Terms of reference (ToRs) for the procurement of services below the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

	Project number:
Artificial Intelligence for Iraq	17.4046.3-001.01

0.   List of abbreviations

AI   Artificial Intelligence

AVB   General Terms and Conditions of Contract (AVB) for supplying services and work 2018

ICT   Information and Communication Technologies (ICT) for Youth project

ToRs   Terms of reference

Chapter 1: Context

Context (1.1.1.)

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Iraq assists the Iraqi Government on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). The BMZ has commissioned GIZ to implement the Information, Communication and Technology – Perspective for Modern Youth in Iraq (ICT) project in Iraq.

The project aims to create employment prospects for young people in the ICT sector in close cooperation with its partners from the innovation ecosystem. This is achieved through the establishment of innovation centers with co-working and makerspaces, training in start-up entrepreneurship and advanced technical skills (start-up incubation/acceleration, blockchain and app development, digital production), and interventions in early-stage financing (angel investments, seed grants) and entrepreneurship research.

Under the existing project, activities and analysis have been carried out since 2017 to improve employment prospects. Further actions will be defined to improve the already existing conditions in terms of ecosystem development and digital and technological skills. The ICT project requires the implementation of several training programmes on Artificial Intelligence and job matching events.

The activities need to be carried out in Baghdad. The activities can also be subcontracted to another organisation. The on-site trainings can also be complemented with an online option in order to enable access to the training to individuals who cannot participate on site. However, more than half of the participants need to participate on site.

Strategy for cooperation (1.2.2.) Furthermore, the contractor has to develop strategic partnerships with the private sector to match training graduates with potential employers. The contractor must determine how outreach to the private sector will be conducted (an outreach strategy will be submitted to the project including, but not limited to, list of potential private sector partners, measures to attract the private sector, roadmap of private sector engagement incl. deadlines) and report progress in detail to the project in the bi-monthly reports. The outreach strategy will be presented to the project and needs to be adjusted if insufficient.

Chapter 2: Tasks to be performed by the contractor

The overall objective of these activities is to equip Iraqi youth with ICT skills demanded by the Iraqi labour market in order to improve their job prospects.

The contractor is responsible for providing the following services - the details of the services are outlined in the below text box table, and further detailed below this (1.1.2):

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	Activity	Total number of days	Responsible person	Allocated days	Responsible person	Allocated days	Responsible person	Allocated days	Responsible Person	Allocated Days	Responsible Person	Allocated Days	Responsible Person	Allocated Days
1	Recruitment, selection, and screening process	50	Team Leader	20	Expert 2 (Technical Lead)	10	Expert 3 (Lead Trainer)	5	Pool 1	10	Pool 2	5		
2	Practical Machine Learning Bootcamp	75	Expert 2 (Technical Lead)	15	Expert 3 (Lead Trainer)	20	Expert 4 (Support Trainer)	20	Pool 1	15	Pool 2	5		
3	AI for Web Developers with Tensorflow.js	90	Team Leader	20	Expert 2	10	Expert 3	30	Expert 4	25	Pool 1	5		
4	Deep Learning Bootcamp	90	Expert 2	15	Expert 3	30	Expert 4	30	Pool 1	15				
5	AI for Climate Bootcamp	135	Expert 2	30	Expert 2	10	Expert 3	30	Expert 4	30	Pool 1	25	Pool 2	10
6	Job fairs	75	Team Leader	25	Expert 2	10	Expert 3	0	Expert 4	5	Pool 1	30	Pool 2	5

7	**Framework conditions** [Operational management of services and backstopping processes]	25	Team Leader	15	Expert 2	10								
	Total	540												

The chronological order of service delivery is at the discretion of the contractor but must be coordinated with the project.

The details of the services are listed below **(1.1.2):**

1. Recruitment, selection, and screening process (as detailed)

- Widely promote Bootcamps using appropriate communication channels online (Facebook, Instagram, and/ or others) and offline mechanisms using paid promotion.
- Develop appropriate application form, distribute, and promote through abovementioned communication channels ensuring adequate applications to identify suitable participants for the programme.
- Ensure that the participants meet the following criteria:
o The participants must be between the ages of 15-35 years old.
o The participants should be drawn from a diverse background, host community, female, vulnerable groups including IDPs, refugees and returnees. The minimum target value for female and vulnerable group involvement is 5 participants.

