



Terms of Reference

Inclusive jobs and education for IDPs, refugees and host communities -PROSPECTS

TOR Title	Implementation Agreement to conduct trainings on Entrepreneurship (SIYB) with MOLSA- Iraq		
Country	Iraq	Project Code	IRQ/19/50/NLD - 107275
Duration	From 01/07/2023	To	31/03/2024
Pillar:	Employment		
Outcome:	07: Years 2-4 (Employment) Increased access to business development services and entrepreneurial support. (2.3)		
Output:	07.01 - (Y2-4) Business development services (financial and non-financial) for new and existing entrepreneurs/MSMEs improved in the digital technology and agriculture sectors (2.3.1)		
Activity / BL	07.01.03 - Conduct ILO's Start and Improve Your Own Business (SIYB) for forcibly displaced and host community members to start income generating initiatives as a way to create employment opportunities and secure more sustainable livelihoods.		

PROJECT BACKGROUND

1. General Background

The forced displacement crisis has increased in scale and complexity in recent years. According to UNHCR, 79.5 million people were forcibly displaced worldwide at the end of 2019¹. Forcibly displaced persons (FDPs), including refugees and internally displaced persons (IDPs) face specific vulnerabilities, including loss of assets and psychological trauma, limited rights, lack of opportunities, a protection risk as well as a risk to be out of school, and a lack of planning horizon. In addition, the communities hosting FDPs also struggle to pursue their own development efforts.

In response to the considerable challenges facing FDPs and host communities, a partnership initiative titled: 'PROSPECTS' Partnership for improving Prospects for host communities and forcibly displaced persons, was launched by the Government of the Netherlands, that brings together the International Finance Corporation (IFC), the International Labour Organization (ILO), the UN Refugee Agency (UNHCR), the UN Children's Fund (UNICEF) and the World Bank. Through the PROSPECTS partnership, the five partner agencies aim to leverage their comparative advantages and areas of expertise to programme complementary and interdependent interventions that address education, employment and protection challenges. The partnership spans eight countries, namely Egypt, Ethiopia, Iraq, Jordan, Kenya, Lebanon, Sudan, and Uganda and covers the period 2019-2023.

2. ILO PROSPECTS in Iraq

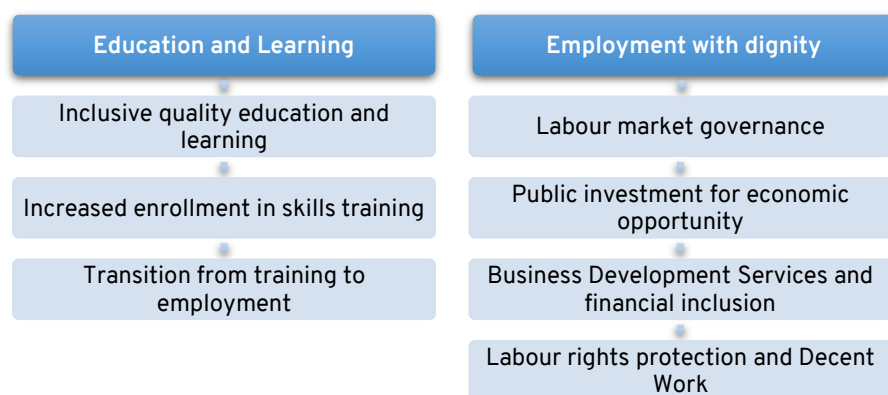
In Iraq, the PROSPECTS partnership aims to support national efforts to strengthen systems and develop/implement policies that promote inclusion and socio-economic development of forcibly displaced and host communities, whilst working closely with local authorities, business/private sector, and communities to identify, maximize, and realize opportunities on the ground. With a geographic focus on the governorates of Dohuk and Ninewa, the partnership focuses on three pillars, namely: education and learning; employment with dignity and protection pillars, while promoting new ways of working and a learning agenda (fourth pillar).

Within the framework of the Education and Learning and Employment with Dignity pillars of the PROSPECTS partnership in Iraq, ILO's focus is on supporting thousands of forcibly displaced persons and host community members to access more and better livelihoods and decent job opportunities. It is doing so through an integrated approach that support market-driven skills training; improve public employment services; implement labour intensive infrastructure

¹ <https://www.unhcr.org/5ee200e37.pdf>



projects; promote Entrepreneurship and financial inclusion; and support business start-ups and micro, small, and medium-sized enterprises (MSMEs).



