

Questions Clarification

LRPS-2023-9185221 Support in organizing 45 training sessions to strengthen capacities of health professionals in International Guide for Monitoring Child Development (GMCD)

Explanatory note:

In total will take place 45 training sessions, 20 participants per group, in total - 900 participants. One training last 2 days: 1.5 days in conference room settings and 0.5 day in hospital settings.

The events will take place in Chisinau, in the period October - December 2023.

Tentative training schedule:

17-20 Oct- 5 groups (100 persons)

24-27 Oct- 5 groups (100 persons)

31 Oct -3 Nov- 5 groups (100 persons)

7– 10 Nov- 5 groups (100 persons)

14-17 Oct- 5 groups (100 persons)

21-24 Nov- 4 groups (80 persons)

28 Nov- 5 Dec- 4 groups (80 persons)

5 – 8 Dec- 4 groups (80 persons)

12 – 15 Dec- 4 groups (80 persons)

19 –22 Dec- 4 groups (80 persons)

In the first 5 weeks will be trained 5 groups per week, and in the following 5 weeks- 4 groups per week. For example, in the first week (17-20 Oct): 2 groups can participate simultaneously from 17-18/Oct, 1 group - 18-19/Oct and 2 groups- 19-20/Oct.

2 conference halls are needed because 2 groups will be trained simultaneously. Regarding the group from Vila Verde, there is also need for 2 conference halls, because they will work in groups, and the conference hall is very small.

From the total of 900 participants that will participate in the training, it is estimated that only 555 persons per week will need accommodation for 2 nights each person.

2 Hotels are proposed Jolly Allon and Vila Verde because Hospital setting are localized in the nearby area of Jolly Allon Hotel and Vila Verde Hotel.

At Jolly Alon Hotel the participants will be accommodated during all 10 weeks, it estimated about 45 persons per week, for 2 nights, the exact dates will be agreed later.

At Vila Verde Hotel the participants will be accommodated only during first 5 weeks, it estimated about 20 persons per week, for 2 nights, the exact dates will be agreed later.

In the first 5 weeks will be 5 trainings per week: 4 groups at Jolly Allon and 1 group at Villa Verde, the next 5 weeks only 4 groups at Jolly Allon.

One group accommodated at Jolly Alon Hotel will need to be transported to the Hospital setting from Botanica district during all 10 weeks.

1.

Question:

Accommodation services for 455 participants single rooms (2 nights with breakfast, for reference: Jolly Allon Hotel) - are the participants going to be checked into the hotel all 455 at the same time? Are we going to have different participants each of the 5 weeks of the trainings with different reservation dates respectively?

Answer:

The participants are not going to be checked into the hotel all 455 at the same time. The trainings are going to take place during 10 weeks. Every week will be around 45 persons that will need accommodation at Jolly Alon Hotel.

2.

Question:

Accommodation services for 100 participants single rooms (2 nights with breakfast, for reference: Vila Verde) - are the participants going to be checked in the hotel all 100 at the same time? Are we going to have different participants each of the 5 weeks of the trainings?

Answer:

The participants are not going to be checked- in the hotel all 100 at the same time. First 5 weeks of the training sessions, 20 participants will need accommodation weekly in the hotel.

3.

Question:

Provide the workshop set (1 flipchart per group, flipchart paper –1 pack per group, 10 sets of markers (red, green, black, blue)) - how many groups will be in total? Every week will be different groups? For how many groups should we budget for?

Answer:

There will be 45 groups in total (900 participants / 20 persons per group = 45 groups). First 5 weeks we will train 5 groups per week, in the next 5 weeks will be trained 4 groups per week, in total 45 groups will be trained in 10 weeks. You will have to provide workshop sets for 45 groups.

4.

Question:

Take photos of the first day of the event (a selection of 30 photos made in the first day of training, including hospital settings) - does this refer to ONLY the beginning of the training sessions or the first day of each new training week?

Answer:

Just for the beginning of the first training sessions (1 time).

5.

Question:

In the RFP is noted that it is necessary to rent 2 conference rooms at Vila Verde. If there will be one group per week during 5 weeks, we think that one conference room is enough.

Answer:

The group will be divided into two work teams. The conference room from Vila Verde is too small to accommodate this, that is why we need two.

6.

Question:

How to distribute the groups from Jolly Alon and Vila Verde on dates? According to the calendar provided by you, all 10 weeks at Joly Allon, and the first 5 weeks at Vila Verde?

Answer:

Yes, it is correct, the first 5 weeks there will be 5 trainings per week (4 at Jolly Allon Hotel, 1 at Villa Verde Hotel), the next 5 weeks only 4 groups at Jolly Allon Hotel.

7.

Question:

Is the transport Center-Botanica-Center for the 22 persons needed for those staying at Joly Allon Hotel or for those accommodated at Vila Verde as well? (Considering that the Ignatenco Children's Hospital is located not far from Vila Verde Hotel).

Answer:

the transport is valid only for those staying at Jolly Allon Hotel.

8.

Question:

Do you have any specific preferences on the type and design of notebooks, pens, maps, guides, badges?

Answer:

Standard type, with UNICEF logo.

9.

Question:

How many flipcharts will be needed, 5?

Answer:

Yes.

10.

Question:

How many flipchart paper will be needed, 45 pcs?

Answer:

Yes.

11.

Question:

Do we need to offer only transportation and installation or also production of roll-up banners?

Answer:

The roll-up banners are provided by UNICEF, the vendor will have to provide only transportation and installation.