

# Terms of reference (ToRs) for the procurement of services

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<b>Political Partner Capacity Building ToT's</b>	<b>Project cost centre:</b>	<b>number/ cost centre:</b>
	20.2045.1-061.02	

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<b>0. List of abbreviations .....</b>	<b>2</b>
<b>1. Context.....</b>	<b>2</b>
<b>2. Tasks to be performed by the contractor .....</b>	<b>3</b>
2.1. Training Courses .....	3
2.2 Communication, Monitoring and Evaluation .....	4
2.3 Logistics .....	4
<b>3. Concept.....</b>	<b>5</b>
3.1 Technical-methodological concept .....	5
3.1.1 Strategy .....	5
3.1.2 Cooperation .....	6
3.1.3 Steering Structure .....	6
3.1.4 Experience .....	6
<b>4. Personnel concept .....</b>	<b>6</b>
<b>4.1 Team Leader .....</b>	<b>6</b>
4.1.1 Tasks of the team leader .....	6
4.1.2 Qualifications of the team leader .....	6
<b>4.2 Expert pool with a (3-5) experts.....</b>	<b>7</b>
4.2.1 Tasks of the short-term experts .....	7
4.2.2 Qualifications of the short-term experts .....	7
<b>4.3 International Expert.....</b>	<b>7</b>
4.3.1 Tasks of the short-term expert .....	7
4.3.2 Qualifications of the short-term expert .....	7
<b>5. Costing requirements .....</b>	<b>8</b>
5.1 Travel .....	8
<b>6. Inputs of GIZ or other actors .....</b>	<b>8</b>
<b>7. Requirements on the format of the bid.....</b>	<b>8</b>

## **0. List of abbreviations**

BMZ	The Federal Ministry for Economic Cooperation and Development
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
PME	Programme Migration for Development
GMAC	German Centre for Job, Migration and Reintegration in Iraq
ToR	Terms of Reference
FI	Federal Iraq
KRI	Kurdistan Region of Iraq
PR	Public Relations
HQ	GIZ Headquarter in Esborn
MoLSA	Ministry of Labour and Social Affairs
FP	Focal Point

## 1. Context

The Federal Ministry for Economic Cooperation and Development (BMZ) commissioned BMZ Programme "Returning to New Opportunities", which through the Global Programme Migration for Development (PME) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) together with civil society organizations, operate in the implemented countries of origin. The German Centre for jobs, Migration and Reintegration (GMAC) represents Programme Migration for Development (PME), which supports local governments on the topic promoting private sector and also promotes returnees to transfer and return their gained knowledge and experience from abroad, to their country of origin.

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives. It provides viable, forward-looking solutions for political, economic, ecological, and social development in a globalized world. The project supports its partners in implementing active labour market measures and in adapting these, so they meet the needs of employers and address the needs of unemployed, including vulnerable groups. Furthermore, youth, students, entrepreneurs and also the private sector are a point of focus for the respective projects.

For the purpose of sustainable development in international cooperation, GIZ PME shall deliver group of training of trainers (TOT) to enhance and strengthen the capacity of political partners staff MoLSA in both Federal Iraq and Kurdistan Region of Iraq. Professional training of trainers courses targeting trainers of MoLSA FI and KRI: preparing for the training process, professional coaches, clarifying their roles and responsibilities, and building performance evaluation.

Background to the task to be performed:

GIZ PME shall hire a contractor to design training contents that cover the main identified topics based on a previous needs assessment conducted by PME, and conduct training adapted to the needs and criteria of the participants.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

### 2.1 Provision of Trainers/Experts:

- Provision of highly qualified trainers to conduct physical ToT courses on a group capacity building topics assigned by GIZ PME to the political partner MoLSA in FI and KRI. The ToTs are "Theoretical Introduction to Basics of Solar Energy," "Installation and Maintenance of CCTV Security Cameras," Mobile Phone Gadgets Repair and Maintenance," "Reintegration Management", "M&E and Data Collection, Management and Protection," and "Report Management".

