Annex F - Terms of Reference (ToR)

Framework Agreement	**DRC-LBY-TNS-2023-RFP-004– Provision of Business and Vocational Training**
Duration of Fr am e w or k Agreement	12 Months

OVERVIEW

Danish Refugee Council (DRC) is a humanitarian, non-governmental and non-profit organization founded in 1956 and working in over 40 countries in the world.

DRC programming in Libya currently includes protection, economic recovery programming, shelter and WASH components which are implemented in Libya. In 2021 DRC started the implementation of economic recovery programming that include vocational training, business skills training and proposal writing training. Programme activities include information provision on market trends; life and vocational skills training, job referrals and/or support to Micro, Small and Medium Enterprise (MSMEs) business development services, capital investment etc and promotion of financial inclusion and cash for work activities.

GENERAL PROVISIONS FOR THE VOCATIONAL TRAINING AND BUSINESS SKILLS TRAINING SERVICES

DRC Libya is in the process of implementing of Economic Recovery projects to support the capacities of individuals to access self-employment opportunities. The project will serve target groups to increase their socio-economic self-sufficiency by strengthening their capacity for employment through two main activities.

- Enhanced employability of target groups through Vocational and Technical Skills Training
- Strengthen the experience of crises-affected persons in starting up and managing Micro, Small and Medium Enterprises through initiatives such as the provision of business skills trainings, provision of business start-up and scale-up grants, livelihood activation and financial inclusion grants.

DRC is seeking to sign a framework agreement with vocational and business skills trainings service providers to provide targeted and relevant capacity development support that guarantee resilience and self-reliance. The agreement with DRC would be to provide the requested trainings and courses at the agreed rates submitted in the supplier's bid. <u>The duration of the framework agreement is 12 months</u>. The figures/numbers are estimation and Do NOT indicate the total number of participants.

PROVISION AND SCOPE OF WORK:

DRC livelihood team has identified the following specification for the **training venue**:

- A training venue with capacity to accommodate a maximum of 20 trainees per session.
- Additional office for use by DRC staff (2 desks).
- Separate toilet and wash facilities for men and women.
- Generator in case of power shortages.
- Wi-fi connection throughout.
- Air conditioning throughout.
- Projector (720p, USB, HDMI) + Screen (Min 80"), Sound system + microphone.
- Access for Persons with disabilities (PwD) is preferrable.

DRC livelihood team has identified the following specification for the **training and course delivery**:

- Daily course duration must be no longer than 5 hours.
- All courses to be delivered in Arabic language.
- Ensure course content and venue are ready for delivery within 10 days of contract signature.

- Provide all necessary materials required for each course including stationery, workbooks, apparatus etc.
- Provide refreshments (coffee, tea and water) once during each training session.
- Provide suitable PPE (disposable masks and hand sanitizer) for all attendees for each course.
- Provide a dedicated point of contact to lead and provide administrative support for the duration of each contract.
- Maintain a daily attendance sheet, provide weekly and monthly activity reports. (templates provided) and issue course completion certificates for attendees.
- The vocational courses need to include at least 25% of practical exercise and training.
- In case the vocational training has different levels then please indicate clearly which level you will be providing.
- Indicate clearly the duration of the courses.

SERVICE PROVIDER PROFILE:

Each service provider is expected to meet the following criteria:

- Trainers hold a relevant qualification in the fields of education or technical education. For the Vocational Training (VT) courses the same is applicable and will be checked on a case-by-case basis. Previous work experience in educational fields will also be taken into consideration.
- Trainers should have at least two (2) years' experience in capacity building or capacity empowerment in relation to livelihoods, economic recovery, provision of skills training in post-crisis/development settings.
- Experience in adult learning methodology, presentation and report writing.
- Good drafting skills and ability to write well-structured training content.
- Proven capacity to communicate and work effectively with different groups of people.
- Accreditation from the Libyan Ministry of Labor is a strong asset.
- Fluency in English Language is a strong asset.

TRAINING AND COURSE REQUIREMENTS

The following business trainings and vocational courses will be tendered as separate Lots. A supplier can choose to submit a bid for all the requested courses/trainings or submit bids for just those courses that can be supplied. DRC withhold the right to form framework agreements with multiple suppliers to ensure the tender requirements are fulfilled.

DRC request the provision of the following **Business Skills Trainings**:

#	Business Skills Training	Minimum Duration (Hours)	Estimated Max# of Beneficiaries	Tripoli, Zwara, Azzawiya Benghazi.
1	Business Plan/Concept Note Writing Training	12	200	
2	Human Resources Training	8	200	
3	Legal Issues Training	8	200	
4	Branding and Brand Management Training	8	200	
5	Marketing Skills Training	8	200	
6	Finance Training	8	200	
7	Entrepreneurship Training	16	200	
8	Effective Communication Skills for Businesses Training	8	200	
9	Business Registration Training	4	200	
10	Digitalizing Services and Payment Mechanisms for Businesses	4	200	

DRC

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DRC request the provision of the following Vocational Skills Trainings:

#	Vocational Skills Course	Minimum to Maximum Duration (Hours)	Estimated Max # of Beneficiaries	Tripoli, Zwara, Azzawiya, Benghazi
1	Catering management and general cooking skills	60 – 270	40	
2	Catering management and Cooking Traditional Food	60 – 270	40	
3	Mobile Phone Maintenance	60 – 270	40	
4	Sanitary Plumbing + Copper Networks in the Fields of Water and Gas	60 – 270	40	
5	Installation, Dismantling and Maintenance of Air Conditioners	60 – 270	40	
6	Home Electrical Wiring and Installation	60 – 270	40	
7	Car Breakdown Detection	60 – 270	40	
8	General Sewing Course	60 – 270	40	
9	Sewing and Design of Traditional Clothes	60 – 270	40	
10	Cosmetic course for women.	60 - 270	40	
11	Hair styling for women.	60 - 270	40	
12	Food and Beverage – Barista training.	60 - 270	40	
13	Installation of security cameras and devices training.	60 - 270	40	
14	AMADEUS (ticketing and reservation travel agency)	60 - 270	40	
15	Barber for men training	60 - 270	40	

TECHNICAL PROPOSAL

Requirement	Document	% Score of Technical Evaluation
CV(s) of Trainer(s)	CVs of trainers relevant to this tender.	20
Proposed training methodology	Document should be no longer than 6 pages long and focus on: • Key considerations for methodology to ensure efficiency. • Proposed outline methodology for service delivery.	30
Examples (x2) of previous training	Information on previous training content relevant to this tender.	10
References (x2)	2x references or letters of commendation from previous clients within the last 2 years at least.	20
Plans/photographs of training venue	"Live" photos of the training venue taken recently and accurately showing its condition. Diagrams or plans of the venue layout.	20
Total		**100%**