ASSIGNMENT BACKGROUND AND OBJECTIVES

1. Start and Improve Your Business (SIYB) Training program:

Under the component on entrepreneurship and financial inclusion, ILO PROSPECTS is implementing two key tools, namely: Start and Improve Your Business (SIYB) and Financial Education (FE). The Start and Improve Your Business (SIYB) program is a start-up and business management training program developed by the International Labour Organization (ILO) with a focus on starting and improving small businesses as a strategy for creating more and better employment. The training targets women and men, particularly in emerging economies, with an interest in seeking enterprise as a viable livelihood. With an estimated outreach in over 100 countries, it is one of the world's largest business training programs in the field.

PROSPECTS program in Iraq had already conducted two training of trainers (TOT) cycles reaching an overall 41 trainers, and has recently been approached recently by the Ministry of Labour and Social Affairs (MOLSA) in Baghdad to support the capacity building of its national trainers located in various vocational training centers to become certified trainers on SIYB. This is an important opportunity to institutionalize the program with MOLSA's on-going operations, ensuring its continuity and sustainability. Hence, ILO/PROSPECTS program is now planning to conduct SIYB Training of Trainers (TOT) in addition to coaching and certification for selected trainers from the Ministry in their delivery of trainings, using the three modules: Generate your Business (GYB), Start Your Business (SYB) and Improve Your Business (IYB) module. The courses typically cover business planning, marketing, and financial management topics.

Towards this end, ILO/PROSPECTS is seeking an NGO implementing partner to support with the implementation of this collaboration with MOLSA through providing all the logistical and programmatic support needed to eventually certify the Ministry's trainers that meet the program criteria, while facilitating the implementation of training of entrepreneurs (TOEs) for end clients. Technical guidance will be provided by the ILO to ensure that the process is completed in line with the SIYB training and certification methodology.

The process of Training of trainer (TOT) and certification for the selected national trainers by a master trainer of ILO/SIYB will be conducted for 12 days. The master trainer will be selected from a pool of ILO SIYB master trainers². The TOT will train the participants on the important principles of adult learning and participatory training methods

² Please see below in the next section on overall and specific objectives.



with the goal to improve participants' training and facilitation skills focused on Business Planning and Financial Management towards achieving the programme's sustainability at the national level. The trainers after completing the TOT should execute of at least one training of entrepreneurs (TOE) course for each package (GYB,SYB,IYB) to at least 12 entrepreneurs per package.

The composition of the SIYB package:

► The trainer Guides, which provide trainer with a background on entrepreneurship training, the SIYB tools programme, the various participatory training techniques used in its delivery and all the required monitoring and evaluation tools for its proper implementation according to set standards.

► Training packages:

1) GYB: Generate Your Business Idea (GYB) is a training program for people who want to start a business but are not sure of the business idea to pursue. The GYB training course lasts approximately two – three days.

2) SYB: start Your Business (SYB) is a training program for potential entrepreneurs who have a feasible business idea for their own small enterprise. The SYB training course usually delivered in 6 days using the SYB manual and business plan booklet.

3) IYB: Improve Your Business (IYB) is a management training programme for owners and managers of small existing enterprises who want to sustain their businesses, increase sales and reduce costs. The IYB training programme is supported by a set of six manuals (marketing, costing, buying and stock control, record keeping, planning for your business, and people and productivity).

► The SIYB Business Game, which will introduce trainees to the business cycle in a fun and interactive way.

2. Direct and indirect beneficiaries of the assignment:

The main direct beneficiary of this project is the Ministry of Labour and Social Affairs (MOLSA) in the Federal Government of Iraq and its trainers who will receive the training and undergo the certification process. The indirect beneficiaries are the youth and those registered in the MOLSA database of job seekers who are looking to start or improve their businesses.

OVERALL and SPECIFIC OBJETIVES

The overall objective of the ILO PROSPECTS Entrepreneurship and Financial inclusion component through this initiative is **to capacitate the MOLSA trainers in using SIYB business training program to become SIYB certified trainers. This is part of the ILO PROSPECTS contribution to the institutionalization of entrepreneurship tools in Iraq and the creation of a pool of local SIYB trainers. In turn, this will support roll out of** business training to new and existing entrepreneurs/MSMEs in the selected governorates and subsequent nation-wide roll out. This is very much aligned with the national priorities to promote private sector development and the white paper. The specific objective of this TOR is to:

- To facilitate the SIYB Training of Trainers (TOT) delivery for 22 trainers from Department of Labour and Vocational Training of MOLSA in the Federal Government of Iraq. The duration of the TOT is for 12 days and will take place in Baghdad.
- To facilitate conducting 33 training courses in the selected governorates in coordination with MOLSA reaching 400 graduated youth/businesses on the three SIYB packages. Targeting of these clients will build mainly on



the MOLSA database of unemployed people with **special attention to inclusion of IDPs and refugees not less than 30% of the target group.**

- To Facilitate the Competency Reinforcement workshop (CRW) delivery for the trainers from Department of Labour and Vocational Training of MOLSA in the Federal Government of Iraq after completion of their training of entrepreneurs (TOEs). The duration of the CRW is for 5 days and will take place in Baghdad.
- To ensure visibility of the activities by organizing an end-of-project event and producing a professional Video on the results of the trainings with focus on success stories including youth, business owners that started/improved their enterprises.

