



## CHECCHI AND COMPANY CONSULTING, INC.

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### **Questions and Answers Received on the call for “Providing Management and Organizational Capacity Building Services”**

*Deadline for Questions - October 7, 2021*

*Deadline for Proposal Submission - October 17, 2021*

**Question:** According to the provision 4 of the RFP, one of the deliverables of the assignment in the implementation stage is “Developed practical handbooks/manuals/materials/guidelines relevant to the specified topics. It is not clear from the RFP for which topics the development of respective documents is required. Or maybe it should be defined by the selected consultant?”

**Answer:** As a general approach, it is necessary to have all training outcomes institutionalized and for that, the indicated training areas would need to have proper documentation/package of materials for future use.

For example, the negotiation training should be backed up with relevant guidelines for the further usage in order to institutionalize the relevant skills and ensure constant capacity building.

The required handbook, for example, can cover two close areas or more, if topics are inter-related and this will be defined once the proposal is approved and relevant trainings are designed.

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**Question:** Could you please clarify what kind of information you would like to see under the section "Staffing Plan and Integrity" in the Technical Volume?

**Answer:** Please provide the list of assigned staff members and experts to be engaged in each part of the implementation, their roles, and short CVs.

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**Question:** Could you please let us know how it can be mentioned in the proposal in case we decide to submit it only for the Section 1?

**Answer:** Please note that only full proposals covering both Section 1 and 2 will be considered in the selection process.

As mentioned in the announcement companies and/or organizations are welcome to apply as single entities or in consortium/partnership with other specialized organizations which will enable the bidders to cover activities specified under Section 2 targeted to enhance CPC’s capacity to operate within the public administration system.

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**Question:** “*Proof of successful compilation of similar projects*”: Please, let us know, what the proof of project success should look like, what exactly could we provide to prove the success of the previous projects?



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**Answer:** Please provide brief information about previously implemented projects (similar services), list of client companies of provided services, links, and references if applicable.

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**Question: “*Delegation of assignments and authorities*”:** Could you please elaborate on this training type. What exactly is anticipated?

**Answer:** Under this training it is anticipated to provide basic knowledge and understanding. The next answer provides more details on this as well.

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**Question: “*The concept of powers of a state body and administration*”,  
“*The authority-responsibility ratio of a state body*”:** Could you please elaborate on this training type. What exactly is anticipated?

**Answers:** These two questions are linked. As a state institution, CPC aims to introduce and to practice with management and leadership styles which are more common in the private sector. At the same time, it should be ensured that the concept of state authority and power is maintained in this adjustment process. So, along with the capacity building activities under the 1<sup>st</sup> component of the task, the concept of the state power and public administration practices should be reiterated and introduced along with the management and leadership styles of private sector. Please, see several preferred topics of trainings below. However, please note that these are illustrative examples, and the trainings will be designed in close cooperation with Corruption Prevention Commission based on the needs of the staff.

Selected examples of training topics under questions:

- Administrative authority of public administration bodies and discretion their delegation (specified for the Corruption Prevention Commission)
  - Application of Public Administration based on principles of effective and good governance (specified for the Corruption Prevention Commission)
  - The roles and responsibilities of Public Administration Bodies: the importance of checks and balances in decision-making and implementation processes.
  - Exercise of state administrative authority by the Corruption Prevention Commission, discretionary authority in the decision-making process within the Commission and its application.
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**Question: About the Experts involved:** Should we include the resumes of all experts involved in the project or, the resumes of Key Personnel would be enough for the application phase? Although the engagement of experts has already been started. We just want to know whether we should include all possible experts' resumes.



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**Answer:** Yes, please provide the list of assigned staff members and experts to be engaged in each part of the implementation, their roles, and short CVs.

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**Question:** The language of trainings and handouts

**Answer:** The training and handouts should be in Armenian.

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**Questions:** *Level of effort*

- How many working days are expected for the training material preparation?
- How many working days are expected for the training delivery?

**Answer:** The level of effort can be different for each topic, it can be either confirmed or redefined during the preparation period based on the needs of Corruption Prevention Commission.

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**Questions:** Will the training be delivered for CPC staff of 30 employees by 1 group or we can divide into 3 groups?

**Answer:** Group formation depends on the company's approach and methodology. Please also note, that number of training participants can be changed based on the topic and their relevance to specific departments.