Questions regarding the Negotiated procurement procedure with open competition for the development of face-to-face and online training packages on inclusive humanitarian action

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1. **We understand that the entire training would be split over 7 modules with each module being roughly 60-180 minutes. Could you please let us know the total number of days of virtual and face-to-face training? (Length of each session)**
   - Correct, the entire training will be split over 7 modules being roughly 60-180 minutes each
   - It is the same for the online and face to face training package.
   - The objective of producing modules is that the training can be taken in a row – but also on different days, depending on time available.
   - In total, anything between 1- 3 days is possible:
     - minimum: 420 minutes, equals 1 working day (7 hours training, 1 hour/ module & 1, 5 hours break) or
     - maximum: 3 working days a 7 hours/ days + 1.5 hours break per day.

2. **Will there be any difference in the content for VILT and Face to face sessions? In our experience, the only difference is how the activities are planned (interactivities) and facilitated across both types of training. Can you please confirm this? VILT will have interventions such as murals, Kahoot, plenary discussion, whereas the face-to-face will have more human interaction and elements of more cohesive teamwork.**
   - We agree, the online and face to face trainings are facilitated session with 1- 3 trainers, 1 support person.
   - Often more trainers are needed for online training (plus host) as it is pretty exhausting for trainers and participants alike
   - The interactivity (20- 30% lecturing input, 10- 20% plenary, 50- 70% small group work) is expected to be at similar levels between online and face to face, as permitted by online collaborative platforms such as padlet, cryptopad, or similar. The most accessible online collaborative platforms for persons with disabilities ones are preferable.
   - The content is expected to be the same. And exists largely.

3. **Could you help us know the audience demographics?**
   - Humanitarian actors from NGOs, including organizations of persons with disabilities, who are filling positions of trainers, capacity development officers, technical referents or advisors, such as for gender, protection mainstreaming or inclusion. They are the ones to use the training packages towards other colleagues for in-house trainings, or training sessions towards external humanitarian actors from programming staff, technical staff to MEAL colleagues.

4. **Can you also let us know how structured is the raw content and in what form is it available?**

- The raw content quite structured, with online session plans, powerpoints exercises and/or agendas.

5. **It is mentioned that the learning modules are to be designed for people with disabilities, can you please elaborate on this part? What types of disabilities are we talking about among the audience group? There are certain limitations to what extent we can make the training compatible for people with disabilities, so it will be helpful to know the degree of disability among the learners.**
   - Persons with different types of disabilities, including those who have hearing, seeing, physical, communication and/or psychosocial disabilities. This includes blind and/or deaf persons. You can assume that blind persons would be capable of using screen reader software for the online training, and/or might be able to engage a support person, based on reasonable accommodation needs.
   - For persons with intellectual disabilities, suggestions and guidance for parts where they can engage as sessions' facilitators and/or co-facilitators are mostly welcome.

6. **We wanted to check if projects around persons with disabilities on training and facilitation can be submitted as similar samples?**
   - If they show expertise on developing interactive training content and sessions that were rated successful, that would be mostly welcome.

7. **Would like to request clarification on this requirement - "As persons with disabilities were involved in most of the learning modules developed, we strongly encourage, also for this piece of work, applications of consultants that are persons with lived experience of disability and/or consultants that are working in partnership with Organizations of Persons with disabilities."**
   - We encourage consultants with disabilities, with training etc. experience to apply. We also encourage partnerships between consultants with and without disabilities for co-production.

8. **On the required experience/ knowledge on the accessibility of learning materials for persons with different impairments - can you please provide more context on how we can justify the experience and what are the impairments we need to be aware of and consider while we draft our proposal?**
   - See above.
   - You can justify the experience by including in your portfolio developed accessible training packages and as explained above trainings with target groups including persons with disabilities
   - Accessibility knowledge can also be shown by providing professional training certificates on the subject matter

9. **Inclusive experience - would be helpful if you can expand on this requirement. Would like to understand the inclusivity you would want us to showcase in our proposal.**
   - See above. The applying party is expected to show experience and familiarity to work with persons with disabilities as trainers or trainees, and/or else.

10. **Do you need support on the facilitation of the training or during the pilot? We have webinar specialists who focus on the facilitation of the sessions, kindly let us know if we need to consider that in our proposal and effort?**
    - The training packages will be piloted by humanitarian actors, members of the working groups of the Disability Reference Group.

- If you want to pilot the training yourself towards humanitarian actors, that would be welcome, too.

11. **Which platform are you going to be considering for training facilitation - Webex/ Zoom/ MS Teams.**
    - The most accessible platforms are recommended. But all of those three above are commonly used by humanitarian actors, including different humanitarian NGOs, UN agencies or Organizations of persons with disabilities.

12. **Out of context question - how would you plan on facilitating face-to-face sessions due to the impact of Covid?**
    - In some countries face to face facilitation of trainings is currently possible. The Pandemic spreads differently.