

Additional information for the Procurement of Consultancy Process to Support the Strengthening of Leadership and Management Competencies in the Mekong River Commission Secretariat (RFP 10-026)

23 February 2010

No	Questions	Answer
1	If SETYM is selected to enhance the skills of MRCS managers in leadership and management competencies, would you like at the commencement of the execution of the mandate that we proceed with a need analysis and based on the findings of this assessment to modify our initial proposal according to MRCS needs through the inception report? This is what we understand and we would like you to specify whether we have well understood	The expectation is that the selected service provider will proceed with a concise & highly focused needs analysis related specifically to the management and leadership aspects of the MRC. The organizational review and other relevant documents will be shared with the selected company following contract agreement and the ICBP team members will be available for consultation on appropriate approaches to the needs analysis.
2	The consultancy will run for a period up to ten months and will target a maximum number of 50 participants: senior management of MRCS, Programme Coordinators and project managers and selected executives from the four National Mekong Committees. It would be important for SETYM to know whether you are planning to train your staff in one group (during more sessions), or you are planning to divide it in smaller groups. Should you decide to divide the staff in smaller groups, would your decision be based on the participants' hierarchy or location/region?	The capacity building process will involve working with a number of groups in separate sessions. It is our expectation that the needs analysis will enable the consultant team to define the most appropriate groupings of staff and that there would be some opportunities for groups to overlap during the process. It is also our expectation that the capacity building process will not be limited to formal training sessions.

25 February 2010

3	How many person/months over a period of 10 months	The process is expected to involve four person months/80 days during 2010.
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