

OSCE Project Co-ordinator in Ukraine

Kyiv, 13 October 2009

Attention: All potential Bidders

ADDITIONAL CLARIFICATIONS

with regard to the Request for Proposal No. UKR/07/2009 Logistical Support during the Trainings of the Precinct Election Commission (PEC) members for the Presidential Elections in Ukraine

Question 1

As far as I understand we have to offer schedule of trainings in each oblast (lot) with exact dates and provide Workplan for all trainings but in Bidding Documents we have there is only information about number of official rayon centers and general number of trainings in oblast. Sure we'll find official rayon centers but **how should we know exact number of trainings in each rayon center** and correspondently how should we plan movement of our managers between centers?

Answer1

The Contractor will have to offer the schedule no later than December 15th.

At this moment it is impossible to define the exact number of trainings in every rayon center since Election Districts haven't been defined yet, and the number of polling stations in each district isn't known. These will be decided by the CEC before the 9th of December, inclusive (according to the CEC's calendar plan).

The final decision on the schedule will have to be made taking into account recommendation of the Project's beneficiary (CEC), represented by District Election Commissions (DECs) in every oblast (DECs also haven't been formed yet).

Please look into the Budget Proposal file. You will see that sometimes the number of trainings corresponds to the number of rayon centres in particular oblast. In this case normally one training is to take place in each rayon centre.

However, upon recommendation of the respective DEC, trainings for election commissioners from some rayons might be organised in oblast centers or other bigger cities in case if transport infrastructure makes it more reasonable.

However, when planning the budget for such oblasts, it is recommended to assess expenses with the assumption that all the rayon centers will host at least one training.

In those oblasts, where the number of trainings exceed the number of rayon centres, the decision on how many trainings will be held in each rayon center, again, will have to be made taking into account recommendations of the respective DEC.

Question 2

Is it possible to have **trainings at holidays** (New Year and Christmas) or it's better to plan day off for these days?

Answer 2

According to the election legislation election commissions have no official holidays, thereby it's possible to plan training for some weekends. As indicated in the terms of reference, "the

Contractor(s) shall agree and coordinate the dates for individual trainings with the respective DEC, and implementing partners taking into account peculiarities of a particular oblast, district or rayon". However it is highly unlikely that election administration can agree to schedule a training on Dec 25th (in the Western oblasts), Dec 31st, Jan 1st and Jan 6th, so it would be reasonable not to plan trainings for these particular days.

Question 3

How will **trainers travel between towns??** And **how many trainers** will be provided for one oblast (lot)?

Answer 3

Transportation for trainers will be provided by separate implementing partners.

Trainers will be working in teams of two. At least 1 training team per 10 trainings (normally, 1 training team per 8 trainings) will be provided. For example, if the number of trainings in an oblast is 30 then at least three training teams of 2 trainers will be provided.