

Municipal Finance and Administration - Capacity building Q&A

Q: If the document published is the only one related to the tender.

A: Yes

Q: What is the duration (days and hours) allocated for each activity and sub-activity:

A: To be suggested by tenderer and decided in dialogue with service provider.

Q: Where are the training workshops, mentoring and on-the-job trainings going to take place?

A: In the headquarters of Dreib al Awsat Union, and on occasion in Halba, Akkar

Q: When are the activities planned to take place?

A: To be decided in dialogue with service provider. Will start as soon as possible and run over a period of nine months

Q: Which days of the week are the activities going to be implemented?

A: To be decided in dialogue with service provider and participating institutions.

Q: What is the background of the participants?

A: It is a mixed group of union council members, staff of Dreib union, etc

Q: The same 20 participants are going to attend all of the above mentioned specialized training workshops, coaching, mentoring and on-the-job trainings?

A: Yes, but there might be some alternations based on individual needs and backgrounds

Q: How many municipalities and unions? What is the duration (days) allocated for each union and municipality?

A: It is one union and the members of the union.

Q: What is the weight allocated for each of the financial and technical parts in the tender's evaluation?

A: The technical part of evaluation is considerably given more weight, see attached criteria

Q: What are the terms of payment?

A: It will be negotiated after the selection.

Q: Is it One workshop per topic (ie: Budgeting, Tax calculation and collection, Financial reporting, etc...) or One workshop covering all topics (under Financial Management, Municipal Administration, etc...)

A: We prefer to see processes where workshops, and coaching is linked to each other over a longer period of time. The tenderer should propose what they see as sufficient amount of time / occasions needed.

Q: The workshop will run in parallel or consecutive

A: Preferably consecutive as participants often will be the same

Q: Can we add analysis phase + consolidated report

A: Yes

Q: Who will be in charge of the Facilitators transportation and accommodation

A: This will be organized by the project

Q: In what Language will the presentation and material be

A: Arabic

Q: Is the training going to be implemented on weekends (Saturday and Sunday)

A: The tenderer should propose that too.

Q: Is there a limited number of hours/ session

A: No

Q: Number of hours per day?

A: To be proposed by tenderer

Q: How many workshops are expected for each of the categories mentioned below?

A: To be proposed by the tenderer what is optimal to develop sufficient competence in the areas mentioned.

Q: What is the number of days expected for each municipality for coaching, Mentoring and on-the-job-training?

A: The whole component is expected to run over nine months. The needs for coaching and mentoring will differ between participants and municipality, and linked to number of workshops. But it is not a large scope in relation to the workshops. In relation to the last package though (see below) the tenderer should propose sufficient number of days to develop what is described. *to provide technical expertise, mentoring and on-the-job training to develop and implement the following bylaws and internal codes for municipalities and unions of municipalities:*

1. *Personnel Code*
2. *Procurement Code*
3. *Internal Audit Charter*
4. *Organisational Structure (incl. reporting lines, job descriptions, salary scale)*
5. *Rules of Procedures for the Council Meetings of Municipalities and Unions*

Q: All trainings will be provided to the “union of Dreib El Awsat” ? Or trainings will be provided to the “ different Municipalities within the Union”

A: Now we will be targeting the union of Dreib El Awsat with a potential to expand to another union within 2019/2020. For the trainings member municipalities might also participate. The technical assistance described above is only for Dreib al Awsat.

Q: The 20 participants in the trainings, are Council members or employees? Representatives of Municipalities? Or staff related to the union?

A: The participants are mainly council members and employees from the union and the municipalities under the union. Some of municipalities nominating representatives. We are still updating the list of expected attendees.

Q: It is preferable that most of the training topics once provided, they must be followed by one or two OJT sessions on site. Is this possible?

A: It is possible. Our main focus is the quality of service and the learnings to be applied by the trainees in their respective municipalities.

Q: What is the duration of the project?

A: This component is only one from a big project. We are planning to start it as soon as possible, and the timeframe to be proposed by you based on your experience and methodology. Mainly we're expecting to end it by the end of December 2019.