

Request for Quotation,

TENDER DOCUMENT

BACKGROUND

Islamic Relief Worldwide - Iraq began working in Iraq in 1997 and was one of the few international aid agencies that continued working there in 2003. Our major priority is to provide much-needed emergency support for displaced people, returnees, host communities, and refugees in Anbar, Baghdad, Mosul, Kirkuk, Ninawa, Salehaddin, Dohuk, Diyala, and around Erbil. We are also helping people to get back on their feet – with more long-term development where it is safe to do so.

حول الإغاثة الإسلامية عبر العالم - العراق، بدأت الإغاثة الإسلامية عبر العالم العمل - العراق في عام 1997 وكانت واحدة من وكالات المعونة الدولية القليلة التي واصلت العمل هناك خلال عام 2003. وتتمثل أولويتنا الرئيسية في توفير الدعم العاجل في حالات الطوارئ للنازحين والعائدين، المجتمعات المضيفة، و اللاجئين؛ في الأنبار وبغداد وكركوك ونيوى وصلاح الدين ودهوك وديالى وحول أربيل من أجل مساعدة الناس على مواجهة الظروف الصعبة و أيضاً القيام ببرامج تنموية طويلة الأمد حيثما أمكن ذلك.




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Subject: Request For Quotation for Providing Consultancy Services (Three National Career Consultants In Halabja).

From: Procurement Department	To: Training Companies/Institutions And Consultants
RFQ Number: PREQ00004335	Email: tendering@ir-iraq.org , Mobile No.:07518396949 Address: Iraq – Erbil, ATCONZ, New Azadi, house No: R2/70.
Date: 20 August 2024	No. of pages including this page: 05 plus attachment

Closing deadline date: 29 August 2024

SPECIFICATION

Islamic Relief Worldwide - Iraq invites **training companies/institutions and consultants** to make a firm offer as per the attached **Terms of Reference**,

The tender document contains the attachments

- Request for Quotation Form
- Terms Of Reference of “providing consultancy services (three national career consultants in Halabja).

PRICE OFFER

Please provide your bid price and information below:

• Consultant Name:	
• Services Offer Prices in IQD:	
• Please explain the offer price, specifying whether it is a daily or full-service payment.	
• Payment Method: Bank transfer ☐ Or Cheque ☐	
• Offer validity: 120 days ☐ 150 days ☐	

TIMESCALES

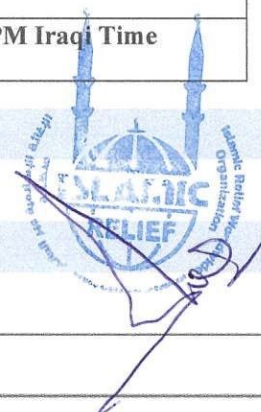
Task	Completion date
Send the RFQ to the bidder	20 August 2024
Clarification for details via email tendering@ir-iraq.org	26 August 2024
Closing Date for submission	29 August 2024 4:00 PM Iraqi Time

CURRENCY OF THE BID

IQD Iraqi Dinar

COMPANY INFORMATION

1	Wire Transfer Payment Mode طريقة الدفع المصرفي للتحويل	☐ Yes ☐ No
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2	Name of Company or the Consultant اسم الشركة	
3	Name of the Owner and Partner اسم صاحب و شركائه	Owner: Partner:
4	Registered Office address العنوان المسجل للشركة	
5	Telephone Number رقم تلفون	
6	Email بريد الكتروني	
7	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
8	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years: يرجى ذكر أي نزاعات قد شاركت شركتكم في المنظمات غير الحكومية :/ الأمم المتحدة على مدى السنوات ال 3 الماضية	
9	Banking information: المعلومات المصرفية:	
Bank Name: اسم البنك:		
Bank Address: عنوان البنك:		
Bank Branch: فرع بنك:		
Account Name: اسم الحساب:		
Account Number: رقم حساب:		
Swift Code:		
IBAN: رقم الحساب المصرفي الدولي:		

