Terms of References

For Technical Vocational Skills & educational Trainings (TVET)

Background:

The Danish Refugee Council is an international non-governmental agency providing humanitarian assistance and support to displaced-affected populations across 40 countries in the world.

DRC is present in Iraq since 2003 and, from 2013, has been implementing Economic Recovery projects to support conflict, displacement and crisis-affected populations. To promote local economic recovery and resilience of people of concerns, in Mosul & TelAfar. DRC is supporting 500 beneficiaries (250 Mosul & 250 TelAfar) with activities including the provision of vocational skills and educational trainings (TVET) to youth (18-32 years old) to help them find decent employment.

Project: **Strengthening resilience in dealing with crises and conflicts in Ninewa**

Location: **Mosul & TelAfar, Nineveh - Iraq**

Target: **500 Beneficiaries (20% Women & 80% men) – 250 Persons in Mosul and 250 Persons in TelAfar, divided into classes of 20-25 Persons**

Duration: **9 Months of contract duration (approx.)**

Starting Date: **3 weeks after signing the contract (Tentatively)**

Objective: **DRC Economic Recovery Program** – Nineveh – will target 500 beneficiaries of ages (18-32). 20% female quota. Throughout 9 months of implementation, DRC would like to organize approximately 20 TVET classes, each lasting 40 working days. The training courses will take place in the service provider training halls in Mosul and TelAfar.

Based on the analysis of the local labor market and beneficiaries' preferences, DRC has identified the following as possible options for the TVET classes:

I. Computer and IT skills training (including digital marketing sessions, AutoCAD software & Bill of Quantities in Excel) in Mosul & TelAfar
II. Construction Blacksmith and Carpentry (Including digital marketing sessions) in Mosul & TelAfar
III. Building electrician and plumbing (Including digital marketing sessions) in Mosul & TelAfar
IV. Internal and External Décor training (Including digital marketing sessions) in TelAfar
V. Building/Construction Surveyors (Including digital marketing sessions) in Mosul and TelAfar

DRC is seeking interested TVET institute(s) to provide a quotation for the delivery of the above trainings to classes of 20-25 Persons each, 250 in Mosul and 250 in TelAfar.

The final selection of the training topics will be agreed by DRC following the review of the proposals provided for each of the trainings above. DRC retains the ability to select all 5 or less training topics, depending on the quotation and specifications received. Moreover, DRC may select one or more TVET institutes for the implementation of the project depending on the proposals received.

Requirements for the selected training company

The training will take place in the service provider training halls in Mosul & TelAfar. The selection of venues for the training will be done in consultation with the DRC Economic Recovery team. The selected firm is required to send their qualified trainers to deliver the classes and to provide all needed tools and machineries required for the practical exercises.

In addition, the following conditions should be respected:

- Training course curriculum / training manual to be developed in coordination with DRC staff. The final curriculum and training materials will have to be signed off by DRC program manager before the beginning of the training.
- Each training should include both theoretical and practical exercises, tailored to preparing the beneficiaries for the application of the learning to their job.
- Careful record of attendance should be kept and verified by DRC.
- The institute and the trainer shall allow DRC to:
    - Visit the training course, monitor the progress, and make suggestion to attain the objective of the training classes.
    - Bring in private sectors employer during the training, to strengthen the link with the labor market.

Training Arrangements

- DRC staff will identify the beneficiaries, enroll them in community centers, and monitor the trainings on regular basis. Courses will last for approximately 40 days (two months) and are assumed to be scheduled for five days a week and four hours per day according to the content and quality of the curriculum.
- The training provider will have to award a completion certificate at the time of completion of the training courses.
- The training provider is also requested to submit brief monthly narrative reports to DRC on the progress of the classes, including successes, challenges, mitigating measures and photos of the training.

Duration of Trainings:

Training duration of each training will 40 Days (approximately 2 months). 500 beneficiaries, divided in classes of 20-25, shall be trained within 9 months (maximum) from the signing of the contract (tentatively: End of Feb 2021 to End of October 2021). Trainings shall take place 5 days a week on average (daily 4-5 hours).

Gender segregated classes will have to be offered. The presence of female trainers is highly encouraged.

The below is a tentative schedule for the training. The final schedule will depend on the selection of TVET institution(s) and will be agreed upon before the signing of the contract.

Work Plan for Mosul

Activity	Location	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Preparations	Mosul									
Class 1										
Class 2										
Class 3										
Class 4										
Class 5										
Class 6										
Class 7										
Class 8										
Class 9										
Class 10										
Monitoring and closing										

Work Plan for TalAfer

Activity	Location	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Preparations	TelAfar									
Class 1										
Class 2										
Class 3										
Class 4										
Class 5										
Class 6										
Class 7										
Class 8										
Class 9										
Class 10										
Monitoring and closing										

Contract duration:
The partner institution/training firm/s is/are expected to complete this assignment during 9 months' time maximum, which shall start on the day of signing the contract.

