
Date: 25 September 2015

Clarification Note # 3

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: The training facility is provided by the vendor. What assumptions should we make concerning resources and facilities at the venue? (e.g. classrooms, outside areas, dining, vehicles, pyrotechnics, equipment, etc).

Answer 1: THE MINISTRY OF DEFENCE HAS PLEDGED TO PROVIDE EQUIPMENT AND SOME STAFF FOR ROLE PLAY. The venue will be an Ministry of Defence's international training centre in Lviv oblast, and access to classrooms, open-air polygons, dining facilities will be granted. AN EXACT LIST OF WHAT THEY WILL PROVIDE WILL BE DETERMINED CLOSER TO THE TRAINING DATE. THE PCU WILL ENDEAVOR TO ENSURE THE APPROPRIATE EQUIPMENT AND PERSONNEL WILL BE AVAILABLE, SO THESE NEED NOT BE INCLUDED IN THE BID. AT THE SAME TIME, THE TRAINING SUPPLIER IS EXPECTED TO BE FLEXIBLE IN WORKING WITH LOCAL PARTNERS.

Question 2: The training course includes the topic of "first responder first aid" – there are a variety of first aid courses from "1-day Emergency First Aid at Work EFAW", to a "2-day First Person On Scene – Basic FPOS-B" and the "4-day First Person On Scene – Intermediate FPOS-I". Please can you provide or indicate the learning objectives for the "first responder first aid" in order that the correct syllabus can be identified and delivered.

Answer 2: First aid course should be traditional identical course normally provided within a hostile environment awareness training. 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 suggested type of the course.

Question 3: What will be the medical cover and equipment is available to them in a conflict zone?

Answer 3: 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 at the center. So, the adapted course will be further passed to the Ministry of Defense, who will be delivering trainings in a future. OSCE bares no responsibility to provide participants with medical cover and equipment for their future work in the conflict areas. However, with regard to medical cover, Ukrainian journalists have reported that insurance providers require them to produce certificates that they have completed hostile-environment training by a recognized provider, in order to purchase an appropriate policy.

The training provider would be required to issue such certificates of completion, to facilitate participants obtaining insurance policies.

Question 4: With regards to ToT, please give an indication of the instructor qualifications and level of instructional ability of your chosen ten participants.

Answer 4: 10 ToT participants will be selected jointly by Ministry of Defence and media organizations. PCU will endeavour to ensure selected ToT participants will have relevant background – experience in military service or emergency service, previous work as journalist in hostile areas, etc. Bidder's experience should dictate instructor qualifications, their CVs should be submitted together with the proposal.

Question 5: OSCE require the training provider to have international recognised certification/ accreditation for the 5 HEAT courses. How will OSCE be able to run courses after the ToT without international recognised certification/accreditation?

Answer 5: Please, see answer above to Question 3. Course will be adapted and passed to MoD to be further taught at their training centre.

Question 6: You write that the course should be conducted in English, with PCU providing interpretation and translation of materials. Does this only concern materials - or will the course instructors be interpreted during the course. This will have an impact on the time schedule.

Answer 6: PCU will provide consecutive interpretation if necessary, which will depend on a group. Fluency of English will be predetermined during the selection process and considered when forming the groups.

Question 7: Do you have any expectations to the duration of the HEAT course? And do you have any expectation concerning the participants working hours during the course?

Answer 7: 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 suggested type of the course.

Question 8: Will the 10 ToT participants participate in the HEAT course prior to the ToT course? And can we plan when the ToT course will be held?

Answer 8: 10 ToT participants will be selected separately by Ministry of Defence and media organizations. PCU will endeavour to ensure selected trainees have relevant background – experience in military service or emergency service, previous work as journalist in hostile areas, etc. It is planned that each ToT participant will be assisting core team of trainers during at least one main HEAT training session. ToT should be conducted after all 5 main trainings are finished.

Question 9: Have you made considerations about the dates for the execution of the HEAT courses? Will the courses be held in extension of each other eg. 15 days in a row. Or do you plan on breaking the courses up, e.g. first course in the end of October, second in the middle of November, etc.

Answer 9: According to ToR, it is planned that courses will be conducted “back-to-back” fashion, with possible small one-day breaks, but no large gap between them. Exact dates will be discussed with successful bidder.

Question 10: First Responder first aid (Annex C Scope of services para 1 point 2) – What is being requested here? Is a full *First Person on Scene Intermediate* training being required? (30 hours minimum, delivery plus assessment and specified participant to instructor ratio). Or is this to be essential basic first aid skills, relevant to hostile environments within the scope of the journalists’ role? Is first aid course certification for participants required?

Answer 10: First aid course should be traditional identical course normally provided within a hostile environment awareness training. 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 suggested type of the course.

Question 11: Training of prospective trainers (Annex C ToT para 2). “Project partners will select 10 participants with prior hostile-environment experience ...”:

- Does “Project partners” refer to the company to deliver the training if successful in the bid or does this refer to other project partners of OSCE PCU?
- Are the 10 to be selected to be drawn from a separate pool of candidates? What is the application process for prospective candidates to become ToT instructors and therefore eligible for selection? Reference is made to a total of 110 participants (Annex C para: *Objectives of Assignment*): Please confirm therefore that the 10 to be selected are not to be drawn from the 100 participants?

Answer 11:

- “Project partners” refer to the Ministry of Defence and media organizations.
- 10 ToT participants will be selected separately by Ministry of Defence and media organizations. PCU will endeavour to ensure selected trainees have relevant background – experience in military service or emergency service, previous work as journalist in hostile areas, etc.

Question 12: Pre- and post- Testing (Annex C para 3 point 1.). Evaluation and assessment of ability to conduct themselves safely in hostile environments: Are any areas specified/ required in relation to the initial 100 students? (Knowledge, Attitude, Decision making, Practical Skills or any/ all of the aforementioned?)

Answer 12: The purpose of pre – and –post testing is to measure each group’s level in order for training sessions to fit audience level. There will be a possibility to circulate pre-training questionnaire. Post –testing aimed to access group’s progress and may consist of a practical exercise, test, etc. Bidders’ experience should dictate exact form of the testing, together with the areas specified.

Question 13: Amount of interpreting / translation required especially in relation to the required delivery time. (Annex C, Scope of services, para 1).

Answer 13: PCU will provide consecutive interpretation if necessary, which will depend on a group. Fluency of English will be predetermined during the selection process and considered when forming the groups.

Question 14: It is understood that the bidder should submit a detailed programme for the ToT. Paragraph 3 of the ToRs mentions provision of a full disclosure of curriculum, course and methodological materials in electronic format. Please can you confirm that this would be provided *following* confirmation of a successful bid and subject to Intellectual Property Rights? (It is understood that this would be for further usage in a training centre).

Answer 14: Yes, this would be provided following conducting the trainings and ideally should be adapted to Ukrainian customers, reflecting lessons learned while working with 5 trained groups.

Sincerely,


Olena Gudym
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OSCE Project Coordinator in Ukraine

