostile regions for future editorial assignments.

Question 2: It is noted from the Scope of Services set out in the Terms of Reference at Annex C that the course is to be delivered in English but will it then be translated to the students into Ukrainian through PCU provided interpreters?

Answer 2: Yes, PCU provides the interpretation from English into Ukrainian during the trainings and professional translation of written materials into Ukrainian language.

Question 3: Following Contract Award to the successful bidder will there be an opportunity to undertake a pre-training survey and reconnaissance of the training facilities and the nominated Ukraine MOD training facilities?

Answer 3: Yes, there will be a possibility for successful bidder to come several days prior to start of the course to examine training venues. Pre-training online survey may be disseminated among training participants if requested.

Question 4: It is noted in the Terms of Reference that the OSCE will provide certain services, personnel and facilities in support of the training deliverables. Is it possible to confirm if there are two (2) fully equipped conference / training rooms available to support the delivery of the training courses?

Answer 4: Facility will be an international training centre at the MoD, with at least one room for conduction of training and on open-air polygon.

Question 5: In respect of the RFP, Annex B, OSCE General Terms and Conditions for Service, what date of Revision is the current Terms and Conditions?

Answer 5: The currently actual OSCE General Conditions of Contract (Services) can be found at OSCE website at the link: <http://www.osce.org/procurement/43309?download=true> .The current document is Revision 2 - 2011.

Question 6: Schedule of courses: We note that the 5 awareness training courses and the ToT course are to be delivered between 26th of October and 31st December and 'should be conducted consecutively'. Could you please clarify whether you prefer the courses to be delivered 'back to back' i.e. in successive weeks one immediately after another, or would you prefer to have the courses spaced out across the period from the end of October to end of December?

Answer 6: We prefer the courses to be delivered 'back to back'.

Question 7: Weekend training: Linked to the above, would you be content to see training run on Saturdays and/or Sundays, or would you prefer to keep the course training to week days only?

Answer 7: Technically facilities will be provided on Saturday and Sunday as well, so the company may plan around it when developing a training schedule for tender proposal.

Question 8: Course length: We note the ToT course is to be two days. Does the PCU have a view on the length of each awareness course (number of days) to deliver the topics specified?

Answer 8: Referring to Annex C, TERMS OF REFERENCE, SCOPE OF SERVICES, "Programs should be based largely on standard courses conducted with similar target groups in similar contexts." Bidders' experience should dictate the number of days required.

Question 9: Accommodation and meals: We note the course is to be conducted at the MoD training centre in Lviv Province and that indoor and outdoor facilities will be provided. Can you confirm that accommodation and meals will be provided for the course participants? Will accommodation and meals be provided for the course instructors and any others supporting the training? Will accommodation and food be provided for the training team at the MOD facility for the duration of the programme?

Answer 9: PCU suggests that bidder include expenses for travel, trainers' flight, accommodation and meals for course instructors into Proposal. Accommodation and meals for course participants will be arranged separately. PCU will advise expert team on logistical arrangements (hotels, transportation to the training facility, etc).

Question 10: It is noted in the Terms of Reference that the OSCE will provide certain services, personnel and facilities in support of the training deliverables. For the purposes of costing this effort is it possible to confirm that for any outdoor training that have a requirement for vehicles, support staff such as actors, will these be provided by the Ukraine Mod?

Training equipment: Will the PCU be able to provide any of the following equipment to support the training:

- body armour and helmets to be worn by the participants;
- medical packs for training use;
- vehicles similar to those used by journalists in the field (ideally 4 vehicles but a minimum of 2);
- inert and blank firing weapons (hand guns and rifles) associated blank ammunition and pyrotechnics for use in training?

Support personnel: Will the PCU be able to provide individuals (who are not course participants) to support the training as 'role players' or other support?

Answer 10: The Ministry of Defence has pledged to provide equipment and some staff for «role play». An exact list of what they will provide will be determined closer to the training date. The PCU will endeavour to ensure the appropriate equipment and personnel will be available, so these need not be included in the Proposal. At the same time, the training supplier is expected to be flexible in working with local partners.

Question 11: Contract award date: For planning purposes, do you have a date by which the contract will be awarded?

Answer 11: Contract will be awarded only after evaluation process is dully completed and award recommendation is approved according to OSCE procurement policy and regulations. The exact date is not known at this stage, although it shall be finalised in due time before the trainings start.

Question 12: What is the nearest town to the MOD facility?

Answer 12: The nearest town to the MoD facility is Lviv.

Question 13: Has the Security provider who will deliver the training in the future been identified yet?

Answer 13: The idea of the Project is to support the launch of safety training center at the MoD, where a journalist who go for an assignment in a hostile zone, not necessarily in Ukraine, can receive the training. 10 people that will go through the ToT will serve as trainers as the center. So the course will be further passed to the Ministry of Defense, who will be delivering trainings in a future.

Sincerely,

Olga Jukova,
Chief of Fund Administration,
OSCE Project Coordinator in Ukraine