ILO will coordinate with the implementing partner (NGO) to provide the contact address and the TOR/contracting modality with the ILO/SIYB Master trainer and the list of trainees selected from the selected governorates in close coordination with the Department of Labour and Vocational Training of MOLSA. Reports submitted by the master trainer should be shared with ILO/PROSPECTS team, in addition to trainers and trainings evaluations.

Expected Results

The immediate objective of this service is to facilitate the SIYB certification cycle for the 22 trainers from the Department of Labour and Vocational Training of MOLSA including training 400 beneficiaries from the data base of the Department of Labour and Vocational Training on SIYB packages.

The expected results of this Implementation Agreement will be:

1. SIYB TOT conducted for 22 trainers from the Department of Labour and Vocational Training of MOLSA.
2. 33 training courses conducted in line with ILO's standards (12 average trainee per course) with outreach to at least 400 graduates from host community, IDPs and refugees and from the targeted governorates in Iraq on SIYB packages.
3. Competency Reinforcement workshop (CRW) conducted for 22 trainers from Department of Labour and Vocational Training of MOLSA and successful trainers certified by master trainer.
4. An event organized and professional video produced documenting the trainings and the impact on the trainees including success stories.
5. 5 Monthly progress reports submitted to the ILO in close coordination with the PROSPECT Team.
6. Progress reports coinciding with payment requests (in addition to Arabic versions) and one final implementation/evaluation report on the training outcome and lessons learned for further expansion of the training methodology. (A template for reporting including lessons learned will be provided by ILO in advance).

SCOPE OF WORK AND METHODOLOGY

Based on the above, ILO is seeking a Non-Governmental Organization to lead on the implementation of SIYB certification cycle including facilitating training for 400 beneficiaries graduated on SIYB training packages (GYB, SYB, IYB). The scope of work entails in addition to the TOT and Competency Reinforcement workshop (CRW), implementing training courses to beneficiaries in the Vocational training centres (VTCs) within selected governorates as agreed with MOLSA according to the below matrix:



Governorate	# Of trainers per governorate	# of training courses to be conducted in each governorate	Target Trainees per governorate (estimates)	Target %
Baghdad	6	21	256	40% Females 35% IDPs and refugees
Basra	4	Will be implemented in Baghdad VTCs		30% females 1% PWD
Dewanya	2	Will be implemented in Baghdad VTCs		
Thiqr	2	Will be implemented in Baghdad VTCs		
Babylon	2	3	36	
Wassit	2	3	36	
Anbar	2	3	36	
Salahadeen	2	3	36	
Total: 8 Gov.	22 trainers	33 courses	400 graduated trainees	

Below are the detailed expected activities that the implementing partner will undertake:

A. Recruitment and support for the ILO/SIYB Master Trainer to oversee the SIYB certification cycle : the implementing partner (NGO) will undergo a recruitment process to ILO's available master trainer whose contract includes 66 Working Days-WDs (500 USD on daily basis) including the following tasks:

1) Selection of Trainer Candidates- Remotely (13 WDs)

- Screen MOLSA Trainers' applications (50 applications received) to select up to 35 applicants for interview (4 WDs).
- Conduct interviews with pre-selected candidates (6 WDs).
- Select up to 25 SIYB Trainer candidates to participate in the TOT (22 to participate in the TOT, with 3 provisional participants) – as part of the pre-requisites, at least 6 of trainers must be operating in Baghdad and 4 from Basra and 2 in each other selected governorate (1 WD).
- Meetings and on-going coordination and support for ILO/PROSPECTS and NGO teams (2 WDs)

2) SIYB TOT workshop -in person (17 WDs)

- Preparation of draft and final TOT workshop agenda, presentations, and related materials. (3 WDs)
- Conduct one SIYB TOT in Arabic with the participation of up to 22 candidate trainers and ensure one session to be allocated for the introduction of SIYB Gateway; Training venue will be in Baghdad (11 WDs).
- Submit detailed TOT Activity Report to the ILO upon finalization of the TOT, including evaluation results and list of participants (1WDs).

