

IN-COUNTRY TRAINING WORKSHOPS

Q1. Is it 3 workshops, covering the three thematic areas, over four days, in each of the four countries? This requires simultaneous translation for 4 days.

A1. Yes, the standard structure for each set of in-country training workshops is 2+1+1 = 4-days in total. For Kenya exceptionally, due to the organization of the IUCN Africa Regional Forum on 24-28 June, the set of training workshops is expected to be arranged on a total of 3 days identified by the Forum organizers within the same week, instead of 4 days.

Below are the languages to be used in each country:

Kenya: English, Morocco: French, Brazil: Portuguese, Indonesia: Bahasa Indonesia.

Q2. We would like more details about the national workshops' audience: who will select the stakeholders? What is the approx. size of attendants? Will the same people attend all the three thematic Workshops?

A2. Please refer to Attachment 4 and the TOR for LOT1, Section 2, II. (3).

The TOR requires the development of communications, outreach and engagement plans to identify and reach out to potential participants and networks.

Additional guidance may be provided by the IUCN regional/country offices, in particular regarding identification of and outreach to national and subnational authorities (there are protocols to follow), but also to local financial institutions/investors and project developers.

You are invited to describe your suggested approach in the technical proposal.

The approximate size of attendants is maximum 40-50 per thematic training workshop (maximum 120-150 participants across 4 days).

The target audience is different among the three thematic workshops, reflecting the learnings to each of the 3 types of stakeholders.

Q3. Do you expect international thematic experts to travel for the national workshops? Could we conduct hybrid workshops?

A3. Please refer to TOR for LOT1, Section 4.

Training workshops should be organized as on-site events.

Q4. Is IUCN covering the Workshops' participants' transportation and lodging?

A4. Please refer to RFP and TOR for LOT2. Costs and logistic arrangements of the workshops will be covered under the LOT2 contract.

Q5. Are we assuming right that any communications or audio-visual content design shall be included in "Any other costs"?

A5. In case these materials form part of substantive activities under the TOR for LOT1 (e.g. developing materials for communications and outreach to potential participants and networks; training presentation materials), please include them as either "consultant fees" or "any other costs" as appropriate.

In case these materials are related to the logistic venue arrangements (e.g. banners, printing of handout materials for participants), these shall be included in the LOT2 contract.

Q6. Could you please clarify whether IUCN will cover the Workshop venue rental, catering, etc.?

A6. Please refer to RFP and TOR for LOT2. Costs and logistic arrangements of the workshops will be covered under the LOT2 contract.

Q7. Should we expect similar set-ups for the 4 workshops (taking place in a well-connected venue, etc)?

A7. Yes, to ensure consistency of delivery. Basic conditions for the 4 sets of training workshops, such as the meeting room capacity, will be common across 4 workshops. The workshops will likely take place in the capital cities of respective countries (to be confirmed).

For Kenya exceptionally, due to the organization of the IUCN Africa Regional Forum on 24-28 June, the set of training workshops is expected to be held over 3 days instead of 4 days within the same week, as we shall be reducing the length of the sustainable finance training workshop from 2 days to 1 day.

Please note that, depending on the results of procurement, the contractor for LOT1 may be required to work in collaboration with several contractors for LOT2 in the 4 countries.

Q8. What is the estimated total number of participants in each country?

A8. Please refer to Attachment 4 and the answer to Q2.

Q9. Which countries or cities will the 40 sponsored participants depart from? – we require this information for travel budget allocation

Q9. Sponsored participants (national and subnational authorities) will be invited from within respective countries, however, they are yet to be identified.

Q10. Is 40 the total number of sponsored participants per country?

A10. Yes. Only participants from public sector i.e. national and subnational authorities will be targeted by travel grants and support.

Q11. Please could we confirm that the total number of workshops to be delivered is c.1-2 days in each of the four priority countries (as per the structure in Attachment 4 Para 7.1) ? We noted that Paragraph 2.1.1.A of the ToR indicates an expectation of developing materials for three workshops over four days across the thematic areas and audiences, but the indicative schedule in Paragraph 5 suggests a single workshop in each target country.

