**Q&A RFP OIM/RBT/RFP/2024/01**

RFP reads:

* “Design and conduct the Training of the Trainers (ToT) for the Moroccan training institutes which will be identified by the IOM in Morocco”:

i.              What are the topics of the training to the trainers of Moroccan training institutes?

**A: The THAMM Plus project foresees the organization of “Training for Trainers” (To) for Moroccan training institutes, which are being identified by IOM in Morocco, with the direct participation of Italian trainers. Training and skills transfer sessions will be held with the participation of trainers from the Italian training institutes, which will be selected through the RFP, regarding the mechatronics sectors. The aim of the ToT is to strengthen the skills of the Moroccan training institutes in rolling out vocational training programmes.**

*ii.            What are the roles and responsibilities of the Moroccan training institutes?*

**A: IOM in Morocco is currently identifying key training institutes to be involved in the project activities. Specifically, these training institutes in Morocco will participate in curriculum alignment and collaborate to the development of joint training programmes. If possible, they will also host the training courses which will be conducted. In addition, they will also attend as “participants” the Training of Trainers which will be held in collaboration with Italian training institutes.**

* *“Participate in the pre-selection of candidates for the vocational and civic-linguistic training pathways; support the preliminary matching with the vacancies in Italy”*

*iii.           Who has the responsibility of diffusion, information and recruitment of the candidates?*

**A: The identification of the candidates in Morocco, including the dissemination of vacancies/training opportunities in line with the project framework, will be facilitated by the Moroccan public employment system, with the support of the different actors and stakeholders involved in the project in Italy and Morocco.**

* ***“****During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.”*

*iv.           During the proposal validity period, if the key personnel changes because of organization reasons or reasons ascribable to the employee, what will happen?*

**Answer: The proposer will have to justify the reasons of the changes occurred. Overall, the proposer has to guarantee to have that key role that changed “covered” with another equal profile by the time of the signature of the agreement.**

* *In “c1-service-agreement-en-final” we let’s read that: “3.2 The Service Provider shall invoice IOM upon completion of all the Services.”*

*v.            Does it mean that we have to send you the invoice only at the end of the project, that is after 30 months after the start of the project?*

**Answer: The service agreement, which will be signed, will foresee a service fee for the services and activities agreed upon, in line with the proposal and the requirements of the project. The overall fee will have to be invoiced at the end of the service agreement; it can be split in different instalments which can be paid periodically. How these multiple payments (instalments) will be accounted for, it will depend on the accounting and financial rule of the proposer (in example, with pro-forma invoices or other allowed supporting documents) and may be discussed prior signature of the agreement.**

* *In the “[Linee Guida sulle modalità di predisposizione e valutazione dei programmi di formazione professionale e civico-linguistica rivolti a cittadini di paesi terzi residenti all’estero](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.lavoro.gov.it%2Ftemi-e-priorita%2Fimmigrazione%2Ffocus%2Fingresso-e-soggiorno-lavoro-italia%2Fpagine%2Flinee-guida-sulla&data=05%7C02%7Cmbargach%40iom.int%7Cdff23f2c6bd847455def08dc860947bd%7C1588262d23fb43b4bd6ebce49c8e6186%7C1%7C0%7C638532621658315624%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=esB9ae%2BR1Kr5VjZN%2Bwjj2%2BRIqN%2FmEW22yOCaxsl%2Fd1U%3D&reserved=0" \t "_blank)”, the ministry established that is possible to provide a part of the training by means of online connections.*
  1. *Did you expect this possibility? If possible, can we provide a part of training from Italy?*

**Answer: In line with the above-mentioned Guidelines, and as described in “Section 5: Terms of Reference” of the RFP, “training can be delivered with the combined use of different teaching methodologies (frontal lesson, remote learning, other).”**

*Q: "Is the service agreement between the proposer and IOM Italy or the Proposer and IOM Switzerland?"*

**A: The agreement will be signed with IOM Morocco.**

*Q1. With regards to the bonus point related to "Key trainers’ knowledge of French and/or Arabic" which document should we provide to confirm that we will involve such trainers?*

*Should we fill in Form H also for trainers or Form H is dedicated only to the management and coordination internal team?*

**Personnel, including trainers, shall be described thoroughly in “Form G: Format for technical proposal – Section 4 Human Resources capacity”. Depending on the type of involvement foreseen for such trainers, they could also be included as “key staff” in Form H.**

*Q2. We intend to constitute a JV in case of contract award. Should all docs be filled in only by the leading partner or also by the partner organization that will constitute the JV?*

**The proposal needs to be submitted only once by the lead organization. However, some components of the proposal (in example Form E, Form F, Form H) need to be signed/filled in by each organization part of the JV.**

*Q3. We will involve a network of ITS Academy - is it mandatory that they are included in the JV or can they be involved as partners which will cooperate with the JV?*

*In case of this second option, is is enough to submit a letter of intent together with a self-declaration proving the nature of ITS Academy pursuant to Law No. 99, July 15, 2022?*