3) Post TOT monitoring and certification- in person and remotely (22 WDs)

- Prepare a workplan for trainers to conduct the TOEs in the selected governorates in close coordination with the implementing partner(NGO) and ILO. (2WDs)
- Monitor candidates' training activities and provide remote technical support. (8 WDs)



- Conduct at least 2 missions to Iraq to oversee the training delivery by trainers and monitor in person the training delivery by trainers (14 WDs)

4) Competency Refresher Workshop (in person) (12 WDs)

- Review candidates' client case studies, reports (5 WDs)
- Prepare a program for the CRW (1 WDs)
- Conduct the Competency reinforcement workshop for 22 candidate trainers (5WDs)
- Prepare the competency reinforcement workshop report and share it with ILO team. (1 WDs)

5) Post TOT certification (2WDs)

- Submit a monitoring report of the certification process, with recommendations for the certification of GYB-SYB and IYB trainers (1 WDs).
- Certify Trainer Candidates who have complied with all Gateway Requirements (1WDs)

The implementing partner (NGO) is expected to facilitate the travel of the Master trainer to the selected governorates for the different missions: first to conduct the TOT and second/third visits to monitor the TOEs, and the fourth mission to conduct the Competency Reinforcement workshop (CRW).

All costs associated to the travel of the master trainers including 4 Flights (Amman/Baghdad) and movement to other governorates as well the Daily Subsistence Allowance (DSA) rates will be paid using the observed UN rates (DSA for master trainer paid at 80% of observed UN DSA rates; refer to the below table on UN DSA rates observed for the month of May 2023).

To complete this activity, below are main tasks:

- Prepare the TOR in close coordination with PROSPECTS team, reach out to master trainer for offers
- Recruit the master trainer in line with above specified working days and mission plans

B. Conduct the Training of trainers (TOT) course in Baghdad:

After the master trainer is hired, it is important to coordinate directly with him/her and with the ILO PROSPECTS Iraq team to kick off the selection of final 22 MOLSA trainers list and prepare accordingly for the delivery of the TOT in line with ILO's procedures and program criteria. The TOT will be for 12 full days (9 -5 pm) and will take place in Baghdad in a suitable hotel (at least 4 stars) where a large hall of 150 m2 is needed to ensure the successful delivery of the TOT and its group work activities. Trainers are expected to be accommodated along with master trainer in the same hotel where the training is taking place on bed/breakfast basis (except trainers who are from Baghdad and/or have local accommodation). During the training, all needed logistics support will be provided by the NGO to the master trainer, trainers and PROSPECTS team. The needed manuals, equipment, stationery, and print outs should be made available prior the TOT (for details, pls refer to the sections on this mentioned later). The catering service should be part of the offers provided by the hotel throughout 10 training days including 2 coffee breaks and one lunch per the agenda provided by the master trainer.

All trainers will be paid transportation fees to reach the hotel in Baghdad; in addition, for trainers accommodated in the hotel, a daily subsistence allowance (DSA) is paid in lieu of dinner at 15% only of the below rates; for their training delivery, trainers are not paid any daily fees, until after they become fully certified.

Governorate	DSA rate USD 80%	Transport rate USD per way from governorate to Baghdad	Both ways
Baghdad	222.4	\$10 per way inside city or \$10 per 100 KM	\$20



Basra	175.2	\$52 per way or \$10 per 100 KM	\$104
Wassit	139.2	\$21 per way or \$10 per 100 KM	\$42
Thiqar	139.2	\$36 per way \$10 per 100 KM	\$72
Babylon	139.2	\$14 per way \$10 per 100 KM	\$28
Anbar	139.2	\$14 per way \$10 per 100 KM	\$28
Dewanya	139.2	\$22 per way \$10 per 100 KM	\$44

Tasks within this activity:

- Coordinate/support the master trainer for the interview/selection of final list of MOLSA trainers
- Finalize all the preparations for TOT workshop in Baghdad including hotel rental, flights booking, material printing, stationary preparations, transport of trainers, communication with master trainer, trainers and PROSPECTS on the logistics arrangements
- Conduct the TOT and support the 10 days delivery of training

C. Support with the promotion of TOEs and filter/enrollment of participants

Following the training of trainers activity, the MOLSA trainers will be required to deliver trainings on each package; hence, the NGO will start by assisting with the outreach and filter/enrollment of participants for the training of end entrepreneurs. An online link had been put in place by PROSPECTS team that will be used to receive applications from all interested candidates that captures their basic information, work- and business-related info, among others.

