**RFP 01252018-Zarqa Plumbers Business Development and Skills Upgrade.**

***Questions & Answers***

**Question 1**

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| According to the ToR, the maximum mentoring hours are 39 hours per month per participant (female plumber). What is the expected maximum number of hours during the activity for the 13 participants? |

Answer 1

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| **The mentoring hours are 3 hours/month per participant for a total of 39 hours/month.** |

**Question 2**

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| For the mentoring location, how many women plumbers have a business location (plumbing workshop) and how many still work from home? Is it acceptable to carry out mentoring at homes of participants? |

**Answer 2**

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| **Most are home-based; one has a location. Mentoring times/location should be agreed with the participants.** |

**Question 3**

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| Regarding building linkages, is it required to perform market research/market analysis to find opportunities which can be turned into market linkages for women plumbers? Or is it enough to guide women plumbers on how to find such linkages in the market? |

**Answer 3**

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| **Market research is required. However, the selected vendor should also provide guidance on how to identify market linkages so that once the activity concludes, women are able to perform this function on their own to a reasonable degree.** |

**Question 4**

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| Are all women plumbers expected to attend all core areas of training mentioned in the ToR? |

**Answer 4**

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| **Yes.** |

**Question 5**

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| For the ICT training, is it envisioned to provide participants with PCs? Also, is it expected to train participants on basic computer skills (ICDL for example)? |

**Answer 5**

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| **The bidder should propose the procurement of technology relevant to the ICT programs proposed in the bid. Note that ICT literacy is basic, and mostly related to the use of mobile technology.** |

**Question 6**

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| How many participants will attend the training from each plumbing business? |

**Answer 6**

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| **This program targets 13 participants.** |

**Question 7**

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| How many training days/hours should be allocated to each training area/topic? |

**Answer 7**

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| **Based on the understanding of the needs and skill level of the participants described in the RFP, the bidder should propose the number of days/hours it believes to be appropriate to the group.** |

**Question 8**

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| What is the availability of women plumbers to training (e.g. fully available on daily basis, available certain days of the week/month, available in the morning or afternoon)? This is important to schedule the training workshops. |

**Answer 8**

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| **Schedule design should be participatory once the activity starts. However, based on USAID LENS experience, there will be a strong preference for mornings, on selected week days. For example, Sunday and Monday from 9am-1pm** |

**Question 9**

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| In procuring the training venues, is it acceptable to procure the services of one venue (including the catering) for the full period of the activity? And for all trainings? |

**Answer 9**

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| **The offeror should propose the training venue(s) and service(s) they deem appropriate, for the duration(s) they deem appropriate, at reasonable costs. The same applies to trainers.** |

**Question 10**

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| What are the standard procurement instructions and forms to be used according to USAID/LENS policy? |

**Answer 10**

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| **USAID LENS project follows FHI360 procurement policy and under the guidance of rules for procurement of commodities and services financed by USAID - 22 CFR 228.** |

**Question 11**

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| Please confirm that the total duration of the activity is 5 months. |

**Answer 11**

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| **The period of performance is five (5) months.** |

**Question 12**

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| In the case of offeror being a freelancer, what is the maximum daily rate allowed in this activity? |

**Answer 12**

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| **This solicitation is open to all registered and qualified firms, business associations, organizations or coalitions of these entities, and independent contractors, hence, unregistered individuals are not eligible for submitting a proposal.** |

**Question 13**

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| Is it possible to propose a single trainer for more than one area of training? What is the requirement in this case? |

**Answer 13**

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| **The offer should reflect the qualifications/experience for the trainer(s) proposed. There may be one or multiple trainers. The assignment of a trainer to any training area should be based on the qualifications and experience of the proposed trainer.** |

**Question 14**

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| How many months will be the mentorship duration? |

**Answer 14**

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| **Five (5) months.** |

**Question 15**

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| How many days the training will be to cover the 7 topics, and how many hours per day? |

**Answer 15**

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| **The number of days/hours per each topic should be suggested by the Offeror in the proposal.** |

**Question 16**

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| Would you specify if it will be one-on-one mentorship or group mentorship? |

**Answer 16**

**USAID LENS prefers one-to-one mentoring, however, at least three of the women collaborate in one business, in which case, group mentorship is fine.**

**Question 17**

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| Do you prefer training in consecutive days? Or 1-2 days in a week? |

**Answer 17**

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| **Please see Answer 8.** |

**Question 18**

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| What are the reporting requirements for the project? |

**Answer 18**

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| **The reporting requirements are specified in the RFP under Deliverables in section IV.** |

**Question 19**

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| Is it allowed to include the indirect cost (overhead) in the cost proposal? |

**Answer 19**

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| **“Overhead” or “indirect” costs are not allowed. Bidders should directly allocate all proposed expenses. For example, a pro-rated rent amount, pro-rated amounts for support staff, etc.** |

**Question 20**

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| Is it possible to extend the deadline for proposal submission? |

**Answer 20**

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| **Bidders may submit bids up until February 12, 2018, 5pm Amman time as per Mod # 1** |

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