

## Questions and Answers

Posted on June 24, 2022

**Bid reference number:** LinkSME-RFP-08-2022

**Project title:** Intensive training courses for credit appraisal officers of credit institutions on characteristics and needs for credit in several sectors where SMEs have advantages in joining global supply chains

- 1. Q: We explored the RFP with high interest but noticed it says that “IESC is seeking a qualified Vietnamese company or organization”. Could you please clarify if the RFP is open to international organizations with previous experience with the Vietnamese banking sector?**

A: The RFP is open to Vietnamese companies/organizations only.

- 2. Q: Regarding activity 1, we are understanding that the training needs assessment will be carried out in the form of in-depth interviews with stakeholders. Therefore, please clarify whether contacting with these stakeholders is carried out by LinkSME or by consulting firms and please clarify the number of stakeholders, the geographic location and specific features. This is important to us as it relates to the financial proposal.**

A: The training needs assessment (TNA) will be carried out by the selected Offeror. In the technical proposal, it is expected that the Offerors will propose the appropriate sample size, location, and methodology to ensure accurate representation within the TNA. USAID LinkSME will provide a suggested list of stakeholders and contact information from the project’s existing partner credit institutions. During the implementation of the TNA the selected Offeror should consult with the USAID LinkSME project and its relevant counterparts to ensure that the selected sample is appropriate.

- 3. Q: Please clarify the requirements for training materials to be posted on the website of the MPI? What are the required documents (e.g. lecture slides, video lectures)?**

A: The training materials should be digitized (developed into an online asynchronous video for e-learning), to be published on the MPI’s access to finance website. MPI can provide additional details to the selected Offeror about the website’s technology infrastructure.

- 4. Q: With the participation from SMEs, who will invite SMEs, LinkSME or the offerors? Besides requirement for the business types and geographic location, any requirement for the SMEs participants? Will SMEs get the finance support for participation?**

A: The tentative trainees for this proposal are the credit officers from financial institutions. The SMEs will not attend this training courses so the SMEs will not receive finance support for participation. However, because the training that will be provided to the credit officers focuses on the characteristics and needs of SMEs in selected sectors, a field survey of the sectors is expected to be conducted during the curriculum development process. The field survey plan should be developed in consultation with the USAID LinkSME project.

**5. Regarding the training materials, please clarify “ proceedings” is the training report?**

A: In the training delivery reports, “proceedings” refers to an overview of how the training courses went during their implementation – any challenges faced, what topics the training participants were most interested in or found most useful, how the training materials were received, what questions the trainees asked or focused on, etc.

**6. Q: Who is in charge of the logistics activity, LinkSME or the offeror? Is there any cost norm for the event organization?**

A: USAID LinkSME is in charge of the logistics for this activity, and the selected Offeror will focus on the technical matters. The Offeror’s proposal should provide the estimated level of effort in terms of consulting days. If the Offeror is proposing event organization costs, the costs should be based on the Offeror’s historical workshop costs and must be reasonable.