The implementing partner (NGO) with the support of the Department of Labor and vocational training will announce trainings for potential trainees that fulfil the related criteria of each training program in the SIYB and will enroll them in the training courses. This part of the assignment required from the selected partners to directly support in term of guiding applicants to fill in online applications as well as to collaborate with trainers to review the application forms to filter/select applicants in line with the related criteria mentioned below.

The main tasks include:

- Coordination with MOLSA, PROSPECTS on the criteria of selection of trainees
- Coordination with MOLSA database unit to filter applicants that meet the mentioned criteria
- Outreach and promotion of trainings, receipt of applications
- Review and select participants in direct coordination with trainers according to the course needs and geographic distribution but also the criteria of selection

D. Preparation and delivery of the ILO's SIYB Training of Entrepreneurs (TOEs)

The TOEs are structured to be conducted according to set number of days - below table summarizes the courses needed and # of hours expected to complete them-. Indicatively **an average of 6 training courses with an average number of 12 participants per course should be scheduled to take place on monthly basis from August 2023 to December 2023** to reach the overall target. PROSPECT expects close cooperation with the department of Labour and



Vocational training to prepare the final list of the trainees according to the specialty of each program throughout the implementation agreement period. This involves the preparation of training materials, stationary items, catering service and preparing the training venues within the premises of MOLSA in Vocational training centers in Baghdad and other selected governorates. Towards this end, the NGO is expected to prepare a work plan including a methodological note outlining the overall training plan for the duration of the contract and the process to be followed in line with the below parameters:

No.	Training topic	No. of Participants	No. of expected Training sessions delivered	Duration	Suggested Candidate Trainers
1.	Start Your Business (SYB)	400	11	40 hrs./training 6 days	Groups of 2 trainers
2.	Improve Your Business (IYB)		11	12 hrs./training 3 days	Groups of 2 trainers
3.	Generate Your Business idea (GYB)		11	12 hrs./training 3 days	Groups of 2 trainers

D.1. For the training material: ILO will coordinate with the implementing partner for the printing of the manuals and will provide soft copies of the pre/post knowledge surveys and evaluation forms for printing in Arabic language. For the manuals, below is a snapshot of the manuals required for printing, both on the level of entrepreneurs training (TOEs) and the training of trainers (TOT), per type of course:

1. SIYB Entrepreneur levels Manuals			
Course type	Manual names	# of pages	Type of material used for printing
Generate Your Business training course (GYB)	Generate your Business Idea manual	71	A4 manuals, print front and back, thinness normal, white & black , plastic cover spiral binding
Start Your Business training (SYB)	Start your business manual	128	A4 manuals, print front and back, thinness normal, plastic cover spiral binding
	Business plan manual	37	A4 manuals, print front and back, thinness normal, plastic cover spiral binding
Improve Your business trainings (IYB)	IYB/Record Keeping Training Manual	128	A4 manuals, print front and back, thinness normal, white and back, plastic cover spiral binding
	IYB/ Planning for your business	134	A4 manuals, print front and back, thinness normal, plastic cover spiral binding
	IYB/People and Productivity training manual	120	A4 manuals, print front and back, thinness normal, plastic cover spiral binding
	IYB/Marketing training manual	109	A4 manuals, print front and back, thinness normal, plastic cover spiral binding
	IYB/Costing training manual	95	A4 manuals, print front and back, thinness normal, plastic cover spiral binding
	IYB/ Buying and stock control training manual	122	A4 manuals, print front and back, thinness normal, plastic cover spiral binding
Important Notes:			



- For the above courses, namely on IYB of the 11 planned courses, the exact type of manual will depend on entrepreneurs needs assessment. However, for the sake of this TOR, the average number of manual pages is 120 for cost allocation of the 11 planned courses.
- In addition to printing the above manuals for the specific targets per course, additional 22 copies of all above packages are needed for the trainers themselves.

2. SIYB Trainer guides and business plan (for TOT): only for 22 trainers

Course type	Manual names	# of pages	Type of material used for printing
GYB Trainer Guide	GYB Trainer Guide	77	A4 manuals, print front and back, thickness normal, colorful, plastic cover spiral binding
SYB Trainer Guide	SYB Trainer Guide	231	A4 manuals, print front and back, thickness normal, colorful, plastic cover spiral binding
IYB/ Trainer Guide	IYB/ Trainer Guide	559	A4 manuals, print front and back, thickness normal, colorful, plastic cover spiral binding
SIYB Business Game Guide	SIYB Business Game Guide	65	A4 manuals, print front and back, thickness normal, colorful, plastic cover spiral binding
Business Game	Business Game Package	22 pieces needed	Specification to be shared with partner, average cost is usually 50 USD.

