Questions and Answers

Q1. The project manager mentioned in page 5 of the document corresponds to the trainer/expert to implement the 2 workshops?
A1. The project manager is the staff member to coordinate all the logistic arrangements for the program; the expert/trainer is a guest speaker to lead the workshop.

Q2. Who chooses the US expert and what are the criteria of his/her selection? Will the US expert implement the workshop together with the Greek trainer? Is the US trainer/expert the same person as the Contracting Officer’s Representative (COR)?
A2. The implementing partner (vendor) suggests the U.S. expert and the Embassy will need to approve. The U.S. expert will lead workshop together with the Greek experts. No, the US expert is not the COR.

Q3. How will the beneficiary prove the experience of the trainer/expert?
A3. By providing a detailed CV indicating past experience.

Q4. How will the beneficiary prove the relevant experience and successful performance in the field of mentoring, business training and development, agro-food entrepreneurship, climate change and its effects on agro-production? What kind of proofs/evidence are needed?
A4. Proof of expertise include - agendas/promo material of past programs that the beneficiary/vendor has organized in this field; CVs of the project manager and relevant staff indicating that they have organized similar events in this field.

Q5. The offer applies for the training of women entrepreneurs or also for those that wish to start their own business. How many years of experience should the women entrepreneurs have? Is there an age limit for the participation?
A5. Workshops will be open to women already having a business in the specific field (agrifood/agritourism) or interested in starting one. No age limit and no specific years of experience.

Q6. How many participants are demanded for the implementation of the workshops? It should be the same for both workshops and thus, the two workshops will have the same training content, or it will be different.
A6. 30-40 participants for each workshop; same program for each workshop.

Q7. Which should the duration of the workshops be? How many hours per day?
A7. Two days for each workshop; Hours to be determined based on topics selected (at least 4 hours a day).

Q8. The report to be developed at the end of the workshops will be common for both workshops? Will the report also include photos and description of the activities implemented or it will only be on the outcomes and impact?
A8. Yes, one report for both workshops, including photos, description of activities, media coverage, outcomes, any survey results for participants.

Q9. The training material will be presented upon the solicitation provision? Will the material be developed by the beneficiary and according to what standards?
A9. Material to be developed by beneficiary/vendor and trainers, based on past experience in this field.
Q10. With what criteria we choose the venue of implementation?
A10. In collaboration with Embassy and its local contacts.

Q11. Are the local partners and beneficiaries, described in page 4 of the document, the women entrepreneurs to whom the training is addressed or are they different stakeholders to support the action in terms of dissemination?
A11. The women participants are the beneficiaries of the program; local contacts are local stakeholders and possible partners (local municipalities etc.)

Q12. What kind of licenses (page 20 of the document) should the beneficiary provide? We are a certified Lifelong Learning Center according to the Greek Legislation and we have certifications regarding our procedures (ISO).
A12. Please include these certifications into your offer.

Q13. The dissemination efforts of the beneficiary should be in local, regional or national level? Social media and online press articles would be enough or more effort is demanded (onsite media coverage etc.)
A13. Dissemination both local (to attract participants) and national (to raise awareness of the program); social media and traditional media promo, including inviting media at the opening of each workshop.