

ANNEX A Terms of Reference (TOR) For Vocational Training (VT) – Sinjar

1. Who is the Danish Refugee Council?

Founded in 1956, the Danish Refugee Council (DRC) is a leading international NGO (Non-Government Organizations) and one of the few with a specific expertise in forced displacement. Active in 40 countries with 9,000 employees and supported by 7,500 volunteers, DRC protects, advocates, and builds sustainable futures for refugees and other displacement affected people and communities. DRC works during displacement at all stages: In the acute crisis, in displacement, when settling and integrating in a new place, or upon return. DRC provides protection and life-saving humanitarian assistance; supports displaced persons in becoming self-reliant and included into hosting societies; and works with civil society and responsible authorities to promote protection of rights and peaceful coexistence.

DRC has been operational in Iraq since 2003 serving the needs of populations impacted by displacement, including refugees, IDPs (internally displaced persons), returnees, and host community. Our programming encompasses multiple governorates in Federal Iraq and the Kurdistan Region of Iraq, and includes protection, economic recovery, shelter and settlements, WASH, and humanitarian disarmament and peacebuilding programming.

2. Purpose of the project

The Danish Refugee Council based in Iraq seeks Request for Quotation from a training providers/agencies to deliver Vocational Training (VT) to project participants in Sinjar District. The topic will be provided In below sections

3. Background of the project

The proposed intervention seeks to promote pathways towards self-reliance for conflict and displacement-affected households of Dohuk, Sumel and Sinjar Districts by providing technical business support, improving access to employment opportunities, and increasing capacities of individuals to sustainably, and with dignity, conduct income generating activities. To do so, DRC will equip identified participants with relevant skills to access job opportunities through vocational trainings, market linkages events and job placements in order to bridge the gap between the individuals' skills market needs and income generation work. The chosen modality has a threefold objective: (i) address immediate economic needs, (ii) promote community development through the rehabilitation of a communal site, (iii) skilled youth and empowered local farmers to adapt to climate change.

4. Objective of the Training

DRC is seeking interested Technical and Vocational Education and Training (TVET) institute(s) and vocational training providers in Iraq for the delivery of technical vocational trainings to project participants for the subjects listed below in Sinjar districts. The maximum number of participants should not exceed 36 people. The training center will provide training cost for each participant per course. Depending on the training center capacity or available courses, the training center can also provide training cost for all, or parts of the subjects covered in the courses listed below.

#	Subject	Number
1	IT and Computer maintenance	The total number of the participants will be 36 people, number of participants per each training will be decided later by DRC team no exceeding 36 person
2	Electrician and house wiring	
3	Sweet making	

5. Scope of Work

1. The training center will provide vocational training for 36 project participants in Sinjar Districts on a selection of the subjects mentioned above.
2. DRC will select the project participants for the training.
3. The training provider will deliver in person training for up to 24 days per course, between 30 calendar days, minimum of 6 hours of training per day.
4. The training provider is responsible for providing a center in Sinjar for conducting the training.
5. The training provider is required to identify qualified trainers to deliver the classes in advance.
6. The training center is responsible for providing all the necessary stationery, materials, tools, machinery and equipment required to deliver both the theoretical and practical sessions.
7. The training center should proactively ensure relevant safety measures are implemented, including the provision of personal protective equipment.

8. The training center is responsible for providing appropriate and accessible premises in which to conduct vocational training.
9. The training center should ensure that training facilities are safe and secure, and there are appropriate, segregated sanitation facilities for men and women.
10. The training center is responsible for providing the training course curriculum / training manual (including topics on safety in the workplace at least one day, two days on life skills and two days on employability skills), which will be reviewed by DRC as part of the contracting process. The final curriculum and training materials will be signed off by the DRC Project Manager before the beginning of the training.
11. Each training course should include both theoretical and practical exercises, tailored to preparing the beneficiaries for the application of the learning to their job.
12. The training center will be responsible for providing any handouts and training materials for participants.
13. Upon completion of the course, the training center will issue certificates to the participants, including the DRC, donor, and training provider logos.
14. A careful record of attendance should be kept by the trainer and verified by the DRC.
15. In case the project participant dropped out from the training, DRC will cover or pay for participants who have completed 60% of the entire course days (26 working days); if they have completed less than 60% of the days, DRC have the right to replace participants in case of dropouts rather than touching the finance part commitment
16. If a project participant decided to switch from one course to another, DRC would only pay for the final course that was successfully completed. The training center will issue a certificate for completed course only.
17. The training center and the trainer shall allow DRC to:
 - Visit the training course, monitor the progress, and make suggestions to attain the objective of the training classes.
 - Bring in private sector employees during the training and the graduation ceremony, to strengthen the link with the labor market.