## 2.2 Logistics

### Training Hall Venue:

- In collaboration with MoLSA Swedish Academy/(Training of Trainer Centre for Kurdistan), use the training hall for “Theoretical Introduction to Basics of Solar Energy,” “Installation and Maintenance of CCTV Security Cameras,” “Mobile Phone Gadgets Repair and Maintenance,”
- Large screen, data show, HDMI cables, sound system (already exists in Swedish Academy).
- Provision of translations and translators.
- The size and equipment of the room needs to be sufficient to respect GIZ rules and regulations regarding COVID-19 protection measures.
  - Providing FFP2 or N95 facemasks
  - Keeping social distancing (1.5 meters between seated participants)
  - Providing disinfectants materials

### Meeting Hall Venue

- Provide a venue that can accommodate up to 20 seated participants for “Reintegration Management”, “M&E and Data Collection, Management and Protection,” and “Report Management”.
- Large screen, data show, HDMI cables, sound system.
- Provision of translations and translators.
- The size and equipment of the room needs to be sufficient to respect GIZ rules and regulations regarding COVID-19 protection measures.
  - Providing FFP2 or N95 facemasks
  - Keeping social distancing (1.5 meters between seated participants)
  - Providing disinfectants materials

### Catering

- Provide lunch for up to 20 participants and 1 trainer for each training day
- Provide 2x coffee break on training day

### Printing

- Provide printed handouts for participants for each training, as required.
- Provide a list of participants for each training, ensuring that it is signed by all participants each day.
- Prepare and print off the certificates that need to be signed by the trainer, PME supervisor, and winning bidder representative.

## 2.3 Milestones and Training Details

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at locations:

<b>Milestone (Training Course)</b>	<b>Deadline/place/person responsible</b>
Kick off meeting with contracted Company	03 August 2022 Contracted company Ad PME Focal Points
Theoretical Introduction to Basics of Solar Energy ToT	One ToT of five working days for eight participants (3 KRI, 5 FI) in Erbil in

	collaboration with MoLSA KRI and PME FP on 07-11 August 2022.
Installation and Maintenance of CCTV Security Cameras ToT	One ToT of five working days for eight participants (8 KRI) in Erbil in collaboration with MoLSA KRI and PME FP on 11-15 September 2022.
M&E and Data Collection, Management and Proteciton ToT	One ToT of five working days for 15 participants (15 FI) in Baghdad in collaboration with MoLSA FI on 20-25 September 2022.
Mobile Phone Gadgets Repair and Maintenance ToT	One ToT of five working days for eight participants (4 KRI, 4 FI) in Erbil in collaboration with MoLSA KRI and PME FP on 09-13 October 2022.
Reintegration Management ToT	Two ToT of five working days for eight participants (4 KRI, 4 FI) in Erbil in collaboration with MoLSA KRI and PME FP on 13-17 November 2022 and 12-16 Febraury 2023.
Report Management ToT	One ToT of three working days for 15 participants (15 FI) in Baghdad in collaboration with MoLSA FI on 12-14 March 2023.
Report Submission	The contracted company to provide final reports and related invoices no later than 15 April 2023

Under this assignment the following deliverables are expected:

- a) Detailed curriculum for each training session.
- b) Time plan how to sequence and schedule the sessions only.
- c) Strategy about the methodology of the trainings.
- d) For each ToT, additional 5 days will be given for preparation, coordination and report writing.

#### 2.4 Communication, Monitoring and Evaluation

The contractor expects a good documentation of the activities and results from the trainings and individual sessions.

- a) One report about performance of each training (English)
- b) Evaluation of the trainings by a survey for the participants (in Arabic or Kurdish)
- c) Final report in the end about whole activities including an assessment on what went well and what did not and recommendation for future activities (English)

Period of assignment: From **01.08.2022** until **30.04.2023**

### **3. Concept**

In the bid, the bidder is required to show how the objectives defined in Chapter 0 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

#### **3.1 Technical-methodological concept**

**3.1.1 Strategy:** The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 0). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 0).

**3.1.2 Cooperation:** The bidder is required to provide a proven track record of conducting assignments for development cooperation organizations. And the knowledge of the legal framework context in Iraq and cooperation with partners.

**3.1.3 Steering structure:** The bidder is required to present the approach and procedure for steering the measures with the project partners (planning and steering assignments and supporting local and international short-term experts). And their contribution to results monitoring and the associated challenges.

**3.1.4 Experience:** The bidder is required to prove experience in the field of ToT's assigned in the ToR in chapter 1 and 2 in addition to the designing and delivery of training programs.