2. Practical Machine Learning Bootcamp (x1)

2.1 Introduction

This machine learning course for software engineers focuses on the practical aspects of ML rather than theoretical ones. The course will cover topics such as data collecting and pre-processing, model training and evaluation, and deployment. By the end of this course, students will be able to efficiently collect and prepare data, perform ETL operations on big data stores, identify proper foundational models for fine-tuning or training models from scratch, and evaluate and monitor models' performance during training and after deployment.

Duration: 8 Weeks.

Days: 3 days per Week.

Training Hours: 72 Hours, 3 Hours per Day.

Final Project Duration: 20 Days with 5 hours of consultation per project.

2.2 Syllabus

– **Week 01 & 02 - Data Science**

Introduction to Data Science and its principles and how it can be used to inform the correct use of ML/DL techniques to work with the data by performing Exploratory Data Analysis (EDA) to find patterns and correlations in the data. The students will learn how to perform EDA on a wide range of data types like continuous and discrete tabular data, images, and text using Python libraries like Numpy, Pandas, and Matplotlib.

– **Week 03 & 04: Machine Learning**

Introduction to Machine Learning and how ML algorithms can be trained on data to perform different tasks like classification, regression, and clustering. Students will be able to use the Scikit Learn library to perform different tasks in the ML development lifecycle like data preparation, model training and evaluation, hyperparameter tuning, and cross-validation.

– **Week 05: Deep Learning**

Introduction to Deep Learning principles using Keras & TensorFlow as backend and explore how deep learning can be applied to a wide range of tasks using different neural network layers. Students will be able to use Keras & TensorFlow to build custom neural networks with the appropriate layers to perform different tasks.

– **Week 06: Computer Vision**

Introduction to CV tasks like image classification, object detection, and semantic segmentation by using pre-trained models or foundational models and finetuning them using the HuggingFace library.

– **Week 07: Natural Language Processing**

Introduction to NLP tasks like text classification, sentiment analysis, text summarization, and by using pre-trained transformers-based models and finetuning them using the HuggingFace library.

– **Week 08: Deployment & Integration**

Deploy trained models on the web using Gradio and HuggingFace and continuously monitor the models' performance regarding prediction accuracy and speed using different metrics and user feedback.

3. AI for Web Developers with Tensorflow.js (x1)

3.1 Introduction

In recognition of the transformative powers of Artificial Intelligence and Machine Learning and of the fact that JavaScript is one of the most commonly used programming languages, this course aims at teaching TensorFlow.js, Google's machine learning library that uses JavaScript instead of the standard Python library, which enables JavaScript developers to build machine learning applications and models and equip them with the tools to enhance their web applications with AI. The course covers topics such as transfer learning, pre-made models, and custom models.

Students are expected by the end of the course to have a good understanding of how machine learning models work, how to use pre-made models, use custom models, and have a grasp of Tensorflow.js and where it is best to be used and exactly how it can be utilized to add innovative features to web applications.

Training Duration: 8 Weeks.

Training Days: 3 days per Week.

Training Hours: 72 Hours, 3 Hours per Day.

Final Project Duration: 20 Days with 5 hours of consultation per project.

3.2 Syllabus

- **Week 1 – Introduction to Machine Learning and Tensorflow.js.**

  The first week of the course will cover an introduction to what artificial intelligence, machine learning, and deep learning are, and then cover the Tensorflow.js library, its benefits, and why and when it is used optimally.

- **Week 2 – Using Pre-made Models.**

  In the second week, students will learn how to use pre-built ML models and utilize them for their own particular needs and purposes, taking their first step into building ML models and understanding how they work. This week will cover topics like the reasoning carried out in order to compare between different pre-made models and decide which one is the best fit for solving the real-life problem at hand, the benchmarking used to calculate inference time and RAM utilization, defining tensors and understanding how they're used.

- **Week 3 & 4 – Using Custom Models.**

  In the third and fourth weeks, students will learn how to customize models of machine learning, delving deeper into ML. They will learn how to build a simple custom model, understand perceptrons, and build a linear regression model and a multi-layered perceptron.

- **Week 5 – Transfer Learning.**

  The fourth week will address what transfer learning is and how to identify models that can be used for it.