INFORMATION TO BIDDEERS

1. The currency of the offer should be in Iraqi Dinar.	1. عملة العرض يجب أن تكون بالدينار العراقي.
2. Payment will be made to the supplier by bank transfer within 30 days from receipt by Islamic Relief Worldwide - Iraq of all documents mentioned in the purchase order, or contract.	2. سيتم الدفع إلى المورد عن طريق التحويل المصرفي في غضون 30 يوما من استلام الإغاثة الإسلامية عبر العالم - العراق من جميع الوثائق المذكورة في أمر الشراء أو العقد.
3. Islamic Relief Worldwide - Iraq will not be responsible for any bank service charges.	3. لن تكون الإغاثة الإسلامية عبر العالم - العراق مسؤولة عن أي رسوم خدمة مصرفية.
4. Inspection (at the buyer's expense or unless negotiated as the seller's expense) may be applicable and will be advised at the time of purchase order and arranged by Islamic Relief Worldwide - Iraq or the supplier.	4. التفتيش (على حساب المشتري أو ما لم يتم التفاوض على أنها نفقات البائع) قد تكون قابلة للتطبيق وسيتم إبلاغ في وقت أمر الشراء وترتيبها من قبل الإغاثة الإسلامية عبر العالم - العراق أو المورد.
5. Islamic Relief Worldwide - Iraq does not undertake to pay by letter of credit or in advance of delivery.	5. لا تتعهد الإغاثة الإسلامية عبر العالم - العراق بالدفع بخطاب اعتماد أو قبل التسليم.
6. Islamic Relief Worldwide - Iraq reserves the right to accept or reject the whole or part of your offer.	6. تحتفظ الإغاثة الإسلامية عبر العالم - العراق بالحق في قبول أو رفض كل أو جزء من العرض الخاص بك.
7. (if applicable) Goods supplied for Islamic Relief Worldwide - Iraq are exempt from VAT and all other customs excise duties.	7. (إن وجدت) السلع الموردة للإغاثة الإسلامية عبر العالم - العراق معفاة من ضريبة القيمة المضافة وجميع الرسوم الجمركية الأخرى.
8. Correction pen or incomplete offers or offers which do not comply with any of our tender conditions will not be considered.	8. القلم التصحيح أو العروض غير المكتملة أو العروض التي لا تتوافق مع أي من شروط العطاء لن يتم النظر فيها.
9. Supplier Code of Conduct: Islamic Relief Worldwide - Iraq expects all suppliers to adhere to their Supplier Code of Conduct. Adherence is expected to be 100%. If the Supplier has not signed IRI's Supplier Code of Conduct it will be the	9. مدونة قواعد سلوك الموردين: تتوقع الإغاثة الإسلامية عبر العالم - العراق من جميع الموردين الالتزام بقواعد سلوك الموردين الخاصة

basic human rights, and there is no willingness to address the situation within a reasonable time frame.

Islamic Relief Worldwide - Iraq will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments that systematically violate their citizens' human rights.

Qualifications to the statement: Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

Company Name : اسم الشركة :	
Signature: التوقيع :	
Date & Time: التاريخ و الوقت :	
Company Stamp ختم الشركة :	



for
 [Signature]



TERMS OF REFERENCE

Apperenticishp Programs

Project Name:	Supporting a Resilient Economic Recovery by Strengthening Micro, Small and Medium Enterprises (MSMEs) and Creating Job Opportunities for Young Graduates
Type of Contract:	National Individual service Contract
Duty Station:	On-side (Halabja Governerate)
Number of available vacancies	Three National Consultants
Languages Required:	Fluency in Kurdish, English. and Arabic is a Plus.
Expected Duration of Assignment:	15 working days during 4 Months

BACKGROUND AND PROJECT DESCRIPTION

Islamic Relief Worldwide (IRW) is an international relief and development charity that envisages a caring world where people unite to respond to the suffering of others, empowering them to fulfil their potential. We are an independent non-governmental organization (NGO) founded in 1984 in the UK. Working in 47 countries, we promote sustainable economic and social development by working with local communities to eradicate poverty, illiteracy, and disease. We also respond to disasters and emergencies, helping people in crisis. Islamic Relief provides support regardless of religion, ethnicity, or gender without expecting anything in return.

Islamic Relief worldwide (IRW) has worked in Iraq for over 21 years. IR was on the ground throughout the military incursions and is one of the few aid agencies that continued working during and after the 2003 war.