### **4. Personnel concept**

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

#### **4.1 Team Leader**

##### 4.1.1 Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, in particular planning and steering assignments and supporting local and international short-term experts
- Regular reporting and report writing in accordance with deadlines

##### 4.1.2 Qualifications of the team leader

- Education/training (2.1.1): University qualification (Master Degree level is preferred) in administration, economics, management or a related field.
- Languages (2.1.2): Good business language skills in English language. Arabic and/or is an asset
- General professional experience (2.1.3): 4 year's experience in the Iraqi public and private sector

- Specific professional experience (2.1.4): 4 years' experience in the field event management and ToT coordination.
- Leadership/management experience (2.1.5): 4 years of management/leadership experience as a project team leader or manager in a company
- Regional experience (2.1.6): 4 years' experience living and working in Iraq
- Development cooperation (DC) experience (2.1.7): previous experience with international organisation is beneficial.
- Other (2.1.8): n.a.

## **4.2 Experts pool with a 3-5 experts**

### 4.2.1 Tasks of the short-term experts

- Provide training and coaching/mentoring in person
- Report writing
- Evaluation of activities
- Designing the different documents required in the sections above

### 4.2.2 Qualifications of the short-term experts ( local experts)

- Education/training (2.2.1): university qualification (Master level is preferable) in delivering related ToT's mentioned in Chapter 2.
- Language (2.2.2): business fluency in English is mandatory, Arabic and/or Kurdish is an asset.
- General professional experience (2.2.3): 4 years' experience in the field ToT's provided in chapter 2.
- Specific professional experience (2.2.4): fully aware about the Iraqi context and experience in providing trainings.
- Leadership/management experience (2.2.5): n.a.
- Regional experience (2.2.6): 4 years' experience living and working in Iraq is essential, experience in MENA is a strong advantage
- Development Cooperation (DC) experience (2.2.7): previous experience in assignments with development organisations are a beneficial.
- Other (2.2.8): n.a.

## **4.3 International expert**

### 4.3.1 Tasks of the short-term expert

- Provide training and coaching/mentoring in person.
- Report writing
- Evaluation of activities
- Designing the different documents required in the sections above

### 4.3.2 Qualifications of the short-term experts

- Education/training (2.3.1): university qualification (Master level is preferable) in delivering related ToT's mentioned in Chapter 2.
- Language (2.3.2): business fluency in English is mandatory, Arabic and/or Kurdish is an asset.
- General professional experience (2.3.3): 4 years' experience in the field ToT's provided in chapter 2.
- Specific professional experience (2.3.4): fully aware about the Iraqi context and experience in providing trainings.
- Leadership/management experience (2.3.5): n.a.

- Regional experience (2.3.6): 4 years' experience living and working in Iraq is essential, experience in MENA is a strong advantage
- Development Cooperation (DC) experience (2.3.7): previous experience in assignments with development organisations are a beneficial.
- Other (2.3.8): n.a.

## **5. Costing requirements**

### **5.1 Travel**

#### **5.1.1 Applicable for the International expert**

The contractor is responsible for the budget breakdown including the following:

International experts travel cost including all expenses that may occur underneath such as visa, plane ticket, airport transportation, daily allowance (only for the trainer), among other costs to either Baghdad or Erbil. The Travel expenses will be reimbursed against proof.

#### **5.1.2 Applicable for National Experts/Participants**

The contractor is responsible for the budget breakdown including the following:

National experts (if any) and participants travel cost including all expenses that may occur underneath such as plane ticket, airport transportation, daily allowance (only for the trainer), among other costs to Erbil. The Travel expenses will be reimbursed against proof.

## **6. Inputs of GIZ or other actors**

MoLSA FI and KRI to provide training halls for 4 of the training upon request in collaboration with the contracted company. The company is responsible to provide halls for the two remaining trainings in Baghdad.

## **7. Requirements on the format of the bid**

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract, the contractor has no claim to fully exhaust the days/travel/workshops/ budgets.



The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

All services are against evidence. Payment occurs when services are rendered.

There is no provision of verbal commitment. Therefore, any changes must be mutually agreed on by both parties and documented in written form.

Final payment will be released upon submission and approval of all the deliverables, against approved timesheets.

The remuneration will be paid according to the invoices submitted by the Contractor for the services provided. The invoice should be addressed to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)**  
**GIZ Erbil Office**  
**Gulan Tower, 2nd Floor, Office No: 02 (Reception)**  
**Gulan Street,**  
**Erbil, Kurdistan Region**  
**Iraq**

The payment will be done on basis provided bank information from service provider.

The General Terms of Contract (local) shall constitute an integral component of the Contract. The contractor must keep all GIZ information confidential.