



## **Organization for Security and Co-operation in Europe**

**The Secretariat**

**Procurement and Contracting Unit**

Kärntner Ring 5-7, A - 1010 Vienna

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Date: 14 August 2007

### **Clarification/Amendment Note No. 2**

### **Request for Proposal No. 10.2007 - Provision of Mediation Training Services**

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The Organization for Security and Co-operation in Europe ("the OSCE") has received the request for clarifications from potential bidder with regard to RFP No. 10/2007.

In accordance with paragraph 3 "Clarification of RFP Documents" of Section I, the OSCE would like to provide the clarifications to the RFP Documents as specified below:

Question 1: Should the offer include accommodation costs for the trainers?

Answer 1: Yes, accommodation costs for trainers should be included.

Question 2: Should the offer include venue cost for room hire, lunches etc?

Answer 2: No, venue cost; room hire, lunches, coffee breaks will be provided by the OSCE.

Question 3: Can you elaborate further on the Focal Point meeting?

Answer 3: The Focal Point Meeting is an annual event bringing together all mediation focal points from OSCE missions and institutions to discuss common issues/problems, updates in the OSCE policy framework where applicable, any changes in the role and responsibilities of focal points, support needed, etc. As in the past, the meeting will be accompanied by a practical training on mediation in the workplace.

Question 4: What is the outline programme for the annual meeting?

Answer 4: The programme has not been prepared yet, and will depend on feedback from the focal points and a number of other issues. Please note that the services for which we now expect bids do not include leading the focal point meeting - (i.e. the discussions we will have) - just the training (refer to terms of references, the only services being solicited are mediation training services). The bidder will not be involved in putting together the programme for the annual meeting.

- Question 5: Who will be in the audience be - just mediators?  
Answer 5: As stated in the terms of the reference, the audience for the 3 day training will be OSCE mediation focal points. The audience for the one day training will be OSCE Programme Managers. The audience for the mediation focal point meeting will be mediation focal points - but course there will be reps from other sections/departments as well (such as DHR and Legal Services). Again, the bids should focus only on the training element.
- Question 6: What will be the number of delegates?  
Answer 6: Mediation focal points - most OSCE missions (Field Service) has one person, some have two. For the Programme Managers (PM), the exact number has not been defined yet. As stated in the Terms of Reference, the consultant will "liaise with the Department of Human Resources to tailor a programme to meet OSCE needs". As part of this process, the number of PMs to participate in the training will be fixed.
- Question 7: What is the purpose of the training?  
Answer 7: To give mediation focal points stronger theoretical knowledge and practical skills on mediation in the workplace, in accordance with the OSCE policy framework, in order to better carry out their roles and responsibilities.
- Question 8: What are the OSCE's needs?  
Answer 8: The Training Section will be conducting a needs assessment for mediators at the end of August and will be able to give the successful bidder a complete picture of the OSCE needs.
- Question 9: What will the trained people do and where?  
Answer 9: While there are certain core responsibilities, the profile of mediation focal points and what they do (in practice) can vary. More information on the complexity of this issue will be given to the successful bidder.
- Question 10: When will a decision be made on the proposal?  
Answer 10: It is anticipated to make a decision within 15-20 days (max) after the tender closure.
- Question 11: Is there a fixed date in November, for the one day training?  
Answer 11: No date has been fixed yet.
- Question 12: Is it possible to extend the Request for Proposal?  
Answer 12: It was decided to extend the **submission deadline** until **August 31<sup>st</sup>**. We would like to make the decision not later than September 7<sup>th</sup> to ensure adequate time to develop the OSCE programme.