

SCOPE OF WORK

BACKGROUND: Founded in 1933, the International Rescue Committee (www.rescue.org) is a world leader in relief, rehabilitation, protection, post-conflict development, resettlement services and advocacy for those uprooted or affected by violent conflict and oppression. The IRC has long-term programs supporting conflict-affected persons in Iraq.

- IRC is seeking to contract with Institute/s or company/s for the training and courses mentioned below.
- The Course and training will be offered to the DCVAW staff members.
- The Institute or company needs to provide IRC with the details of course or training (languages, period, time of the training - Online or face to face and costs detail.

Scope of Services Required

1. Training on HTML, CSS, Java Script.(Advanced)

HTML (Hypertext Markup Language), Purpose: Structure and content of the webpage.

CSS (Cascading Style Sheets), Purpose: Styling the webpage (colors, layout, fonts, spacing).

JavaScript, Purpose: Adding interactivity and dynamic behavior.

2. Training on React.js, Redux, Hooks. (Advanced)

React is a JavaScript library for building user interfaces—especially SPAs (Single Page Applications).

Redux is a state management library, used to manage application-wide state outside components.

Hooks let you use React features (state, lifecycle, etc.) in function components (instead of class components).

3. Training on ASP.NET Core APIs. (Advanced)

ASP.NET Core is a cross-platform, open-source framework for building modern web apps, including APIs. Web APIs allows your app to send/receive data (usually JSON) via HTTP endpoints.

4. Training in Access Management and Security. (Advanced)

Access Management and Security refers to the set of processes, technologies, and policies that control who can access what, when, and how — in an IT system or software application.

It ensures that:

- Only authorized users can access systems or data
- Users can only perform allowed actions
- Data and systems are protected against threats

5. Training on SQL. (Advanced)

SQL stands for Structured Query Language. It's the standard language used to interact with relational databases — like SQL Server, MySQL, PostgreSQL, and SQLite.

SQL lets you:

- Insert data into tables
- Retrieve (query) data
- Update existing records
- Delete data
- Create or modify database structures (tables, views, indexes, etc.)

Period of Performance

TBD

Place of Performance

Baghdad (in person).

Work Requirements

1. Training Preparation and Customization

- Conduct a needs assessment (if needed) to tailor the training content to the knowledge level and roles of the participants.
- Develop customized training materials and session plans **(in Arabic and English)** aligned with the objectives of each training topic.

2. Training Delivery

- Provide qualified and experienced trainers for each technical topic.
- Deliver **interactive, practical, and hands-on training** sessions, using real-life examples and exercises.

3. Training Duration and Modality

- Duration of the training – TBD.
- Provide training **in-person**.
- Ensure a minimum of **6 hours per day**, including practical exercises and feedback sessions.

4. Training Materials and Equipment

- Provide printed and digital versions of all training materials, presentations, templates, and guides.
- Ensure legal access to all software used in the training (e.g., Adobe Creative Cloud) or clearly state if alternatives will be used.
- Provide certificates of completion to participants, co-branded with the requested organization's logo (if applicable).

5. Documentation and Reporting

- Submit a training agenda and methodology for review and approval at least two weeks prior to the start date.
- Maintain daily attendance sheets signed by participants.
- Submit a **comprehensive final training report** within 10 working days of training completion, including:
 - Summary of sessions conducted
 - Pre- and post-assessment results
 - Key learning outcomes and participant feedback
 - Challenges encountered and recommendations for follow-up

6. Monitoring and Evaluation

- Conduct pre- and post-tests or assessments to measure knowledge/skills gained.
- Collect participant evaluations and feedback forms for each session.

Acceptance Criteria

1. Training Relevance and Quality

- Training content is tailored to the identified needs of participants and approved by the requesting organization prior to delivery.
- Training is delivered using participatory, engaging, and hands-on methods that facilitate practical learning.
- Training sessions are aligned with the agreed agenda and cover all key learning objectives stated in the scope of work.

2. Qualified Trainers

- Trainers demonstrate subject matter expertise and effective facilitation skills.

3. Participant Satisfaction

- At least **80% of participants** express satisfaction with the training content, methodology, trainer performance, and overall experience through post-training evaluations.
- Participants demonstrate an increase in knowledge and/or skills as evidenced by pre- and post-assessment results.

4. Training Materials and Outputs

- All training materials (presentations, handouts, guides, templates) are submitted in soft and hard copy in Arabic and English.
- Materials are high quality, professionally presented, and aligned with the training goals.
- Visual and media materials (photos/videos/designs created during training) are shared with proper formatting and naming conventions.

Other Requirements and deliverables

- Training providers should be certified instructors and have a ToT in the field of training.
- The institution preferably has clear guidelines, a handbook of policies and procedures that organize their work.

Evaluation Criteria for Supplier Selection

The project team has established four key evaluation criteria to determine the winning supplier, based on the highest total score achieved. Suppliers will be assessed on the following components:

Financial Proposal (35%)

Suppliers will be evaluated based on their pricing, with the lowest price serving as the benchmark for scoring.

Past Experience (20%)

Suppliers are required to submit evidence of relevant experience, such as contracts or purchase orders, particularly with INGOs/NGOs for similar services or training. This documentation will be used to assess their background and reliability.

Technical Proposal (35%)

Suppliers must submit a technical proposal (maximum five pages) outlining their approach to delivering high-quality services. This should include best practices and methodologies, proposed training schedule/timetable, Detailed training topics and modules, Language of delivery (must be English and Arabic), and Relevant certifications and trainer(s) CVs.

Payment Terms and Method (10%)

Full points will be awarded to suppliers who accept payment via cheque or bank transfer, with a payment term of 30 days.

Require documents to be submitted:

For companies:

- 1- Business registration and latest tax clearance.
- 2- Fill out the VIF (vender Information Form), sign and stamp all pages.
- 3- Technical proposal (not more than Five pages) including technical and best practice ideas for delivering the work to the highest standard, the proposed timetable/ schedule for training, details on training topics and modules, language (must be Arabic and English), related certificate and resume for trainer /s.
- 4- To provide documents (such as **contracts or purchase orders**) demonstrating previous experience with INGOs/NGOs in delivering similar services/trainings.
- 5- Submit a detailed financial proposal, including a breakdown of costs for each topic, venue, meals, and refreshments. *The cost offered must be on a per-person basis. Currently, there are 2–3 participants, but this number may increase depending on the price provided.*
- 6- Clearly specify your payment terms and preferred method of payment.

For individuals:

- 1- Fill out the VIF (vender Information Form), sign all pages.
- 2- Technical proposal (not more than Five pages) including technical and best practice ideas for delivering the work to the highest standard, the proposed timetable/ schedule for training, details on training topics and modules, language (must be Kurdish), related certificate and resume for trainer /s.
- 3- To provide documents (such as contracts or purchase orders) demonstrating previous experience with INGOs/NGOs in delivering similar services/trainings.
- 4- Submit a detailed financial proposal, including a breakdown of costs for each topic, venue, meals, and refreshments. **The offered cost must be on a per-person basis. Currently, there are 2–3 participants, but this number may increase depending on the price provided.**
- 5- Clearly specify your payment terms and preferred method of payment.

If interested, please send your documents listed in SOW to: IRCIraq.TenderBox1@rescue.org No later than Sunday, August 18th, 2025.

If you have any questions, please send email to: IQ-Tenders@rescue.org no later than Tuesday August 12th.

Offers to supply will not be accepted after Sunday, August 18th, 2025, at 04:00 PM.