D.2. For the stationary, and per each training course the NGO should supply the master trainer (for TOT and CRW) and then the trainers (for their TOEs) with all needed items to facilitate the training workshop including the standard following list:

Main stationary needed per course (5 days avrg)	Quantity
Set of markers (4 colours each)	5
Flip charts papers	3
Set of Coloured stickers (4 colours each medium sizes)	4
Colored post-it note: small and medium sizes	4
Adhesive tape	3
Ruler 50 cm	5
Pack A4 papers	1
Scissors	1
Certificate (template provided by ILO)	1 per participant
Pens + pencils	1 per participant
USB	1 per participant
Folder and A4 note pad (Provided by ILO)	1 per participant
Large bags	22 total for trainers (to fit the manuals)

D.3. The training venue to be used for delivery: The implementing partner NGO will coordinate with Department of the Labor and Vocational training to ensure obtaining the necessary approvals for using the venues of the training for free in all selected governorates per the training plan. Also, the NGO should make sure of the suitability of the allocated venues which should be at least 100m2 in space and allocate necessary costs that are not covered by the



VTCs such as generator cost and cleaning services (if and where needed). It's worth mentioning that ILO team has undertaken a quick assessment with MOLSA on the available centers in the selected governorates and the halls availability and below are the minimum requirements in the hall to ensure proper training delivery (made available by vocational training centers):

Main Equipment in each training hall	Quantity
Tables for trainees- round or rectangle shape to fit 3 people	5
Chairs	1 per participant
Proper functioning AC or heating system to ensure moderate room temperature throughout the training hours	2
Rectangle tables outside the hall for placing coffee break and/or lunch	4
Hygiene gel for COVID- one per table	5
Disposable masks	25
table rectangle shape for trainers to place items	2
Wall screen	1
Video projector	1
wall or blackboard to hang Flip charts	2
Printer for emergency printing	1
Flip-Chart stand	2
Roll-up Banner of the project	1

D.4. For the transport of the training participants (entrepreneurs) to the training venues, ILO/PROSPECT pays a symbolic cost of 5 USD per participant as a daily transport fee for only those trainees who graduated from the training course (paid by the end of each course). For exceptional cases where participants are coming from far locations or outside the main city a higher daily fee of 7 USD is paid (no more than 10% of participants should be from outside the main city).

D.5. For the catering services, the NGO should contract a good quality catering company that is able to meet all training catering needs. For the TOEs, it is established that courses which require a max of four hours per day will need one coffee break only, while courses of 6/ hours per day will need one lunch break and one coffee break. It is also advisable to include in addition to the course participants additional cost of 2 trainers in addition to the drop out trainees (10% of each course usually drop out on first and second day hence they cost one or 2 daily meals).

Across all training courses, the implementing partner needs to **ensure proper visibility of ILO's PROSPECT program** and acknowledge the donor's funding. PROSPECT will provide the NGO with soft copies of the Roll-up banners (one per training venue), folders to be printed and provided for each training participant in all training courses. Proper photos to document the trainings should be taken and shared with PROSPECT team.

Tasks to complete this activity:

- Prepare and update a training plan with clear dates/schedules and share with PROSPECT team/master trainer for approval
- Coordinate with trainers and VTCs to ensure location availability/suitability
- Coordinate with PROSPECT for final selected trainees list based on filtering conducted
- Finalize all logistics preparation (catering, printing, stationary, visibility, etc)
- Conduct the trainings based on the scheduled plans and adjust as needed.



- Ensure proper follow up by the trainers on selected case studies³ and provision of coaching to them.

E. Conduct the Competency Reinforcement Workshop (CRW) to ensure certification of trainers

The NGO will organize in coordination with Master trainer and PROSPECTS team the CR Workshop that is intended as a certification workshop for 5 days in Baghdad. Similar to the TOT, the NGO will contract a hotel and arrange all the logistics needed to ensure successful delivery of the workshop. Following the workshop delivery, the master trainer will certify trainers on SIYB gateway that meet the criteria and successfully delivered their required trainings.