Islamic Relief Worldwide Iraq is implementing several projects in Food, WASH, Health, Education, GBV, Livelihood, climate change, and shelters.

The proposed project is designed to strengthen the resilience of communities facing climate change risks through a comprehensive, multi-faceted strategy. The initiative, consisting of two components, aims to address weaknesses in Iraq's Dhi Qar and Halabja governorates.

The first component focuses on enhancing the employability of university graduates in these regions through the implementation of apperenticishp program and vocational training programs with distribution of business toolkits to young people. This contributes to youth employment and stimulates economic development in the targeted areas. At the same time,

The second component promoted economic growth within small, medium, and micro enterprises. It provides skills development and business toolkits to enhance and expand existing businesses.





TERMS OF REFERENCE

Apprenticeship Programs

SCOPE OF WORK

Islamic Relief Worldwide Iraq (IRW-Iraq) is launching an Apprenticeship Program aimed at supporting young graduates. Each participant will engage in the program for two months, during which they will be hosted by private sector companies or NGOs to gain practical experience and learn new skills. The program will cover various sectors, including education, health, construction, agriculture, media, and others.

To enhance the effectiveness of this program, IRW-Iraq will facilitate career counseling for each apprentice. To implement this initiative, IRW-Iraq will hire career consultants. Each consultant will be responsible for implementing the following activities:

Individual Career Counseling: Conducting 30 individual career counseling sessions per consultant. These sessions are designed to help apprentices identify their strengths, set career goals, and develop action plans.

Group Counseling Sessions: Facilitating 4 group counseling sessions per consultant. These sessions will cover general career development topics and provide opportunities for peer learning.

Training Sessions: Delivering 2 training sessions per consultant on topics such as resume writing, interview skills, cover letter writing and job searching strategies.

Final Progress Reports: Providing a final progress report for each apprentice, detailing their development throughout the program and how the counseling sessions have supported their career goals.

Objectives:

The program has three main objectives:

1. To provide personalized career guidance to apprentices.
2. To help apprentices develop essential skills for career planning and job searching.
3. To assess the progress of each apprentice and document how the program has supported their career development.

Duration of the Program

The Apprenticeship Program will run for two months for each apprentice, with participants receiving on-the-job coaching during this period. The program will be implemented in two rounds, with 60 young graduates in the first round and 30 graduates in the second round. The whole program will begin on August 1, 2024, and will continue until November 30, 2024.

Role and Responsibilities

1. Career Consultants:

- Deliver 30 individual career counseling sessions, 4 group counseling sessions, and 2 training sessions.
- Provide tailored advice and support to each apprentice.
- Prepare and submit a final progress report for each apprentice, including an assessment of their progress and recommendations for future development.

2. IRW-Iraq:

- Coordinate the scheduling of counseling and training sessions.
- Provide the necessary resources and support for the consultants.
- Monitor the quality and effectiveness of the counseling services provided.





TERMS OF REFERENCE Apprenticeship Programs

Deliverables:

The consultant will be responsible for providing the following services:

- 30 individual career counseling sessions per consultant.
- 4 group counseling sessions per consultant.
- 2 training sessions per consultant.
- Final progress reports for all apprentices, assessing their development and the impact of the program.
- The consultant should prepare and provide all logistical equipments for implementing all activities, including venue, refreshments, and lunch.

Qualifications

Qualification	• Master's or Bachelor's degree, preferably in business administration, Educational Psychology, Human Resources, or related fields. • Minimum 3 years of experience in career counseling, including one-on-one and group sessions. • Experience in conducting workshops on resume writing, interview preparation, and career planning. • Proven ability to connect with and mentor young graduates. • Understanding of the local cultural context. • Ability to work in a dynamic environment and respond to program needs
Language requirement	• Fluency in the Kurdish, and English. Arabic is a Plus.

Payment Method

The payment will be made through Nass Wallet or other Hawala Company as Finance department Request after completing all activities and submitting the requested documents.

Application process

Interested consultants should submit their CV and a brief proposal outlining their approach to the assignment by 8/22/2024 and send their CV to (Tendering@ir-iraq.org) and in the subject write (Halabja career consultant).

Only shortlisted candidates will be contacted for further steps in the selection process.

Created By:

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