**The proposal shall describe how the proposer will reach the set results/implement the set activities, outlining who will do it and with which form; additional entities, besides the Lead proposer, could be partner in the JV or subcontractor (external actors to which some activities will be subcontracted). In case of subcontracting, this needs to be thoroughly described in Form G – Point 2.3 and reported in the Economic Offer (Form K and Annex 5) in the comments sections. No document is mandatory for subcontractors; however, a letter of intent with a self-declaration could be included as additional evidence.**

*Q4. Administrative and financial documents to be attached to the project proposal. In particular we would need to know if Copy of the audited financial statement, Chamber of Commerce Certificate, Copy of a document proving the nature of ITS academy pursuant to National Law can be provided in original language (i.e. Italian)*

**Yes, those documents can be submitted in their original language**.

*Q- Between the leader and the partner there is the intention to establish a “Temporary Purpose Association” (ATS) which we will formalize in the event of the RFP being awarded. Attached to the RFP we will attach the agreement of intention to establish ATS. Is this correct for you?*

**A: For information on joint venture, consortium or association, kindly refer to Point 18 of “Section 2: Instructions to proposers”. As there indicated, it is important that the document proving the intention to create such collaborations clearly states: the party that will act as lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and if awarded the contract, the contract shall be entered into by and between IOM and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.**

**In case of JV/Consortium/Association, Form E shall be submitted accordingly and as described in the document.**

**Additional requirements/instructions on such partnerships are described in Point 18 of “Section 2: Instructions to proposers”.**

*Q - It is not clear to us whether the training of the recipients will take place entirely or partially in Morocco, or in the three Italian regions*

**A: The training programmes will take place in Morocco as this is part of the procedure of the entry channel used by the labour mobility scheme of the THAMM Plus Project. Training can be delivered with the combined use of different teaching methodologies (frontal lesson, remote learning, other). Kindly refer to Section 5: Terms of Reference for more information on the expected service and activities, as well as the regulatory framework within which the project is implemented.**

*Q- Are there any missions/trips planned for us in Morocco? Is this an additional element that we can introduce, or is it not foreseen?*

**A: Travel costs, including for travels to Morocco, can be budgeted in the specific section of Annex 5 if considered relevant/necessary to the activities and to achieve the expected results.**

*Q- It is not clear to us whether in addition to training we will have to guarantee the placement of all the recipients involved*

**A: The service provider that will be selected will not have to guarantee the placement of the migrant workers. Kindly be also aware that “being an entity with a proven existing network of Italian companies which could strengthen an efficient matching between labour demand and offer and facilitate the labour inclusion of the trained workers” is considered a desirable qualification.**

**All details about the expected service, activities and qualifications are described in Section 5: Terms of Reference of the RFP.**

*Q- In carrying out training activities, the ATS can appoint companies that provide training: the case refers to some hours of training that can be carried out by experts who are part of consultancy companies.*

**A: While allowed, the allocation of activities to externals/sub-contracting needs to be specified and justify in “Form G: Format for technical proposal”, specifically at point 2.3 (“Explain whether and what work activity is intended to be implemented by the partner(s) or to be acquired from third parties, to whom, what percentage of the work, why, the roles of the proposed subcontractors and the organizational structure.”). The same information shall be reflected in the Economic Offer (both Form K: Format for financial proposal, and Annex 5), detailing it in the related comments/details column/section.**

**We stress the importance of reading Annex 2 “Contract Form with General Conditions of Contract”, which includes additional information on the use of sub-contracting when signing a Service Agreement with IOM.**

*Q- Are there no economic references to the size of the proposal in its entirety?*

**A: No. Costs shall be specified in Form K: Format for financial proposal as well as detailed in Annex 5. Any piece of information that could support the evaluation of the economic offer shall be provided in these two forms.**

Q*: In section 3, Technical data sheet at n. 46 I see written "Award criterion: The bidder with the highest score able to guarantee the carrying out of the activities in all the territories of the three Regions considered (Lombardy, Veneto, Emilia-Romagna).": how can an entity demonstrate this ability? IRECOOP is organized by regional offices, therefore it has a registered office for each region. Can you therefore think about participating as a consortium with the offices of the three regions as partners?*

**A: All information regarding the evaluation criteria is described in “Section 4: Evaluation criteria” of the RFP (page 17 onwards); per each criterion there is the corresponding document(s) to establish compliance. In regard to the operational capacity and ability to carry put the activities in all territories of the three Regions part of the project, Form G: Format for technical cooperation is the document that will prove compliance (page 34).**

**For further details for consortium, kindly refer to “Section 2: instructions to proposers – point 18. Joint Venture, Consortium or Association” .**

*Q: in the FAQs on professional and civic-linguistic training programs abroad (integramigranti.gov.it) I read: "Identification of funding sources is the responsibility of the proposing entities...": the presentation of a Proposal allows you to see each other accepted a project, but doesn't this acceptance also imply financing?*

**A:The document referred to, meaning “FAQs on professional and civic-linguistic training programs abroad (integramigranti.gov.it)”, is not part of the RFP. It is only referenced for what the training programmes shall entail.**