Required skills and experience:

- Have capacity to deliver TVET to approximately 20-25 participants per class, on the topics listed in ToR. The number of classes for each of the topics listed in the ToR will be decided by DRC team based on the results of the ITB and beneficiaries' applications.
- Have a curriculum of minimum 400 hours teaching time (i.e. 4-5 hours per lesson, 5 lessons a week for a total of 40 working days (2 months for each course of LOTs 1-6).
- Hire trainers with recognised and certified qualifications in their field of experience/expertise.
- Prefer trainers who have experience in communicative rather than didactic teaching methods, in order to foster communication and social bonds between students from diverse backgrounds.
- Have demonstrated experience in successfully delivering similar TVET in Iraq or similar urban MENA contexts.
- Have specific measures in place to ensure respect of humanitarian principles, conflict sensitivity, and inclusiveness, in terms of gender, age, disability, ethnicity and religion is integrated into the trainings.
- Have a realistic work plan which fits within time frame suggested in ToR or shorter, and which details time required for each step of TVET course delivery.
- Have realistic, broken-down budget, which details costs required for each component of TVET course delivery (showing costs of specific activities, as well staff and support costs).

Eligible applicants:
Participation in this call of proposal is open to any vocational training provider firm, consulting firms/ institutions, which have legal capacity to sign a contract, whose activity is directly related with the objective of the proposed consultancy, and which can prove the professional profile requested. The consulting firm/institutions should possess high quality accreditation training manuals as per the demand of local trade/labor market.

Consulting firms, institutions, organizations are expected to submit:

- Technical proposal with CVs of the proposed team members (see Annex A
- Financial proposal, including an estimated budget with all-inclusive price that will be incurred to deliver the final deliverables submitted with an itemized breakdown of human resources and activity expenses.

The technical proposal from any applicants must specify the following:

a. Service provider profile:
b. Proposed Methodology and approach
c. Implementation plan
d. References

The financial proposal should provide cost breakdown for any of the LOTs interested in bidding for – see below and Annex A.

Sr. No.	Item	Unit
1	***Computer & IT skills training with the inclusion of AutoCAD software + Bill of Quantities in Excel*** *(implemented in service provider training halls in Mosul and TelAfar, including tools/equipment, training venue rent, trainer's fee)* *To be provided by supplier:* • *Qualified trainer* • *Syllabus and other training materials* • *Tools and equipment for practical exercises including laptops.* • *Refreshment to the Persons* • *Training venue in Mosul & TelAfar*	(20-25 Persons) at each location (Mosul & TelAfar)
2	***Construction Black Smith and Carpentry*** *(Implemented in service provider training hall in Mosul and TelAfar) including tools/equipment, training venue rent, trainer's fee.* *To be provided by supplier:* • *Qualified trainer* • *Syllabus and other training materials* • *Tools and equipment's for practical exercise* • *Refreshment to the Persons* • *Training venue in Mosul & TelAfar*	(20-25 Persons) at each location (Mosul & TelAfar)
3	***Building Electrician and Plumbing*** *(Implemented in service provider training hall in Mosul and TelAfar, including tools/equipment, training venue rent, trainer's fee)* *To be provided by the supplier:* • *Qualified trainer* • *Syllabus and other training materials* • *Tools and equipment for practical exercises* • *Refreshment to the Persons* • *Training venue in Mosul & TelAfar*	(20-25 Persons) at each location (Mosul & TelAfar)
4	***Internal & External Décor training*** *(Implemented in service provider training hall in TelAfar, including tools/equipment, training venue rent, trainer's fee)* *To be provided by the supplier:* • *Qualified trainer* • *Syllabus and other training materials* • *Tools and equipment for practical exercises* • *Training venue in TelAfar*	(20-25 Persons) in TelAfar
5	***Surveyors training*** *Implemented in service provider training hall in TelAfar; including tools/equipment, training venue rent, trainer's fee) To be provided by the supplier:* • *Qualified trainer* • *Syllabus and other training materials* • *Tools and equipment for practical exercises*	(20-25 Persons) at each location (Mosul & TelAfar)

	• *Training venue in Mosul & TelAfar*	
	Total	**500 Persons (250 Mosul & 250 TelAfar)**

- **The above fee should be inclusive of trainer's fees and travel, training venue, equipment/tools certificates, stationery, and refreshment for each participant during each training.**
- **Service provider is responsible to ensure COVID19 guidelines during the trainings, which includes all training halls should have appropriate WASH facilities for men and women. Service provider is also responsible for providing masks and hand sanitizers to all the beneficiaries and trainers.**

Application submission

Interested institute/organization/firm must submit a proposal in English (scope of activities, methodology, product, timelines and budget), updated curriculum vitas of the team leader and team members