

## **Instructions for Bidders**

### **تعليمات لمقدمي العروض**

Date of announcement: 08/06/2020

Deadline \_\_\_\_\_ : 15/06/2020 3:00 PM

Reference number: **IR18&IR19/RFQ02/2020**

Caritas Czech Republic (CCR) is a non-governmental organization working in the field of emergency response and development in a number of countries around the world, namely Iraq, Moldova, Mongolia, Georgia, Ukraine, Cambodia and others. To run its operation, Caritas Czech Republic is supported by funds from different donors which give it high obligation to take accountability and openness as one of the main priorities.

### **Announcement Title**

Caritas Czech Republic announces procurement of provision for Consultancy and delivering Caritas Czech Republic announces a request for a quotation for the provision of Consultancy and delivering Micro Enterprise Development Session for 50 urban residents in Ninewa Governorate, Hamdaniya District.

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### ToR Summary

Project goal	To enhance community resilience of vulnerable returnee families in in Hamdaniya District.
Service Type	Consultancy for delivering Micro Enterprise Development Session for 50 urban residents in Ninewa Governorate, Hamdaniya District
Scope of Work	<p>This assignment will be focusing on training and mentoring most vulnerable people on identification of viable small-scale business opportunities and developing simple business plans.</p> <p>The training sessions will be delivered to 3 groups based in Bartela, Nimbrud and Hamdaniya to total of 50 Participants.</p> <p>Each group will receive 1-day session per week, in total 4 sessions. Further, successful graduates will receive small grants for starting micro enterprises.</p>
The Outcome	The training will empower beneficiaries to identify and assess viable business opportunities in their communities, invest, start and manage sustainable income generation activities through application of entrepreneurship skills.
Key Deliverables	1. Inception training plan.
	2. 50 beneficiaries trained on Business development training.
	3. 50 Business proposals plans developed that are eligible for funding based on the selection criteria.
	4. A comprehensive training reports.

## **Project Summary**

The consultancy is related to the second outcome of the project “Empower economically vulnerable returnee families through strengthening urban livelihoods and supporting the creation of innovative market-based micro/ small enterprises”

CCR recognizes the existence of vulnerable community members who are living under dire financial situation and who might lack skills and/ or academic background to occupy job opportunities. CCR will support 30 families with business startup grants. These grants will be financially limited to (deleted) USD which is expected to start up a basic business for 1 HH to cover their basic needs (livestock, home-based business like food processing...etc.). In the same time, CCR will support those selected vulnerable community members through life skills training and business literacy training during 3 months. During this period, selected families will receive multi-purpose cash assistance grants of (deleted) USD per month to ensure that the family has sufficient financial resources until they the business is started up.

## **Target Group**

The participants of the training will be urban residents that will be referred by CCR. Selection of beneficiaries is based on predetermined selection criteria. Vulnerability will be one of the predominant factors for beneficiary selection.

## **Methodology**

The overall training process will be highly experiential and participatory. The approach will involve various techniques including but not limited to Brainstorming, Interactive Q and A, Group work exercises Case study, Role play and business modeling.

Each group will receive training once per week, the rest of the time participants will be occupied conducting homework assignments such as gathering market information, testing the business idea and others.

The training sessions should cover two main subjects and its topics. The topics can be altered based on the trainer’s recommendation.

- a. **Life skills** (Topics may include: Effective communication, building self-confidence, fostering connections and others)
- b. **Micro Enterprise Development** (Topics may include: methods to identify market; Financial Literacy; Development of Business proposals and other topics)

The overarching goal of the training is to capacitate participants with skills and knowledge so that they can start and sustain small enterprises. Having this in mind the consultant may prioritize and allocate time to certain topics more than to others based on the groups’ need.

The resources and trainings will be delivered in Arabic. English agenda with description should be available in English as well.

Specifically, the consultant will undertake the following key tasks.

- Present an inception training plan complete with Goals, objectives, topic and subtopics, methodology, session plans, teaching aids, activities and expected outcomes for each presentation.
- Prepare a training program to include life skills and micro enterprise development
- Prepare session plans and handouts
- Deliver the training through participative methodologies.
- Assign and evaluate
- Administer daily feedback forms and end of training evaluation.
- Participate on the business plan selection committee.
- Write draft and final report –Include follow-up and implementation schedules. The format of the report will be mutually agreed between the consultant and CCR.

### **Training Schedule and Timing**

The training sessions will start upon relieving the curfew (COVID-19). Tentative dates for the start of the training sessions are set in mid-July, August.

From the inception of the training’s session until developing business plan should last no longer.

The consultant should remain flexible to accommodate convenience of the participants for selecting date and time of the trainings.

There will be three groups based in Bartela, Nimrud and Karamlesh. Each group will attend sessions 1 session per week time of which lasting 4-6 hours. At the end of the session, home assignments will be given to participants that they will complete during the week and present on the next session to the trainer. The time required to complete home assignment should be not less than 10 hours.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Group 1 session	Homework Assignment					
	Group 2	Homework assignment				
		Group 3	Homework Assignment			

In total each group will undergo 4 trainings sessions that will be finalized by an individual simplified business plan. The consultant should provide feedback and recommendations on the assignments during the consecutive session.