**Kindly refer to Section 5: Terms of Reference for more information on the activities expected by proposers.**

*Q: Would the approval of our application imply funding from OIM for the implementation of the project?*

**A: Yes. The bidder who will win the RFP will be asked to sign a “Service Agreement” (Annex 2) with IOM, which will include a fee (in line with what was forecast in the technical economic offer by the proposer), for the implementation of the requested activities.**

***Q1 - FORM E : JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION*** *: this Form foresees only nr 3 Partners.*

*Questions: we kindly ask you if it’s possible to add more than 3 Partners, Justifying their involvement.*

**A: Additional cells/lines can be added to that Form in line with the total number of partners that the joint venture/consortium/association requires.**

***FORM G: FORMAT FOR TECHNICAL PROPOSAL****: “Detailed modalities of the vocational and civic-linguistic training activities envisaged, specifying the possible duration of the training courses, the time deemed necessary for their design and organization, as well as the different teaching methodologies (frontal lesson, remote learning, other)”*

*Question: Does technical training have to be delivered in frontal lessons in Morocco, or can it also be delivered in frontal lessons in Italy or even in FAD or blended methodology?*

**A: The training activities will take place in Morocco as this is part of the procedure of the entry channel used by the labour mobility scheme of the THAMM Plus Project. Training can be delivered with the combined use of different teaching methodologies (frontal lesson, remote learning, other). Kindly refer to Section 5: Terms of Reference for more information on the expected service and activities, as well as the regulatory framework within which the project is implemented.**

***Annex 5- FINANCIAL PROPOSAL***

*The activity 1.4 TRAVEL COSTS : it is foreseen for nr 500 Unit .*

*Question: may we foresee travel costs for Italian Trainers travelling to Marocco to train Nationals?*

**A: Travel costs, including for travels to Morocco, can be budgeted in the specific section of Annex 5 if considered relevant/necessary to the activities and to achieve the expected results. The unit number is standard as reflects those of migrant workers to allow comparison with other proposals. In the “comments section”, precise details on the number of travels proposed can be added.**

***SECTION 5: TERMS OF REFERENCE***

***Scope of the services and expected outputs: … “****Participate in the pre-selection of candidates for the vocational and civic-linguistic training pathways; support the preliminary matching with the vacancies in Italy” ..*

*Question: The final selection is planned and will be carried out under other Program actions, and it will be carried out by IOM?*

**A: The mechanism for the final selection of the candidates will be agreed upon with all parties involved, based primarily on the matching between workers profiles and companies’ vacancies.**

***INSTRUCTION FOR PROPOSAL SUBMISSION:***

*we have been asked to submit the Financial and the Technical Proposal with separate email and subject line.*

*Question:  I kindly ask you if all other documents listed at page 14 of the RFP may them be submitted with a third email.*

**A: All documents mentioned within the RFP shall be sent with the Technical proposal, but the Economic/Financial Offer.**

*In reference to item 4 “ Eligible Proposer” of SECTION 3: “ Bodies accredited by individual Regions part of the project to carry out vocational training activities according to Decree n.166 of the Ministry of Labour and Social Security of May 25, 2001, as well as accredited to carry out employment services according to Legislative Decree 276/2003 and Legislative Decree 150/2015 or by one single Region part of the project”*

*Question 1: does the proposer as a single entity has to be accredited in all 3 Regions (Lombardy, Emilia Romagna and Veneto) or is it sufficient to be accredited in only one of the 3 Regions?*

**Answer: Both are fine, meaning the proposer may be either a single entity accredited in all three Regions (Lombardia, Veneto, Emilia-Romagna) or accredited in only one of the three Regions.**

*In reference to item 4 “ Eligible Proposer” of SECTION 3: “ In addition, the bodies mentioned above can submit a proposal in partnership with the bodies listed below:*

*•             Universities and Research Institutes; ITS Academy pursuant to Law No. 99, July 15, 2022;*

*•             Provincial Centres for Adult Education (CPIA), pursuant to Presidential Decree 263/2012 and Decree March 12, 2015.”*

*Question 2: Bodies such as ITS Academy or CPIAs must be part of the Partnership signing a letter of Intent, it is the correct method?*

*And I kindly ask if ITS and CPAIs they must fill out the FORM F   Eligibility and Qualifications as well?*

**Answer: ITS Academy and/or CPIAs can be part of the joint venture, consortium or association that applies to the RFP. For information on joint venture, consortium or association, kindly refer to Point 18 of “Section 2: Instructions to proposers”. As there indicated, it is important that the document proving the intention to create such collaborations clearly states: the party that will act as lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and if awarded the contract, the contract shall be entered into by and between IOM and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.**

**In case of JV/Consortium/Association, Form E shall be submitted accordingly and as described in the document. Additional requirements/instructions on such partnerships are described in Point 18 of “Section 2: Instructions to proposers”.**

**As for Form F, it needs to be filled out by each partner as indicated.**