- **Week 6 – Reusing Existing Models from Python.**

  In the sixth week, the course covers existing models from Python and how they can be reused and converted from Python, how to convert models into the Tensorflow.js format.

4. Deep Learning Bootcamp (x1)

4.1 Introduction

Deep Learning Bootcamp is a foundational program that will help trainees understand the capabilities, challenges, and consequences of machine learning and deep learning and prepares them to participate in developing cutting-edge AI technology.

In this program, trainees will build and train neural network architectures such as convolutional neural networks, recurrent neural networks, LSTMs, and transformers, and learn how to improve them with strategies such as dropout, batch norm, Xavier/He initialization, and more. Get ready to master theoretical concepts and industry applications using Python and TensorFlow to tackle real-world cases such as image classification, object detection, image search engines, chatbots, machine translation, natural language processing, and more.

Training Duration: 9 Weeks.

Training Days: 3 days per Week.

Training Hours: 81 Hours, 3 Hours per Day.

Final Project Duration: 20 Days with 5 hours of consultation per project.

4.2 Syllabus

– **Week 01 – Data Science Libraries**

Introduction to 3rd party Python libraries used for data science tasks, like NumPy for working with numerical tensors and matrices, Pandas for working with tabular data, and Matplotlib for data visualization.

– **Week 02 & 03 – Machine Learning**

Introduction to Scikit Learn, a machine learning library that covers a wide range of ML tasks like pre-processing, and preparing data to define, train, and tune different machine learning algorithms to evaluate their performance and measure their accuracy. We'll also introduce platforms like Gradio that help us quickly build interactive demos for our Machine learning models.

– **Week 04 – Deep Learning**

Introduction to Deep Learning using the TensorFlow framework and the building blocks that go into training deep learning models including neural networks and their components like activation functions, loss functions, optimizers, evaluation metrics, and data pipelines.

– **Week 05 – Computer Vision**

Introduction to Convolutional Neural Networks (CNNs) using TensorFlow, image preprocessing and data pipelines, using pre-trained models for Transfer Learning, and exploring different CNN architectures like ResNet, Inception, and more.

– **Week 06 – Sequence Modeling**

Introduction to Recurrent Neural Networks (RNNs) and their variations like GRUs and LSTMs which are used in sequential data like text and time series. We'll use these neural networks to perform sentiment analysis and text generation tasks.

– **Week 07 Path 01 – Advanced Computer Vision Application**

Build advanced computer vision-powered applications beyond basic image classification, including object detection, semantic segmentation, and more advanced CNN training techniques.

– **Week 07 Path 02 – Advanced Sequence Application**

Introduction to more advanced RNN-based architecture like Autoencoders. We'll also build more sophisticated applications like Neural Machine Translation and Text Similarity using RNN-based models. We'll also introduce platforms like HuggingFace that help us quickly use pre-trained models for different NLP applications.

– **Week 08 – Advanced Deep Learning Application**

We'll explore more Deep Learning applications like Recommendation Systems and Forecasting.

– **Week 09 – Model Deployment**

We'll learn how to deploy and serve our trained models across different platforms via REST APIs, and mobile applications using TensorFlow Lite.

5. AI for Climate Bootcamp (x1)

Together with the organizations/ companies Mosul Space and Computiq, a modular qualification program called "AI 4 Climate" will be implemented. The modular qualification programme consists of three modules (1. Python programming, 2. Introduction to AI, 3. Advanced AI and Capstone projects). The contractor will implement Module 3. The syllabus has already been developed and is to be implemented in coordination with the two partners and the project. This Deep Learning Bootcamp will have a duration of a minimum of 6 weeks (excl. the capstone projects) with 3 days training per week and a minimum of 3 hours training per session. This Bootcamp will be conducted online (and offline) in order to give access to the participants of the previous Modules, who might be located in other Iraqi cities.

Following the Module 3 bootcamp, the training participants will develop a project on the topic of climate change. These projects will be presented to a jury in a final event, which will select the three best ideas. The contractor will prepare and execute this final event in consultation with the project.

6. Job fairs (x2)

A minimum of two of the bootcamps need to be followed by a graduation ceremony which includes a job fair. The contractor will invite private sector partners in order to match the training graduates with potential employers. The job fair can also take place during the boot camps, however, the timing of the job fairs needs to be consulted with the project.