6. Deliverables

The training provider will submit the following deliverables as mentioned below:

Item	Expected deliverables	Indicative description tasks	Maximum expected timeframe
<i>Prior of the training</i>	Enrollment letter	Ensure all the participants signed the enrollment letter drafted by DRC.	

Train the project participants on different vocations as per the needs of the project participants	Training session	- Classroom-based theoretical sessions - Practical sessions to develop skills.	24days
Trainee evaluation	Evaluation report	- Pre-test to be conducted at the start of the course. - Post-test to be conducted at the end of the course. - Feedback on participants' engagement in the course. - Track and verify attendance of participants. - Participants training attendance sheets will be provided upon request of payment by the training center. The training center is responsible for following up on participants' daily attendance.	Start & End of the project
Provide participants with certificates of completion once the course is completed.	Certificates of completion	- The service provider should certify the participants through a day of ceremony for all the graduates from the VT.	1 Day
Provide the project participants with relevant training materials	Training materials	- Any relevant training materials and handouts should be provided for participants. - All training materials should be in Arabic.	Last day of the training
Reporting	Weekly report Final report	- Weekly report on the VT training and participants' attendance to be provided to DRC's EcRec PM. - Final report upon completion of all courses to be provided to DRC's EcRec PM including successes, challenges, mitigation measures and photos of the training.	Weekly basis Final report within two weeks after the completion of the training.

7. Duration and timeline

The total expected duration to complete the assignment will be no more than 1 month.

The training provider shall be prepared to complete the assignment no later than one month after signing the contract.

8. Proposed Composition of Team

The training provider is expected to include the CVs of trainers in the proposal and confirm their experience conducting the relevant vocational training courses that they are proposed to teach.

9. Eligibility, Qualifications and Experience

- Proposed Team capacity and qualifications. Will be evaluated for proposed staff against suggested trainings CV of Staff should be provided (proposed team / Staff who have relevant experiences to TVET trainings and other trainings such as Business management training,)(two staff per each TVET one trainer and one facilitator)
- A minimum of 5 years of experience in providing TVET in Iraq (the bidder will be evaluated based on company previous contracts and experiences related to the TVET subject and CV of staff).
- The service provider should attach copy of the training materials / Manuals to be used for the training
- The service provider should attach a copy of the appropriate training workplan in accordance with the training timeline.

10.

Technical Supervision

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The selected training center will work closely:

- Under the supervision of DRC's Economic Recovery Project Manager for North Area
- Day to day implementation will be monitored by the Economic Recovery teams in Sinjar.

11.

Submission Process

Refer to the RFQ tender RFQ-IRQ-016591 for vocational training for 36 project participants in Sinjar District in Nineveh Governorate.

	Technical criteria
1	A minimum of 5 years of experience in providing TVET in Iraq (the bidder will be evaluated based on company previous contracts and experiences related to the TVET subject and CV of staff)
2	The service provider should attach copy of the training materials / Manuals to be used for the training
3	The service provider should attach a copy of the appropriate training workplan in accordance with the training timeline.
4	Proposed Team capacity and qualifications. Will be evaluated for proposed staff against suggested trainings CV of Staff should be provided (proposed team / Staff who have relevant experiences to TVET trainings and other trainings such as Business management training,) two staff per each TVET one trainer and one facilitator)
	Total Maximum Score