A11. The TOR requires the delivery of a set of 3 thematic workshops over 4 days (in principle within a given week) in each 1 of the 4 target countries. Material will need to be produced for each of the 3 thematic areas and to be delivered in a consistent manner in the 4 countries, though taking also into account country-specific contexts. Participants in each of the 4 countries for any one of the given topics, are therefore to come away with similar learnings.

Q12. We would like to pose a question regarding the organization of training workshops in the national language of respective countries. Since IUCN is represented in various countries with regional/ country offices and member organisations, we would like to ask in how far these networks can be retrieved for support in implementing the workshop, particularly for translation into the national language, or whether it is expected to establish our own network of local partners for workshop preparation and implementation.

A12. Please refer to Attachment 4, Annex 1, Section 3. (2) for the role of IUCN regional offices.

The substantive and logistic organization of training workshops shall be led in its entirety by the contractors of LOT 1 and LOT 2.

The role of IUCN regional offices is to provide advice on the identification of relevant target groups, institutions, and coordination with national and subnational authorities where deemed necessary.

IUCN regional offices can share information on translation/interpretation service providers at their disposal upon request; however, their role does not include undertaking or contracting these services.

WEBINARS AND SELF-PACED ONLINE COURSES

Q13. Is it 3 sets of webinars per thematic area, with each set being 60 minutes? And hence, a total of $60 \times 3 \times 3 = 540$ min?

A13. TOR for LOT1 gives an example of the structure of webinar series as: 2-3 sets of 60-minute webinars per thematic area. This does not exclude bidders from suggesting other webinar formats in their technical proposals which they deem more effective in covering fundamental elements of the training contents and are better adapted to the needs of the target audience.

Q14. (self-paced online courses) Is it 10-20 hours of learning for each of the three thematic areas IN ADDITION to the webinars? Or can the webinars be part of the learning course? This is $10 \times 3 = 30$ hrs minimum or $20 \times 3 = 60$ hrs maximum.

A14. "10-20 hours of learning" refers to the approximate number of hours an individual is expected to spend on completing a self-paced online course. Webinars could be considered as included in (ii) below.

The 10-20 hours of IUCN Academy's online course will have students typically spend time on: (i) activities to be completed on the IUCN Academy online platform (e.g. reading the course texts, watching short videos of 2-10 min, completing knowledge-refresher Q&As), and (ii) off-platform activities (e.g. reading and watching additional reference documents and videos for further self-learning).

Please visit <https://iucnacademy.org/catalogue> to browse the examples of self-paced online courses offered by the IUCN Academy platform.

TEAM COMPOSITION

Q15. Considering the nature of the deliverables, should we consider including a communication specialist in the team crucial?

A15. Team composition is part of the evaluation criteria of technical proposals, therefore we encourage bidders to include descriptions of key team members and their individual roles in alignment with the TOR.

Q16. Is there a maximum size for the team?

A16. There is no maximum number of members within the team.

OTHER MATTERS

Q17. We were unable to find "Attachment 4: Consultancy Service for Capacity Building through In-country Thematic Training Workshops, Webinars and Online Training Courses". Could you please share it with us, together with any additional document that you deem necessary.

A17. Please refer to [Attachment 4](#), also available at <https://www.iucn.org/procurement/currently-running-tenders>.

Q18. Is it mandatory for bidders to respond to both lots or can select their preferred Lot?

A18. It is not mandatory to respond to both LOT1 and LOT2. We encourage you to submit proposals only for the lot(s) for which you have the know-how and resources to fulfil the mandate(s).

Q19. we would like to clarify the estimated contract value for this opportunity. Currently, IUCN's website refers to "LOT1: USD 250,000-500,000" whereas the rfp-lot-1-consultancy.pdf document states: "4.5.1. The indicative budget for this contract is USD 250,000 – 350,000. The financial proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety".

A19. For the indicative budget of this contract, please refer to the amount mentioned in the RFP.

The amount on IUCN's procurement webpage only shows the general range which the indicative budget falls in.

Q20. Paragraph 4.3 of the RFP refers to the need to confirm that our organisation has all necessary legal registrations to perform the work. What information do we need to provide?

A20. It suffices to confirm in your proposal document that you have the necessary legal registrations.