

Request for Quotation,

TENDER DOCUMENT

BACKGROUND

Islamic Relief began working in Iraq in 1997 and was one of the few international aid agencies that continued working there in 2003. Our major priority is to provide much-needed emergency support for displaced people, returnees, host communities and refugees in Anbar, Fallujah, Baghdad, Mosul, Kirkuk, Ninawa, Salehaddin, Dohuk and around Erbil. We are also helping people to get back on their feet – with more long-term development where it is safe to do so.

حول الإغاثة الإسلامية العراق، بدأت الإغاثة الإسلامية العمل في العراق في عام 1997 وكانت واحدة من وكالات المعونة الدولية القليلة التي واصلت العمل هناك خلال عام 2003. وتتمثل أولويتنا الرئيسية في توفير الدعم العاجل في حالات الطوارئ للنازحين والعائدين والمجتمعات المضيفة، اللاجئين في الأنبار وبغداد وكركوك ونينوى وصلاح الدين ودهوك وحول أربيل من أجل مساعدة الناس على مواجهة الظروف الصعبة و أيضاً القيام ببرامج تنمية طويلة الامد حيثما أمكن ذلك.



From: Procurement Department	To: (Supplier)
RFQ Number: PR-0044-M-2019	Email: tendering@ir-iraq.org Address: Erbil Waziran
Date: 12 th December 2019	No. of pages including this page: 06 page

Manner of Submission:

Closing deadline date: 21st December 2019

Important: Offers transmitted in any other manner than those indicated above will not be considered.

SPECIFICATION

12/12/2019

Requirements: Islamic Relief invites you or your company to make a firm offer for a ToT training to youth-Erbil with Specification & Preferred Skills that is attached as (Term of Reference) TOR

Bid in Iraqi Dinar العرض بالدينار العراقي	
Offer Validation تأريخ صلاحية عرض	

AWARD CRITERIA

Award of the contract will be based on the following criteria

S.No	Selection Criteria	Score
01	Training institute/trainer registration and certifications Institutes/trainers are preferred to be registered in the government / certification of training	10
02	Training institute /trainer capacity Quality of training content and relevancy to the project objectives and activities	30
03	Working experience with INGO's in general and specifically in particular topics Training institute/trainers having previous working experience with donors, INGOs or NGOs in particular trainings. Institute/individual trainers having more than 5 years' experience to conduct trainings with particular topics.	20
04	Price Cost to deliver the training within the provided timeline	40
	Total	100

11/12/2019



TIMESCALES

Task	Completion date
Send the RFQ to bidder	12 th December 2019
Clarification for details via email tendering@ir-iraq.org	19 th December 2019 4:00 PM
Closing Date	21 st December 2019

CURRENCIES AND INCO TERMS

Currency of RFQ is in IQD Iraqi Dinar

And the INCOTERM is (DDP) Delivery Duty Paid

RFQ DATES AND CONTACT DETAILS

All quotations are required to be submitted before **21st December 2019 4:00PM (Iraqi time)** and be returned to Erbil office in envelope

For any issues relating to the RFQ or its contents please email directly to;

tendering@ir-iraq.org or Mobile phone number [+964751 839 6949](tel:+9647518396949)

All quotes will be evaluated and the award made on the basis of 'best value for money'.

1	Wire Transfer Payment Mode طريقة الدفع المصرفي للتحويل	☐ Yes ☐ No
2	Name of Company/person اسم الشركة/الشخص	
3	Name of the Owner and Partner اسم صاحب و شركائه	Owner: Partner:
3	Registered Office address العنوان المسجل للشركة	
4	Telephone Number رقم تلفون	
5	Email بريد الالكتروني	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
7	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years: يرجى ذكر أي نزاعات قد شاركت شركتكم في المنظمات غير الحكومية / الأمم المتحدة على مدى السنوات ال 3 الماضية:	
8	Banking information: المعلومات المصرفية:	
Bank Name: اسم البنك:		
Bank Address: عنوان البنك:		
Bank Branch: فرع بنك:		
Account Name:		



اسم الحساب:
Account Number:
رقم حساب:
Swift Code:
IBAN:
رقم الحساب المصرفي الدولي:

Information to bidders:

1. Currency of offer should preferably be in Iraqi Dinar	1. عملة العرض يجب أن تكون بالدينار العراقي
2. Payment will be made to the supplier by bank transfer within 30 days from receipt by Islamic Relief of all documents mentioned in purchase order.	2. سيتم الدفع إلى المورد عن طريق التحويل المصرفي في غضون 30 يوما من استلام الإغاثة الإسلامية من جميع الوثائق المذكورة في أمر الشراء.
3. Islamic Relief will not be responsible for any bank service charges.	3. لن تكون الإغاثة الإسلامية مسؤولة عن أي رسوم خدمة مصرفية.
4. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by Islamic Relief or the supplier.	4. التفتيش (على حساب المشتري أو ما لم يتم التفاوض على أنها نفقات البائع) قد تكون قابلة للتطبيق وسيتم إبلاغ في وقت أمر الشراء وترتيبها من قبل الإغاثة الإسلامية أو المورد.
5. Islamic Relief does not undertake to pay by letter of credit or in advance of delivery.	5. لا تتعهد الإغاثة الإسلامية بالدفع بخطاب اعتماد أو قبل التسليم.
6. Islamic Relief reserves the right to accept the whole or part of your offer.	6. تحتفظ الإغاثة الإسلامية بالحق في قبول كامل أو جزء من العرض الخاص بك.
7. (if applicable) Goods supplied for Islamic Relief are exempt from VAT and all other customs excise duties.	7. (إن وجدت) السلع الموردة للإغاثة الإسلامية معفاة من ضريبة القيمة المضافة وجميع الرسوم الجمركية الأخرى.
8. Correction pen or incomplete offers or offers which do not comply with any of our tender conditions will not be considered.	8. القلم التصحيح أو العروض غير المكتملة أو العروض التي لا تتوافق مع أي من شروط العطاء لدينا لن ينظر فيها.
9. When applied - There will be liquidated damages equivalent to a deduction of 1% per day or part thereof for late deliveries due to default on the part of the suppliers.	9. عند تطبيقه - سوف يكون هناك تعويضات مقطوعة تعادل خصم 1% يوميا أو جزء منه للتسليم المتأخر بسبب التخلف عن التسليم من جانب الموردين
10. Supplier Code of Conduct: Islamic Relief expects all suppliers to adhere to their Supplier Code of Conduct. Adherence is expected to be 100%. If Supplier has not signed IRI's Supplier Code of Conduct it will be the Supplier's responsible to sign prior to performance of any purchase order. Failure to do so will automatically mean supplier agrees to the Supplier Code of Conduct.	10. مدونة قواعد سلوك الموردين: تتوقع الإغاثة الإسلامية من جميع الموردين الالتزام بقواعد سلوك الموردين الخاصة بهم. ومن المتوقع أن يكون 100%. إذا لم يوقع المورد على مدونة قواعد السلوك الخاصة بمورد إيربي، فسيكون المورد مسؤولا عن التوقيع قبل أداء أي أمر شراء. إن عدم القيام بذلك سيعني تلقائيا أن المورد يوافق على مدونة قواعد سلوك الموردين.



SUPPLIER CODE OF CONDUCT

Code of conduct for Suppliers – Islamic Relief Worldwide requires all suppliers to adhere to Code of Conduct developed by the Inter Agency Procurement Group (IAPG).

Suppliers and manufacturers to Non-Governmental Organizations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) supports.

This information is to advise you, our suppliers of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Business Behaviour:

Islamic Relief will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement: Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

قواعد السلوك الخاصة بالموردين

قواعد السلوك للموردين - تتطلب الإغاثة الإسلامية في جميع أنحاء العالم من جميع الموردين الالتزام بقواعد السلوك التي وضعتها مجموعة المشتريات المشتركة بين الوكالات

وينبغي أن يكون الموردون والمصنعون للمنظمات غير الحكومية على دراية بمبادرات مدونة قواعد السلوك التي يدعمها فريق المشتريات المشترك بين الوكالات

هذه المعلومات هي تقديم المشورة لك، مورديننا من المسؤولية الاجتماعية للشركات عنصر في علاقات المورد لدينا.

يتم إنتاج السلع والخدمات المشتراة وتطويرها في ظل ظروف التنطوي على إساءة استخدام أو استغلال أي شخص.
• السلع التي تنتجها وتسليمها المنظمات لا تشترك في أي استغلال للأطفال
• السلع المنتجة والمصنعة لها أقل تأثير على البيئة

مدونة قواعد السلوك للموردين:

يتم إنتاج السلع والخدمات وتسليمها في ظل الظروف التي:

- يتم اختيار العمل بحرية
- احترام حقوق الموظفين في حرية تكوين الجمعيات والمفاوضة الجماعية.
- تدفع أجور المعيشة
- لا يوجد استغلال للأطفال
- ظروف العمل آمنة وصحية
- ساعات العمل ليست مفرطة
- لا يمارس أي تمييز
- توفير فرص عمل منتظمة
- لا يسمح بالمعاملة القاسية أو اللإنسانية للموظفين.
- المعايير البيئية:

يجب أن يمثل الموردون كحد أدنى لجميع المتطلبات القانونية وغيرها من المتطلبات القانونية المتعلقة بالآثار البيئية لأعمالهم. المجالات التي يجب النظر فيها هي:

- إدارة المخلفات
- التعبئة والتغليف والورق
- صيانة
- استخدام الطاقة
- الاستدامة
- السلوك التجاري:

وستسعى الإغاثة الإسلامية إلى إيجاد مصادر بديلة يكون فيها سلوك الموردین انتهاكا واضحا لحقوق الإنسان الأساسية لأي شخص، ولا توجد رغبة في معالجة الوضع في إطار زمني معقول.

سوف تسعى الإغاثة الإسلامية إلى مصادر بديلة حيث تشارك الشركات في سلسلة التوريد في صنع الأسلحة أو بيع الأسلحة للحكومات التي تنتهك بشكل منهجي حقوق الإنسان لمواطنيها.

المؤهلات للبيان:

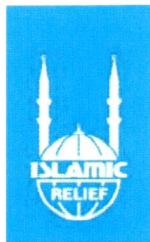
وحيثما تكون سرعة النشر ضرورية لإنقاذ الأرواح، فإن أعضاء الفريق سوف يشترون السلع والخدمات الضرورية من أنسب مصدر متاح.



Complete Name of the Owner: اسم كامل لصاحب الشركة :	
Company Name / Person : اسم الشركة :	
Signature: التوقيع :	
Date & Time: التاريخ و الوقت :	
Contact Number / Address and phone number العنوان ورقم الهاتف :	
Company Stamp ختم الشركة :	

Hawtree
P.C
11/12/2019





Islamic Relief Iraq

Sustainable Livelihoods Through Small Business Grants and Vocational Training

TOR's for youth training program- ToT

1. Introduction

Founded in the UK in 1984 as an International Relief and Development Charity, Islamic Relief aims to alleviate the suffering of the world's poorest people without discrimination. Islamic Relief is in Consultative status (category special) with the Economic and Social Council of the United Nations, signatory to the Code of Conduct of the International Red Cross and Red Crescent (since 1995) and to the Code of Conduct of People in Aid. Since 2002 Islamic Relief is a framework partner of ECHO (the European Community Humanitarian Aid department, FPA nr 251, NGO nr: 195). It is also a member of BOND (British Overseas NGOs for Development) and DEC (Disaster Emergencies Committee). Islamic Relief (IR) operates in almost 33 countries.

Islamic Relief began working in Iraq in 1997 and was one of the few international aid agencies that continued working there throughout military incursions and the invasion in 2003 with its Country Office in Erbil and currently functioning in Erbil, Baghdad, Anbar, Deyala, Dohuk, Ninawa, , Salah Adin, Karbala, Kirkuk, and Sulaymania with several intervention such as Food Security, WASH, provision of NFIs, Health, Livelihood, Education, Gender Based Violence (GBV), and Sexual Gender Based Violence (SGBV) child welfare, protection, early recovery, seasonal projects (Ramadan and Qurbani distribution).

2. Programme Overview

Islamic Relief Iraq (IRI) in line with IRW global efforts to improving income of youth through small business grants and vocational trainings in Iraq launched its "Sustainable Livelihoods Through Small Business Grants and Vocational Training" Project with funding from United Nations Development Programme (UNDP) in Erbil governorate.

Overall objective of this 6 months project is, to secure better job opportunities and increased wages through trainings to young adults in Erbil Governorate for a bright future prospect. This project will also contribute in expanding livelihood opportunities for youths through skills and linkages development. The specific project objective is to improve the economic situation of 200 refugee, IDP, and host communities, and more specifically youth, men and women household heads as well as their dependent children through vocational training, apprenticeship, creation of new businesses by providing of start-up toolkits and small grants for targeted young adults between the ages of 16-35.

Islamic Relief will endeavour to achieve the project objective through providing Access to Skills and Vocational training, Training of Trainers Programme for Youth Leaders, Linkage to Private Sector through Youths placement in jobs and apprentices in local business, Provision of start-up toolkits, counselling and linkages to microfinance services, Life Skills and Leadership trainings to manage the transition to productive adulthood. All these activities aim to increase youth's engagement in the economic and social life of their communities and sense of self-esteem.





Scope of Work

The aim of this activity is to create youth leaders from host community, IDP and refugees. Under this activity 25 selected youth male and female in Erbil district among project target group will be provided with trainings on Training of Trainers (ToT) that focuses on the following topics: Career readiness and Employability, Life skill and Creative thinking, The trainees are expected to be able to deliver professional trainings to the youths after completing this course. The identified training are on the basis of youth's needs, dynamics and interests of the youth in the area. Training Institute/individual resource person will impart these trainings at Islamic Relief Career Center located in Andazyaran neighbourhood. Training institute/individual resource person will propose the duration, design modules and training aids for each training as well as provide master trainer. Below table illustrates the proposed training topics:

Training of Trainers topics	Topic brief outline	No of Participants	No of Trainings
Career readiness and Employability	Career readiness and employability skills have become an increasingly critical part of the education. Employers are desperately seeking people with a combination of skills that seem to fall under this career readiness and employability umbrella that also include such things as soft skills, customer service skills and life skills.	25	1
Life skill	To educate youths to have the ability to self-manage, solve problems and understand the business environment, working well as part of a team, time and people management and agility and adaptability to different roles and flexible working environments		
Leadership	The term 'leadership' has different meanings and approaches can differ in terms of their emphasis on personality characteristics, relational influence, cognitive and/or emotional abilities and character. Today, promoting and understanding leadership among young people is attracting more attention as youths adults are taking the lead with regard to use and adaptation of social media and new technologies. It is useful to examine leadership during this critical personality development phase as it had an impact on the leadership behaviors exhibited later in the workplace as an adult.		
* The training duration should not be less than 5 days			

Training Location and Venue: Islamic Relief Career Center in Andazyaran neighbourhood, Erbil.

Timeframe: Training institute/trainer will hold the training within the period of one month from the day of signing the contract. Detailed training schedule will be developed by the institute/trainer with mutual consultation with IRI project team for approval.





IR Responsibilities:

- Arrangements regarding Training venue for training delivery
- Trainees attendance for the training
- Stationary
- Training certificates for the trainees
- Training delivery accessories like multimedia, banners, charts, markers and audio-visual aids

Training institute/trainer Role & Responsibilities:

- Preparation of training manual/course, handouts, and other materials for effective delivery and future reference
- Delivery of the training
- Compilation and submission of training completion report consisting of standard quality contents

3. Main Deliverables

Deliverable	Description	Timeline
Plan of Activity	Detailed course content as well as focal persons of the training.	To be attached along with the bid.
Delivery of Trainings	Delivery of training as per agreed schedule with IRI. The selected training institute/trainer should also provide the youths with relevant written materials and handouts that would be helpful for them.	As per agreed schedule with IR Iraq.
Final Report	The final report should include details of the activities, results achieved and future recommendations for similar activity.	Within 15 days of completion of assignment

4. Selection Criteria for Bidding Institute

S.No	Selection Criteria	Score
01	Training institute/trainer registration and certifications Institutes/trainers are preferred to be registered in the government / certification of training	10
02	Training institute /trainer capacity Quality of training content and relevancy to the project objectives and activities	30
03	Working experience with INGO's in general and specifically in particular topics Training institute/trainers having previous working experience with donors, INGOs or NGOs in particular trainings. Institute/individual trainers having more than 5 years' experience to conduct trainings with particular topics.	20
04	Price Cost to deliver the training within the provided timeline	40
	Total	100

Signature
8/12/18





5. Payment Terms and Conditions

The payments will be made via bank transfer. All applicable government taxes will be excluded from the payment amount. The payment will be processed after receiving final report of trainings.

6. Inquires & Submission

The proposal should include the following:

- Detailed profile of the bidding organization/institute/trainer with registrations and certifications.
- Service provider will come up with
 - **Financial proposal** which includes per training fee including training Aids and Material. Proposed cost should be inclusive of all kinds of applicable taxes and duties.
 - **Technical proposal** which may include proof of registration/certification, list of facilities
 - Profiles of each resources person/trainer with experience, list of clients, Number of trainings completed.
 - Detailed proposed work plan
 - Methodology
 - Course contents

Note: individual trainers are also encouraged to apply.

- **Reference List**

Please provide details of (3) I/NGO/UN agency for whom you/company/institute have completed contracts in the last 03 years, has to provide a reference.

	Reference	Reference 2	Reference 3
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / services provided to client			

Hawree Rashid
~~Hawree~~
12/8/2019