7. Framework conditions (as detailed)

a. Training rooms

- Provide a well-ventilated training room for up to 25 training participants, taking into consideration COVID regulations and mandatory physical distance requirements as stipulated by national authorities.
- Provide hand sanitizer, masks and ensure cleaning and disinfection of workplaces at the beginning and the end of each day.

b. Material and technical equipment

Bootcamps

- Provide required equipment and material to ensure the learning environment is of a high-quality standard, inclusive of, but not limited to stationary for 25 participants (notebooks/ paper and pens, markers x 12 (equal colour distribution, blue, black, red) for flip chart)
- Flipcharts in training room
- Internet (Wi-Fi connection for participants)
- Projector or screen that can be connected with a laptop (incl. HDMI cable) for training room.
- Other equipment such as electric extension cables, etc.

Job fair

- Provide Wi-Fi connection for participants (in consultation with the ICT project)
- Projector or screen that can be connected with a laptop (incl. HDMI cable)
- Provide a stage for the graduation ceremony
- Provide booths for the job fair (e.g. for speed dating job interviews)

c. Catering

- Provide refreshment breaks (1 per session) for up to 25 participants on each training day of the bootcamps, including water, coffee, tea, juice, etc.
- Provide refreshment for the job fairs, including finger food, water, coffee, tea, snacks, etc.

d. Visibility and Communication

Bootcamps

- Post weekly social media posts in English and Arabic, including images, on the organisation's social media pages highlighting the progress of the participants of both bootcamps and activities undertaken during the sessions.
- Ensure that the ICT project and GIZ Iraq are correctly identified and recognised in the social media posts (information package will be delivered to the winning bidder including detailed requirements)
- Provide two roll-up banners for all training programmes, design, style and use of GIZ logos to be consulted on with the ICT project prior to printing.

Graduation Ceremonies and Job fair

- Post social media posts of the graduation ceremonies on Instagram, Facebook, etc.
- Ensure that the ICT project and GIZ Iraq are correctly identified and recognised in the social media posts (information package will be delivered to the winning bidder including detailed requirements)

e. Reporting

- The organisation will produce and deliver bi-monthly progress reports, in line with GIZ reporting standards.
- The organisation will provide participant attendance records and other related Monitoring and Evaluation documentation to the ICT project, in line with GIZ reporting standards.
- The organisation will provide success stories by the end of the bootcamps to GIZ, in line with GIZ reporting standards.
- The organisation will provide further reports as required under GIZ contractual terms.

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

Milestone	Deadline/ person responsible
Recruitment, selection, and screening process	Prior to each activity/ Team Leader
Start of the AI 4 Climate Bootcamp	22.01.2023/ Team Leader
Implementation of first job fair	31.03.2023/ Team Leader
Implementation of second job fair	31.07.2022/ Team Leader
Deep Learning Bootcamp	31.07.2022/ Team Leader
AI for Web Developers with Tensorflow.js	31.07.2022/ Team Leader
Practical Machine Learning Bootcamp	31.07.2022/ Team Leader
Finalisation of all activities	31.07.2022/ Team Leader

Period of assignment: From 05.12.2022 until 17.08.2023.

Chapter 3: Concept

In the bid, the bidder is required to show how the objective(s) defined in **Chapter 2** 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.

Technical-methodological concept

Strategy (1.1.1 and 1.2.1): 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 2**). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible **(see Chapter 3).**

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them **(see 1.2.2. above).**

The bidder is required to describe the key **processes (1.4.1 and 1.4.2)** for the services for which it is responsible and create a schedule that describes how the services according to **Chapter 2** are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Strategy for Cooperation

Other specific requirements

The organisation should have experience in implementing training programmes in advanced digital skills as well as employment promotion for donor, international and/or aid organisations.

Project management of the contractor (1.6.1)

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018
In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Brief bi-monthly reports on the implementation status of the project (2-3 pages)
The bidder is required to draw up a personnel assignment plan (1.6.2) with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.
The bidder is required to describe its backstopping concept (1.6.3). The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:
- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

Chapter 4: Personnel concept (1.6.1. and 1.6.2)

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.

