**Q&A – RFQ-LKA/2020/09**

1. Is the number of participants limited only to 25 personnel?

**Yes. The number will be 25 +/- 2**

1. Will there be a requirement to conduct the sessions/provide training material in Sinhala Language other than simple English?

**No**

1. Will the face to face session be in Colombo or outside Colombo?

**It will be in Colombo or Wadduwa**

1. Will the participants be participating for the sessions from their stations separately or join as a group? (this is to plan the mode of group activities)

**Since we are partially back to office, it is possible to have a smaller group joining physically. Alternatively, they can join online as well.**

1. Will “*Micro Soft Teams*” be taken as a feasible option for the online sessions?

**I assume this is Microsoft Teams software. It is up to you to propose a suitable software, for the training program you are planning to offer.**

1. If the Covid-19 situation is well under control in Sri Lanka could it be possible to conduct more face to face training sessions for higher effectiveness in deriving the benefits of training program (or is there any specific reason for requiring to conduct on line sessions).

**We require online sessions.**

1. Will the trainings be conducted on week days or weekend?

**Weekdays, during working hours.**

8.  Is there a requirement to include more than one trainer as the resource person?

**It depends on the ability and experience of the trainer to carryout interactive and effective online learning sessions, and his/her expertise in RBM and adaptive management. The trainer has to have practical experience, and we do not expect a theoretical training.**

9.       Any technical supporting available at the receiving end during the sessions?

**If your question is related to the tech support on the software you use, trainers are required to carry out an induction to the platform before starting the training program.**

1. Are the Training hours only limited to 12-16 hours.

**Yes. As given in the ToR.**

1. Will there be a percentage limitation for initiation payment apart from a milestone payment plan?

**This is negotiable. We can agree on a milestone based payment.**

1. Does TNA relate to identify “elements of competencies” within RBM and Adoptive Management (since a formal TNA would take more than one week)

**Yes + level of understanding of staff on the areas concerned + organizational vision/requirements related to RBM and adaptive management**

1. Could you please share the organigram (the attachment was not found as mentioned under scope of training)?

**(Nashika to include here)**