Main tasks of this activity include:

- Finalize all the preparations for CR workshop in Baghdad including hotel rental, flights booking, material printing, stationary preparations, transport of trainers, communication with master trainer, trainers and PROSPECTS on the logistics arrangements
- Conduct the CRW and support the 5 days delivery of training

F. Follow-up , documentation, M&E, reporting and visibility

The NGO will put in place a monitoring/evaluation system to collect all needed documentations/information from the trainees/trainers about the different training workshops then relay it to ILO/PROSPECT team. Additionally it will produce in collaboration with communications team at ILO a professional video for the trainings. The documents needed will include the following:

Documents	Time for submission
Excel List of final selected/enrolled trainees for PROSPECT clearance	Immediately after selection
List of all trainers selected to conduct trainings per month and copy of training agenda of each course	one week before course kick off
Signed daily attendance sheet for trainees using the template provided by the ILO	one week after course completion
Signed daily attendance sheet for trainers using the template provided by the ILO	one week after course completion
Copies of ID for each training course participant that are aligned with the signed attendance sheet	one week after course completion
Excel List of each final course participants who completed the training –aligned with signed attendance sheet	one week after course completion
Professional Photos taken of training courses and trainees	one week after course completion
Excel sheet including comments by trainers on participants and selected case studies by them for coaching and follow up	2 weeks after course completion
Copies of training evaluation forms and reports prepared by the trainers	2 weeks after course completion

³ As part of SIYB program, trainers select by the end of each course at least 3 case studies from the participants to coach them and follow up on their business implementation.



Tasks to complete this activity:

These will entail the following:

- Establish a monitoring and evaluation framework including baseline and end line indicators to monitor progress against the targeted trainees.
- Collect data , photos and information on all training participants and trainings and report them back to ILO
- Host an event in coordination with ILO/PROSPECTS and MOLSA to celebrate the outcomes of the trainings and produce a professional video documenting the courses and impact on the businesses of trainees. This task should be closely coordinated with ILO's communication team to ensure compliance with ILO's visibility standards.
- Provide monthly, progress and final reports to ILO on the progress of the project.

DELIVERABLES

The implementing partner is expected to fulfil the required tasks and execute the below deliverables in the timeframe:

Deliverables	Indicative Deadline
1. Updated work plan for the intervention including training course implementation schedule, geographic spread, target beneficiaries, indicators, potential collaborations with suppliers/institutions, etc.	One week after contract signature
2. TOR and contract of Master trainer	Three weeks after the signature of contract
3. TOT workshop conducted along with participants list and daily attendance sheet	One month after the signature of contract
4. List of enrolled selected participants (using ILO's criteria) ⁴	One week prior every training course
5. List and copy of IDs of 400 participants who completed/graduated ⁵ from the training courses using PROSPECTS forms (name, ID #, gender, age, status, course completed, date, etc..)	One week upon completion of every workshop
6. Copies of training/coaching workshop reports and excel sheet including comments by trainers on participants and selected case studies by them for coaching and follow up	Two weeks upon completion of every workshop

⁴ It is recommended out of experience to invite at least 25% more than the target number of graduated trainees, as this is the usual dropout rate from similar training courses.

⁵ Graduates are those who completed the training with more than 80% attendance of its overall time and received a certificate on the last day



7. Competency Reinforcement Workshop conducted along with participants list and daily attendance sheet	After 7 months of contract Signature
8. 5 Monthly reports on courses completion	On 30 th of every month starting third month
9. An event conducted in Baghdad and professional video produced documenting the training courses capturing the success stories and impact/outcome of the trainings including interviews with trainees and trainers	After 7 months of project kick off
10. Progress reports in English on overall implementation coinciding with payment requests including challenges and mitigation measures + Summary progress reports translated in arabic	Based on payment schedule
11. Final report in English plus copy in Arabic	End of contract

All payments will be processed upon submission and approval of the deliverables by the ILO.

SELECTION CRITERIA of the implementing partner

- **Only proposals received from registered non-profit organizations operating in Iraq, will be considered.**
- The ILO invites technical and financial proposals from qualified organizations/entities **registered in Baghdad and having relevant experience in delivering similar training services as mentioned in this Terms of Reference (TOR) in federal governorates.** Technically responsive and financially viable organization/entity will be chosen following ILO's procurement rules/procedures on evaluation by ILO team of professionals.
- Cumulative Evaluation Method will be used for this procurement exercise and Contract will be awarded to highest scorer(s) in Cumulative analysis considering Technical and Financial Evaluation:

1. Technical Proposal (70%)

The Technical proposal will contain 70% weight, whereas Technical Evaluation passing score is 50%. Any applying entity that scores less than 50% in Technical Evaluation shall not be considered for financial evaluation. The technical proposal is expected to be submitted by the bidders in the following structure:

1. Organization's profile demonstrating required capacity and local/field presence/activities in Iraqis related governorates, summarizing past experience and works undertaken in providing trainings and works with entrepreneurs. Work with MOLSA and its vocational training centres is an advantage.
2. Detailed description of relevant past works and assignments related to entrepreneurship and start-up development, if any.
3. Summary of the proposed methodology, implementation plan and M&E.
4. Detailed work plan with a timetable related to the different activities