Team leader

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 identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts

- Regular reporting in accordance with deadlines

Qualifications of the team leader:

- Education/training (2.1.1): University qualification (German 'Diplom'/Master) in IT, Engineering, Business Administration or a similar field
- Language (2.1.2): Good business language skills in English and Arabic
- General professional experience (2.1.3): 4+ years of professional experience in the IT sector
- Leadership/management experience (2.1.5): 3+ years of management/leadership experience as project team leader or manager in a company
- Development Cooperation (DC) experience (2.1.7): 1+ years of experience in DC projects

Expert 2 (Technical Lead)

Tasks of expert 2:

- Responsible for the preparation and implementation of training curricula together with the Lead Trainer
- Prepares the recruitment process in consultation with the lead trainer
- Supports the lead trainer in the recruitment and selection of candidates
- Responsible for the outreach to the private sector

Qualifications of expert 2:

- Education/training (2.3.1): University qualification (Master) in IT, Data Science, Engineering, Business Administration or a similar field
- Language (2.3.2): Good business language skills in English and Arabic
- General professional experience (2.3.3): 2+ year of experience in the field of Artificial Intelligence

Expert 3 (Lead Trainer)

Tasks of expert 3:

- Recruitment and selection of training participants
- Preparation and implementation of trainings

Qualifications of expert 3:

- Education/training (2.4.1): University qualification (Master) in IT, Data Science, Engineering, Business Administration or a similar field
- Language (2.4.2): Good business language skills in English and Arabic
- General professional experience (2.4.3): 2+ year of experience in the field of Artificial Intelligence

Expert 4 (Support Trainer)

Tasks of expert 4:

- Supports the lead trainer in preparing and implementing the trainings
- Preparation and implementation of graduation ceremonies and job fairs with the support of the Team leader and expert 3

Qualifications of expert 4:

- Education/training (2.5.1): University qualification (Bachelor) in IT, Data Science, Engineering, or a similar field
- Language (2.5.2): Good business language skills in English and Arabic
- General professional experience (2.5.3): 1+ year of experience in the field of Artificial Intelligence

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:
- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool (Nr. 1) with minimum 2, maximum 3 members

Tasks of the short-term expert pool:

- Responsible for all logistical and administrative tasks around the trainings and events
- Responsible for the procurement of services, equipment and materials together with Team Leader and Expert 2
- Preparation, organisation and implementation of the graduation ceremonies and job fairs
- Responsible for the social media coverage of all trainings and events

Qualifications of the short-term expert pool:

- Qualification - Education/training (2.6.1): 2 experts with university qualification (Bachelor) in Communication and PR or similar fields, 1 expert with university qualification in Business Administration, Logistics or similar field
- Language (2.6.2): 2 experts with very good language skills in English and Arabic, good language skills in English and Arabic required for 1 expert
- General professional experience (2.6.3): 1 expert with at least 2 years of experience in the communication and PR sector, 1 experts with at least 2 years of professional experience in the logistics sector.

Short-term expert pool (Nr. 2) with minimum 1, maximum 2 members

Tasks of the short-term expert pool:

- Technical Input (Seminar) on climate change mitigation/adaptation for the training participants of the AI 4 Climate Bootcamp
- Development of a Design Thinking Workshop on Climate Change adaptation/mitigation with the training participants of the AI 4 Climate Bootcamp with the aim of developing ideas for their capstone project
- Technical support of the training participants of the AI 4 Climate Bootcamp in developing their projects for climate change adaptation/mitigation
- Coordination with Climate Change Center of the Ministry of Environment on their participation as a jury at the graduation ceremony and idea competition.

<u>Qualifications of the short-term expert pool:</u>

- Qualification - Education/training (2.7.1): 1 expert with a university qualification (Master) in Environmental Studies, Engineering (with focus on renewable energy) or a similar field
- Language (2.7.2): 1 expert with very good language skills in English and Arabic
- General professional experience (2.7.3): 1 expert with at least 2 years of experience in the renewable energy sector or in projects on climate change adaptation/mitigation

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

Chapter 5: Costing requirements

Assignment of personnel

Team Leader: Assignment in country of assignment for **110 expert days**

Expert 2: Assignment in country of assignment for **80 expert days**

Expert 3: Assignment in country of assignment for **110 expert days**

Expert 4: Assignment in country of assignment for **110 expert days**

Short-term expert pool 1: **total 100 expert days**

Short-term expert pool 2: **total 30 expert days**

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 0 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Chapter 6: 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 organised 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 0** 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 must 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.