

**Invitation to Bid (ITB)**  
**ITB-2012-24**  
**For**  
**Facilitation, Training, and OD related Writing services**

**Questions and Answers**

- 1) You have indicated a preference for IAF accredited facilitators – what would be considered to be an equivalent qualification?

Answer:

Certifications granted by a well-known professional body that endorses professional knowledge and experience to facilitate effective group interaction would be considered valid. The certification would be proof of the incumbent's high professional standards, and procedurally must include an assessment of knowledge, experience and skills. Any certification which has the following elements as requisites of its pre-qualification and assessment criteria would be considered at par with IAF certification:

- Minimum of a Bachelors degree from a recognized university.
- Three or more years of experience as a lead facilitator.
- Demonstrated satisfaction by seven different clients of consulting performance in challenging engagements.
- Produced descriptions of seven client engagements, including problems addressed, solutions provided and results achieved.
- Assessment by a panel of senior facilitators on approaches to and competency in a broad spectrum of skills and knowledge required to successfully facilitate a variety of basic sessions and display the basic set of skills, knowledge, and behaviors that facilitators must have in order to be successful facilitators in a wide variety of environments.

- 2) Can we include more than 1 facilitator/trainer/writer for this bid?

Answer:

Yes you can. There is no limit to the number of the trainers or facilitators you may include in your submission to any of the services as long as they satisfy the selection criteria.

- 3) We have a team of Associate Consultants – would this be ok for this bid?

Answer:

Yes. As long as they have the requisite competencies and experience.

- 4) Re testimonials – are we required to compile testimonials for the Company of for each individual?

Answer:

The experience of your facilitators who will be included for this bid needs to be supported by testimonials of satisfactory performance from clients. Generic testimonials of the company can be added in your submission package but is not a requirement for this ITB.

5) Are you looking to issue 4-6 contracts in all or per area?

Answer:

We are looking to issue a maximum of 6 contracts in each service area.

6) Many of our training events are experiential and are actively facilitated by a trainer at the front of the room. Can we include the same project as an example of both training and facilitation?

Answer:

No. If it is pertinent to a training event please include this as part of the training sample design or submissions under Service B. We are looking for very specific facilitation services as indicated in Section 2.2.1 (Table 1) of the ITB. You will need to have:

Successfully facilitated two or more of the following events in the last five years:

- *Strategic planning meetings (management level)*
- *Work planning retreats (team level)*
- *Team-building sessions: new teams, merging teams, executive teams, etc.*
- *Internal/external meetings with stakeholders /partners*

7) With respect to Service A, Criteria 2, we are going to be submitting the CVs for two facilitators. Do we need to provide two design samples for each facilitator?

Answer:

Yes. Please provide 2 design samples for each facilitator.

8) With respect to Service B, Criteria 3, we are going to be submitting the CVs for two trainers. Do we need to provide 2 client testimonials for each proposed trainer or 2 client testimonials for the firm only?

Answer:

Yes we would like to see the client testimonials for the 2 lead trainers who will be signed on for services at UNAIDS. You may choose to provide two additional testimonials for the company, but that is not a requirement for this ITB. Generic testimonials of the company are not as helpful.

9) With respect to Service C, Criteria 2, we are going to be submitting the CVs for two writers. Do we need to provide 2 work samples for each proposed writer or 2 samples for the firm only? Similarly, for criteria 3, do we need to provide 2 client testimonials for each proposed writer or 2 client testimonials for the firm?

Answer:

Yes, please provide work samples of the two proposed writers and not generic work samples from the company.

Please also provide 2 client testimonials for each proposed writer. You may in addition include additional client testimonials of the company, but this is not a requirement for this ITB.

10) With regards to client testimonials, your ITB states that two testimonials for work undertaken during the past 5 years should be provided for each type of service. Specifically for service A: Facilitation of Meetings and Events, could you please confirm whether :

a. A total of two testimonials, covering either strategic planning, and/or work planning, and/or team building, and/or internal/external meetings with stakeholders/partners are required

b. A total of eight testimonials: two for strategic planning, two for work planning, two for team building, and two for internal/external meetings with stakeholders/partners are required

Answer:

Please choose two or more of the following events in the last five years:

- Strategic planning meetings (management level)
- Work planning retreats (team level)
- Team-building sessions: new teams, merging teams, executive teams, etc.
- Internal/external meetings with stakeholders /partners

And then please submit two testimonials for each. So your option two is applicable specific to the facilitator and the events they would be facilitating.

*b. A total of eight testimonials: two for strategic planning, two for work planning, two for team building, and two for internal/external meetings with stakeholders/partners are required*

11) With regards to the client testimonial form (annex 4), could you please confirm what your expectations are

Answer:

Your first option applies here:

*a. That the box in front of each statement should be ticked with overall comments provided at the end of the form*

12) The Invitation to bid states in 2.2.3, Table 3 Selection Criteria for the writing services, that one requirement is:

"Client testimonials (annex 4) for two samples of work that satisfactorily demonstrates use of a variety of techniques and mediums to present instructional content based on diverse needs of the learner and corporate requirements."

Yet, in 3.1, the list of specified documents to be sent, no mention is made of work samples.

Question: Are work samples to be sent as part of the application package?

Answer:

We assume you are referring to the following documents in section 3.1:

- Fully completed and signed Proposal Submission form (annex 2).
- Fully completed Criteria for selection of services form (annex 3)
- Fully completed Client testimonial form (annex 4)

- *The Financial proposal form with the daily consultancy rates (annex 5).*

Section 3.1 refers to the overall attachments to be sent at various stages of the ITB. It does not specify what needs to be included as part of your actual proposal. Please refer to the specifications under Section 2.2 (Tables 1, 2 and 3) and annex 3- Criteria for selection of services to be clear on what constitutes the Application package.

So Yes, please include work samples as part of the application package and as specified in the appropriate sections and annexes of this ITB.

13) This ITB is the one to replace/ follow-up the one we already did, because that one will expire at the end of the year - right?

Answer:

The current UNAIDS's LTA for Facilitation and Training services will expire in December 2012 and will not be extended. This new ITB will be established for services covering from 2013 to 2015.

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