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| 5. CVs of Team leader and staff involved in the project implementation demonstrating their capacity to conduct the assignment |
| 6. Foreseen challenges during the implementation of the project and mitigation methods. |

The Technical proposals will be evaluated in accordance with the criteria stated below:

	Description of Technical Evaluation	Score
1.	Relevant Experience of the NGO in organizing/delivery of TOTs and training workshops for large # of participants	20%
2.	Strong field presence in the targeted governorates where trainings will take place	15%
3.	Previous experience in project implementation and management including planning, coordination and organization skills and setting up M&E frameworks	20%
4.	Process of implementation (training plan, outreach strategy, suppliers, value add by the organization, etc...)	15%
5.	Human Resources proposed for the assignment (qualification and experience) + detailed CV	20%
6.	Previous experience working with the UN, international organizations	10%

Clarity of the proposal, provision of all required documentation, and innovative delivery are considered as a cross cutting measurement criteria.

2. Financial Proposal (30%)

The financial proposal will contain 30% weight. The bidders shall complete the financial proposal using an excel sheet and submit both the Excel version and the Pdf version. The financial proposal shall demonstrate:

- Activity costs (all training related costs)
- Staffing costs (team leader, coordinator, admin/fin support...)
- Overhead costs and other costs associated with the project (including travel, communication, etc..)
- Logistics costs (transportation/DSA of Master and Trainers ,etc ...)

The financial proposal will be evaluated based on price reasonableness and overall cost.

SUPERVISION AND LOGISTICAL ARRANGEMENTS

All activities within the scope of this Terms of Reference will be carried out under the overall supervision of the Entrepreneurship and Financial Inclusion officer Ms. Fadia Jradi at jradi@ilo.org in PROSPECT/Iraq and the overall guidance of Prospects Regional Chief Technical advisor for Arab States in coordination with the ILO regional enterprise development specialist and the ILO SIYB global team .

Deliverables shall be submitted in line with the requirements explained in this TOR within the deadlines. The deliverables are subject to the approval of the ILO.



TIME FRAME

This contract will be implemented over a period of 9 months from the date of agreement signature - including the preparation phase. The Supplier is responsible for informing the Technical Officer in advance in case of any unforeseen delays or changes.

PROPOSAL SUBMISSION PROCEDURE

The bidding NGO must submit the proposed offer **“Technical and Financial Proposals”** in separate digital folders mentioning **“Technical Proposal”** and **“Financial Proposal”** on each digital folder so that the financial information could not be revealed before financial proposal opening. The two digital folders saved in one digital folder (zipped) with the title saved as the full name of the bidder, followed by the project title “PROSPECTS/IRAQ, and date of submission.

Questions from potential bidders on any section of this TOR are welcome. An information session will be prepared to answer all upcoming/potential queries. Please send relevant questions to the following contacts of ILO PROSPECT/Iraq and ILO will provide feedback on your queries within 3 working days:

1. Ms. Fadia Jradi, Entrepreneurship and Financial Inclusion officer- jradi@ilo.org
2. Mrs. Nigar Sardar- National officer - mohammedsidq@ilo.org

Applications should be submitted by email to Ms. Fadia Jradi and Mrs. Nigar Sardar. Both financial and technical proposals should be valid for 90 days.

The **deadline for submission of technical and financial proposals is 15th June, 2023 COB, 12 mid night** to be scored according to the technical evaluation table mentioned above combined with the financial proposal. The proposer will receive a confirmation email in return upon submission.

PAYMENT SCHEDULE

According to the ILO policy, the payment of services are performed 30 days after receipt of services. Payments will be performed once upon satisfactory submission of deliverables to the ILO as follows:

Instalment #	Milestones	Instalment
1	Upon signature of the Implementation Agreement	15% of the total payment or 30,000 USD max
2	Upon contracting the master trainer, completion of SIYB TOT and submission of relevant documentation and monthly reports to the satisfaction of the ILO.	35% of the total payment
3	Upon completion of training courses with 200 graduated trainees, submission of relevant documentation and monthly/progress reports to the satisfaction of the ILO	35% of the total payment
4	Upon completion of remaining training courses with 200 graduated trainees, conducting a CRW, certification of related trainers, conducting an end of project event and submission of the produced video and relevant documentation and monthly/progress reports to the satisfaction of the ILO including the final technical and financial reports.	15 % per cent of the total payment
	TOTAL	100%



All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TOR). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the ILO. All intellectual property rights arising from the execution of these TOR are assigned to the International Labour Organization. The intellectual property rights of the materials modified through the assignment remains with the International Labour Organization.