

**LANGUAGE AND INTEGRATION TRAINING
CLARIFICATIONS No 1**

Question 1: What languages are you interested in learning? Question 1.a. What is the possible number of lessons?

Answer to Q1 : *What languages are you interested in learning?*

As clearly stated in the Tender Specifications, at page 3, BEREC Office staff is seeking to acquire teaching services with regard to the following languages:

Latvian, French and German.

Namely:

Latvian language: Basic User course (levels A1 and A2) and Independent User course (levels B1 and B2)

French language: Basic User course (levels A1 and A2), Independent User course (levels B1 and B2) and Proficient User course (levels C1 and C2)

German language: Basic User course (levels A1 and A2), Independent User course (levels B1 and B2) and Proficient User course (levels C1 and C2).

Answer to Q1.a: *What is the possible number of lessons for language trainings?*

As indicated in the Tender Specifications, page 4 and 10:.

Trainings will take place in the BEREC Office premises during its working hours. To ensure efficiency of the training the maximum number of participants per group will not exceed 10 persons. Trainings will be organised in one of the following forms:

General trainings - The total maximum number of language courses will be 12 over one year. Maximum parallel language courses per semester (from the start of the contract) – 6. The type of language classes (ex. Latvian level A1) will be agreed with BEREC HR responsible, in accordance with BEREC Office needs. General trainings are organised in sessions that are planned as follows - one session per week for duration of 1.5 hours over 12 month's period a year.

Number of sessions needed to finish one course (including exams to obtain the certificate) has to be indicated by the tenderer in the financial proposal (Tender Specifications 4.10.2, page 10).

Intensive trainings – to be organised upon a request by BEREC Office. This training would cover the same number of hours as General training in a shorter period of time by increasing the number of hours per session and/or number of sessions per week. Considering aforementioned, financial offer of the General trainings will be used for pricing (separate financial offer and/or price list will not be accepted). Timings and length of session will be agreed between BEREC Office and the contractor on ad hoc basis.

Question2: *What are your demands for integration training and the number of hours allocated?*

Answer to Q2:

As clearly stated in the Tender Specifications, at pages 3, 4 and 5 under section 'Integration Course – Purpose – Expected outcome- Organisational issues':

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Purpose of the Integration course 'To help with integration in Riga and Latvia; to get acquainted with local traditions, customs, history and other important information that can help to understand the local society.'


Expected outcome 'Higher sense of integration in the local environment. Participants shall have basic knowledge about local history, culture, traditions, political situation, local infrastructure and information on the activities of their interest and possibilities to take an active social role in the local community.'

Organisational issues: The training will include lectures from professors specialised in politics, culture, integration, sociology, history, cultural visits (e.g. visits to the City hall, parliament, non-governmental organisations, etc.). Visits to the governmental institutions should include a possibility to meet officials (e.g. parliamentary representatives). Previously agreed excursions, tours and visits of different museums and activities will form a part of the training. There will be one training group for all BEREC Office staff members. To estimate areas of interest, survey provided by contractor will be filled in by the participants at the start of the course. The training course will be held in English.

Answer to Q2 'number of hours allocated for Integration training'

BEREC Office has indicated in the tender specifications page 4 'Timing' of Integration courses.

Timing 'Trainings will take place in the BEREC Office premises (except for excursions forming part of the Integration course) during working hours. Timings should be flexible and arranged depending on the Office's needs. Provisional timings shall be agreed at the start of the course and actual planning shall be communicated to participants at least 2 weeks in advance. The integration course shall not exceed 10 sessions within 1 year, each session 1 - 1.5 hours long. Current plan is to have one training session per month'. In conclusion the time allocated by the contractor for the integration course will have to range between 10 and 15 hours within a timeframe of 1 year.


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