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General information

a. Brief information on the project

The Private Sector Development & Employment Promotion (PSD) Project in Iraq is a multi-donor action commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), co-funded by the European Union (EU) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The PSD Project supports governmental efforts of creating conditions for a growth-oriented business and investment climate in central and south Iraq as well as Kurdistan Region of Iraq. It provides advisory services for economic reforms to government partners and supports fact-based policy making through promoting the inclusion of private sector representations, academic institutions and civil society organisations into policy-making processes.

In addition, the PSD Project supports the creation of employment prospects in the private sector for young Iraqis, especially women and returnees, following an integrated approach that combines labour market-driven skills development and job placement measures as well as entrepreneurship development, and advisory services for MSMEs.

Overall, this multi-donor action puts emphasis on developing long-term abilities of its partners such as Ministry of Higher Education and Scientific Research, Ministry of Labour and Social Affairs, chambers and business associations. Special attention is given to sectors with a strong potential for growth such as agribusiness, solar energy, waste management, and hospitality, with a regional focus on Baghdad, Basra, Diwaniyah, Diyala, Erbil and Mosul.

b. Context

The Iraqi stakeholders are in need to learn and modernize their work skills in light of the newly arising changes of the political and economic environment in Iraq. In 2020, Iraq has launched the white paper reform projects which cover the most critical economic woes that the country has been facing. However, a notable gap has been identified between the ideas outlined in the white paper and the implementation capacities of governmental agencies in Iraq.

To ensure that these projects can be implemented, GIZ and Iraqi stakeholders decided to provide capacity building activities for civil servants. Project management skills are essential to enable reform processes, as such undertakings often follow project management logic and not standardized work procedures. The PSD project has therefore identified project management training for governmental employees such as MoP, MoA, MoIM and MoF in Federal Iraq/Baghdad, as a critical step to forward the implementation of white paper projects.

The training will provide methods and approaches to learn project management skills in a fast-changing working environment. The PSD team will identify a trainer or a firm that can provide project management trainings for the specific context of government employees. The training will take place in Baghdad.

c. GIZ shall hire the contractor for the anticipated contract term, from **01.04.2022** to **30.10.2022** for a total of **7 days**. The exact date of the training will be agreed upon after signing the contract. The training will take place in Baghdad. The training will take place in Baghdad for up to 20 participants. The course is to take place in late May 2022. Exact dates will be confirmed in April.

d. The contractor shall provide the following service:

I. Preparation

- Develop a curriculum for a project management training program of 4 days.
- The training should contain content on project planning, project implementation, project monitoring, project evaluation, project finances, project communication and project steering.
- Share the agreed curricula with the participants 4 weeks before the training.
- Provide teaching material, such as PowerPoint slides, academic reading lists and handouts for the participants in digital form. The teaching material shall be available in English and Arabic.
- Prepare the training slides and share with the participants and PSD project at least 7 days before the start of the course.

II. Implementation

- Provide the training in Baghdad, Iraq based on the agreed curriculum.
- Assess staff capacity and competence during the course.

III. Follow up

- Do an assessment/ test on the last day of the training to ensure the quality of learning.
- Submit a report of the activity (English language), highlighting important points and suggest follow-up trainings/ measures if applicable.

Tender requirements

1. Qualifications of proposed staff

1.1 Expert:

1.1.1 General qualifications

Education:

Master's degree in economics, management or business administration.

Professional experience:

Experience in project management of at least 5 years.

Previous experience in providing project management training courses of at least 2 years.

1.1.3 Language skills:

Fluency (written and spoken) in English and Arabic is mandatory.

3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
<ul style="list-style-type: none"> Preparation 	1	2	<ul style="list-style-type: none"> -Develop a curriculum for a project management training course of 4 days. -Provide teaching material, such as PowerPoint slides, academic reading lists and handouts for the participants. All material can be provided digitally. -Prepare the slides of the training and share with the participants and PSD project before starting the course.
<ul style="list-style-type: none"> Implementation 	1	4	<ul style="list-style-type: none"> -Provide the training based on the agreed curriculum.

			-Assess staff capacity and competence during the course.
<ul style="list-style-type: none"> • Follow up 	1	1	<ul style="list-style-type: none"> -Do an assessment/ test on the last day of the training to ensure the quality of learning. -Submit a report of the activity (English language), highlighting important points and suggest follow-up trainings/ measures if applicable.
Travel expenses	Number of experts	Number of days/nights per experts	Comments
<ul style="list-style-type: none"> • Per-diem allowance in country of assignment (only if the consultant needs to travel to Baghdad) 	1	4	Trainer
<ul style="list-style-type: none"> • Overnight allowance in country of assignment (only if the consultant needs to travel to Baghdad) 	1	4	Trainer (upon evidence) the trainer should submit receipt of his/her booking
<ul style="list-style-type: none"> • Travel costs: train, private vehicle (only if the consultant needs to travel to Baghdad) 	1	2	Car from airport-hotel-airport (upon evidence) the trainer should submit receipts of transportations
Flights	Number of experts	Number of flights per experts	Comments
<ul style="list-style-type: none"> • Domestic flights (only if the consultant needs to travel to Baghdad) 	1	1	1 round trip ticket (upon evidence) The expert needs to hand over the boarding pass to GIZ.

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price sheet.

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.