First session will be devoted to life skills topic, remaining three sessions will be allocated to micro business development sessions.

### **Supervision and Reporting**

The day to day work supervision and support will be provided by Livelihoods Officer. The training materials, handouts and other technical resources will be revised by Livelihoods Advisor.

The format of the weekly update report will be mutually agreed with the consultant and CCR. The weekly update reports will be short updates on the progress, participation and feedbacks.

Other than brief weekly update reports the consultants should submit end of service report which to be outlined by CCR and the consultant.

### **Locations for the training and Venue**

The trainings will take place for the beneficiaries residing in Bartella, Nimrud and Hamdaniya cities.

CCR will rent halls in three locations to deliver the training session from 10- 17 people per location. The consultant is advised to prepare handouts to support the training as data show might not be available in all the halls.

### **Transportation and printing Costs.**

The traveling costs will be covered and arranged by the consultant.

The printing materials should be submitted 4 days in advance of the session for the printing.

### **Eligibility**

Participation in consultancy is open on equal terms to any natural and legal persons(contractor) or company.

1. Must be legally authorized individuals or companies to do the business in Iraq - Federal regions.
2. Not involved in violation of human rights (Slavery, child labor, human trafficking)
3. Not restricted to conduct business by any local, national and international legal bodies

### **Qualification**

To qualify for this assignment, the consultant

1. Have minimum degree in Economics Development or entrepreneurship or BA-com.

2. Certified training of trainers is a plus
3. Over 3 year's training –informal and formal
4. Be fluent in Arabic, English will be a plus.
5. Demonstrated experience and proven record in undertaking similar assignments.

### **Costs of preparing for preparing and submitting application**

All costs incurred by the applicant in preparing and submitting the application are not reimbursable. All such costs will be borne by the applicant.

### **Ethics**

CCR pays very careful attention to working with companies that commit to respect basic Ethics Rules. The applicants will have to fill and sign the Declaration of compliance & commitment to respect CCR code of conduct.

### **Cancellation of the application process**

In the event of a application procedure's cancellation, applicants will be notified by CCR.

Cancellation may occur where:

1. The application procedure has been unsuccessful, namely where not qualitatively or financially worthwhile application has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or force majeure render normal performance of the project impossible.
4. All technically compliant applications exceed the financial resources available.
5. There have been irregularities in the procedure, where these have prevented fair competition.

### **Offer:**

#### **Micro Enterprise Development Session**

#### ***Important Note:***

- **Please note all scores will be calculated proportionally (i.e. the cheapest offer will get the maximum score and others will be scored comparing to the cheapest offer)**
- **Bidders must pay specific attention to calculation of the total cost.**

- **Advance payment is not recommended in the financial offer.**

Company name: اسم الشركة	
Company Representative: ممثل الشركة*	
Address: العنوان	
Phone: رقم الهاتف	
Email: الإيميل	

**\*Please include a copy of the representative's ID or passport**

**BIDDER'S COMMENTS/REMARKS:**

تعليقات او ملاحظات مقدم العرض

1. \_\_\_\_\_
2. \_\_\_\_\_

**BIDDER'S TERMS AND CONDITIONS:**

شروط وأحكام مقدم العرض

1. Valid of the offer: صلاحية العرض \_\_\_\_\_

(Recommended: 2 months or more) ينصح ب 2 شهر أو اكثر

2. Terms of payment: Bank Transfer from Prague or bank cheque in Erbil

(Please specify)

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

## How to Apply :

Potential service providers can submit the bid in sealed envelope to the following address: Park view B5, Floor no 17 Apartment no 66, Erbil, Kurdistan Regional of Iraq

**Or**

Submit online at e-mail address [iraq.tender@caritas.cz](mailto:iraq.tender@caritas.cz)

- in this case, please send all documents in zip or rar file marked "IR18&1R19/RFQ02/2020" to ensure that all bids can be opened and assessed at the same time, subject of the e-mail should be "IR18&1R19/RFQ02/2020\_ Micro Enterprise Development Session Bid"

Envelope or e-mail should include:

- **Signed and stamped Instructions for bidders**
- **Quotation form with offer**
- **CV of Company/ Trainers**
- **Proof of registration with relevant professional authority, membership in relevant professional institutions**
- **Bank account information**

Deadline for Submission of the bids is 15/06/2020 3:00 PM

For any inquiries please to Contact via phone no.0751 740 7752 or Email Address [iraq.tender@caritas.cz](mailto:iraq.tender@caritas.cz)

Name of Supplier:





**Caritas Czech Republic in Iraq**

Address: Parkview, B5 Building, floor 17, Apt#: 66, Kurdistan Regional of Iraq.

Registration No.: 3444-F

Stamp and signature

Date: