

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, Kerbala, Diyala, ThiQar, Dohuk, Halabja, 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 منظمة الإغاثة الإسلامية العالمية - العراق عملها في العراق في عام 1997 وكانت واحدة من وكالات الإغاثة الدولية القليلة التي استمرت في العمل هناك في عام 2003. وتتمثل أولويتنا الرئيسية في توفير الدعم الطارئ الذي تشتد الحاجة إليه للنازحين والعائدين والمجتمعات المضيفة واللاجئين في الأنبار وبغداد وكربلاء وديالى وذي قار ودهوك وحليجة وحول أربيل. كما نساعد الناس على العودة إلى حياتهم الطبيعية من خلال المزيد من التنمية طويلة الأجل حيثما كان ذلك آمناً.



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Der

Subject: Islamic Relief Worldwide Iraq invites qualified suppliers to submit a firm offer to provide **Hiring Trainer for ToT Training in Halabja office for 16 Career development center staff member on employment services - Annex A** in the Diyala Office.

From: Procurement Department	To:
RFQ Number: PREQ00005589	Email: procurement.committee@ir-iraq.org , Mobile No.: 07518396949 Address: Iraq – Halabja Office.
Date: 05 Nov 2025	No. of pages including this page: 06 plus attachment

SPECIFICATION

Invitation to Submit Offers

Islamic Relief Worldwide Iraq invites qualified suppliers to submit a firm offer for the provision of **Hiring Trainer for ToT Training in Halabja office for 16 Career development center staff member on employment services - Annex A** in the Halabja Office.

Interested suppliers are encouraged to review the attached document carefully and provide a comprehensive, competitive offer by the terms and conditions mentioned

The attached files are below

- Bill of Quantity **Annex A**.

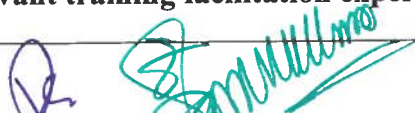
Requirement on how to fill the Bill of Quantity

- The bidder shall specify the unit price for each item mentioned in **Annex A – BOQ**.
- Quotation Vildation: **180 Days**
- Payment Method: **Bank Transfer or Cheque**

AWARD CRITERIA

The award of the contract will be based on the following criteria

Criteria المعايير	Scoring النقاط
Must be registered to conduct business and in compliance with Government Tax Regulations. يجب أن تكون مسجلة لممارسة الأعمال التجارية والامتثال للضرائب الحكومية.	Mandatory as Essential criteria without registration and Tax clearance the offer did not consider
Educational qualifications and professional certifications	15
Relevant training facilitation experience (especially ToT)	30




Quality of proposed training approach and sample materials	30
Financila Proposa (Value for money)	20
Language skills (Kurdish and English fluency)	5
Total المجموع	100

TIMESCALES

Task	Completion date
Send the RFQ to the bidder	05 November 2025
Clarification for details via email tendering@ir-iraq.org	15 November 2025
Closing Date for submission	15 November 2025 4:30 PM Iraqi Time

CURRENCY OF THE BID

IQD Iraqi Dinar

RFQ DATES AND CONTACT DETAILS AND MANNER OF SUBMISSION

All quotations must be submitted before **15 November 2025 at 4:30 pm (Iraqi time)** to Email procurement.committee@ir-iraq.org.

For any issues relating to the **RFQ** or its contents please email directly to; tendering@ir-iraq.org

All quotes will be evaluated and the award made based on 'best value for money'.

1	Wire Transfer Payment Mode طريقة الدفع المصرفي للتحويل	☐ Yes ☐ No
2	Name of Company 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: أسم 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.
2. Payment will be made to the supplier by bank transfer within 30 days from receipt by Islamic Relief Worldwide of all documents mentioned in the purchase order, or contract.
3. Islamic Relief Worldwide will not be responsible for any bank service charges.
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 or the supplier.
5. Islamic Relief Worldwide does not undertake to pay by letter of credit or in advance of delivery.
6. Islamic Relief Worldwide reserves the right to accept or reject the whole or part of your offer.
7. (if applicable) Goods supplied for Islamic Relief Worldwide are exempt from VAT and all other customs excise duties.
8. Correction pen or incomplete offers or offers which do not comply with any of our tender conditions will not be considered.
9. Please attach the relevant certificate(s) and CV to assess the criteria outlined above
10. **Supplier Code of Conduct:** Islamic Relief Worldwide 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 Supplier's responsible to sign before the performance of any purchase order. Failure to do so will automatically mean the supplier agrees to the Supplier Code of Conduct.

1. عملة العرض يجب أن تكون بالدينار العراقي.
2. سيتم الدفع إلى المورد عن طريق التحويل المصرفي في غضون 30 يوما من استلام الإغاثة الإسلامية عبر العالم من جميع الوثائق المذكورة في أمر الشراء أو العقد.
3. لن تكون الإغاثة الإسلامية عبر العالم مسؤولة عن أي رسوم خدمة مصرفية.
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 أو المورد.
5. لا تتعهد الإغاثة الإسلامية عبر العالم بالدفع بخطاب اعتماد أو قبل التسليم.
6. تحتفظ الإغاثة الإسلامية عبر العالم بالحق في قبول أو رفض كل أو جزء من العرض الخاص بك.
7. (إن وجدت) السلع الموردة للإغاثة الإسلامية عبر العالم معفاة من ضريبة القيمة المضافة وجميع الرسوم الجمركية الأخرى.
8. القلم التصحيح أو العروض غير المكتملة أو العروض التي لا تتوافق مع أي من شروط العطاء لدينا لن ينظر فيها.
9. يرجى إرفاق الشهادات والسيرة الذاتية ذات الصلة لتقييم المعايير الموضحة أعلاه.
10. مدونة قواعد سلوك الموردين: تتوقع الإغاثة الإسلامية عبر العالم من جميع الموردين الالتزام بقواعد سلوك الموردين الخاصة بهم. ومن المتوقع أن يكون 100%. إذا لم يوقع المورد على مدونة قواعد السلوك الموردين الخاصة بالإغاثة الإسلامية، فسيكون المورد مسؤولاً عن التوقيع قبل أداء أي أمر شراء. إن عدم القيام بذلك سيعني تلقائياً أن المورد يوافق على مدونة قواعد سلوك الموردين.



SUPPLIER CODE OF CONDUCT

Code of Conduct for Suppliers – Islamic Relief Worldwide requires all suppliers to adhere to the Code of Conduct developed by the Inter-Agency Procurement Group (IAPG).

Suppliers and manufacturers to Non-Governmental Organizations (NGOs) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) supports.

This information is to advise you, our suppliers of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children.
- Goods produced and manufactured have the least impact on the environment.

Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination practiced
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper

قواعد السلوك الخاصة بالموردين

قواعد السلوك للموردين - تتطلب الإغاثة الإسلامية عبر العالم في جميع أنحاء العالم من جميع الموردين الالتزام بقواعد السلوك التي وضعتها مجموعة المشتريات المشتركة بين الوكالات (IAPG).

وينبغي أن يكون الموردون والمصنعون للمنظمات غير الحكومية على دراية بمبادرات مدونة قواعد السلوك التي يدعمها فريق المشتريات المشترك بين الوكالات (IAPG). هذه المعلومات هي تقديم المشورة لك، مورديننا من المسؤولية الاجتماعية للشركات عنصر في علاقات المورد لدينا. يتم إنتاج السلع والخدمات المشتراة وتطويرها في ظل ظروف التنطوي على إساءة استخدام أو استغلال أي شخص. السلع التي تنتجها وتسليمها المنظمات لا تشترك في أي استغلال للأطفال. السلع المنتجة والمصنعة لها أقل تأثير على البيئة.

مدونة قواعد السلوك للموردين: يتم إنتاج السلع والخدمات وتسليمها في ظل الظروف التي: يتم اختيار العمل بحرية. احترام حقوق الموظفين في حرية تكوين الجمعيات والمفاوضة الجماعية.

- تدفع أجور المعيشة.
- لا يوجد استغلال للأطفال.
- ظروف العمل آمنة وصحية.
- ساعات العمل ليست مفرطة.
- لا يمارس أي تمييز.
- توفير فرص عمل منتظمة.
- لا يسمح بالمعاملة القاسية أو اللاإنسانية للموظفين.

المعايير البيئية:

يجب أن يمثل الموردون كحد أدنى لجميع المتطلبات القانونية وغيرها من المتطلبات القانونية المتعلقة بالآثار البيئية لأعمالهم. المجالات التي يجب النظر فيها هي:

- إدارة المخلفات
- التعبئة والتغليف والورق
- صيانة
- استخدام الطاقة
- الاستدامة

السلوك التجاري:

وستسعى الإغاثة الإسلامية عبر العالم إلى إيجاد مصادر بديلة يكون فيها سلوك الموردین انتهاكا واضحا لحقوق الإنسان



- Conservation
- Energy Use
- Sustainability

Business Behaviour:

Islamic Relief Worldwide will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief Worldwide 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.

الأساسية لأي شخص، ولا توجد رغبة في معالجة الوضع في إطار زمني معقول.

سوف تسعى الإغاثة الإسلامية عبر العالم إلى مصادر بديلة حيث تشارك الشركات في سلسلة التوريد في صنع الأسلحة أو بيع الأسلحة للحكومات التي تنتهك بشكل منهجي حقوق الإنسان لمواطنيها.

المؤهلات للبيان:

وحيثما تكون سرعة النشر ضرورية لإنقاذ الأرواح، فإن أعضاء الفريق سوف يشترون السلع والخدمات الضرورية من أنسب مصدر متاح.

Company Name :

: اسم الشركة

Signature:

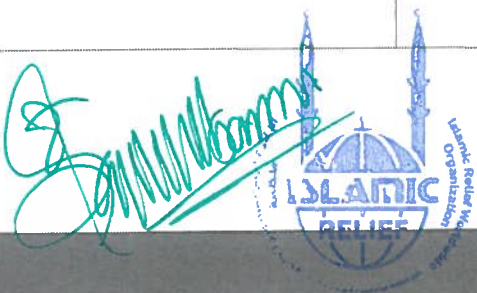
: التوقيع

Date & Time:

: التاريخ و الوقت

Company Stamp

: ختم الشركة



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Annex A - Hiring Trainer for ToT Training in Halabja office for 16 Carreier development center staff member on employment services



#	Description	التفاصيل	الوحدة	Quantity الكمية	Days	Unit Price IQD Per Day السعر الوحدة بالدينار	Total Amount IQD for all days المبلغ الكلي بالدينار	Notes الملاحظات
1	Hiring Trainer for ToT Training in Halabja office for 16 Carreier development center staff member on employment services, Including developing curriculum and delivering 5 full days of ToT training to 16 CDC staff members and conducting one by one mentorship sessions after one month	التعاقد مع مدرب لتقديم دورة تدريبية للمدرسين في مكتب حاجبة لـ 16 موظفاً في مركز تطوير المسار المهني حول خدمات التوظيف، ويشمل ذلك تطوير المناهج الدراسية وتقديم تدريب تدريب المدرسين لمدة خمسة أيام كاملة لـ 16 موظفاً من مركز السيطرة على الأمراض، وإجراء جلسات توجيه فردية بعد شهر واحد.	Person	1				
Total Price المجموع								



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الإغاثة الإسلامية عبر العالم

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TERMS OF REFERENCE (TOR)

Recruitment of training of trainers (ToT) facilitator for career development centre staff and lecturers in Halabja governorate, Iraq

1. BACKGROUND

Islamic Relief Worldwide (IRW) Iraq is implementing the project "Empowering Youth with Market-Driven Digital Skills in Halabja Governorate, Iraq" funded by IR Germany. The project aims to enhance youth employability through strengthening Career Development Centres (CDCs), providing market-driven training programs, and facilitating quality internship opportunities.

As part of the Project in Halabja Governorate, to effectively deliver career guidance services, employability skills training, and facilitate quality internship programs. To increase the capacity of CDC staffs, IRW Iraq is seeking to recruit a qualified Training of Trainers (ToT) Facilitator who will build the capacity of CDC staff and lecturers from:

- Halabja Technical Institute.
- Halabja College of Practical Science
- Halabja University

The ToT program will equip participants with essential knowledge, skills, and tools to effectively support students and graduates in career development, employability enhancement, and successful transition to the labor market.

2. OBJECTIVES OF THE TOT PROGRAM

2.1 GENERAL OBJECTIVE

To strengthen the capacity of CDC staff and lecturers in delivering high-quality career guidance, employability skills training, and internship facilitation services to students and graduates in Halabja Governorate.

2.2 SPECIFIC OBJECTIVES



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1. Enhance participants' understanding of modern career development theories, labor market dynamics, and youth employability challenges in Iraq/Kurdistan Region
2. Build participants' skills in delivering effective training using adult learning principles and participatory methodologies
3. Equip participants with practical tools and techniques for career counselling, CV writing, interview preparation, and job search strategies
4. Develop participants' capacity to design and facilitate market-driven technical and soft skills training programs
5. Strengthening participants' ability to establish and manage quality internship programs with private sector partners
6. Foster collaboration and knowledge sharing among CDC staff across target institutions

3. SCOPE OF WORK

The ToT Facilitator will be responsible for the following tasks:

3.1 PRE-TRAINING PREPARATION

- Develop a detailed ToT training curriculum and session plans covering all required competency areas
- Prepare training materials, Agenda, presentations, handouts, case studies, and practical exercises in Kurdish
- Develop pre-test and post-test assessment tools to measure learning outcomes
- Providing the training reports and participants improvement
- Providing follow up and guidance to participants, one by one sessions with all participants after one month of the training to make sure they can deliver training effectively

3.2 TRAINING DELIVERY

- Facilitate a 5-day Training of Trainers program in Halabja Governorate for approximately 15-20 participants including CDC staff, lecturers, and DoLVT staff
- Employ interactive, participatory, and adult-learning methodologies including group work, role plays, case studies, and practical exercises
- Create an inclusive and engaging learning environment that encourages active participation
- Provide individual coaching and feedback to participants during training sessions and further follow-ups
- Adapt training content and delivery methods based on participants' learning pace and feedback



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3.3 POST-TRAINING SUPPORT

- Prepare a comprehensive training report including attendance records, assessment results, participant feedback, and recommendations
- Provide training certificates to participants who successfully complete the program
- Submit all training materials (presentations, handouts, templates, tools) in both English and Kurdish to IRW for future reference
- Provide brief follow-up consultation (remotely or in-person) within one month after training completion to support participants in applying learned skills

4. TRAINING CONTENT AREAS

The Training of Trainers (ToT) on Career Development and Employability Skills aims to build the capacity of selected participants to deliver high-quality training sessions and mentoring support for youth in technical and employability sectors.

Upon completion, participants will be able to design and facilitate training programs, guide job seekers in career planning, and mentor them toward improved employability outcomes.

5. DELIVERABLES

The ToT Facilitator is expected to deliver the following:

1. ToT Training Curriculum and agenda - detailed training outline with learning objectives, activities, time allocation, and materials needed (in English and Kurdish)
2. Training Materials Package - all presentations, handouts, case studies, exercises, templates, and tools in both English and Kurdish (Editable formats)
3. Pre-test and Post-test Assessment Tools - questionnaires to measure knowledge and skills improvement
4. Facilitation of 5-Day ToT Program - fully facilitated training for 15-20 participants with interactive, participatory methodologies
5. Comprehensive Training Report including:
 - o Executive summary
 - o Training overview (dates, venue, participants)
 - o Daily session summaries and activities conducted
 - o Pre-training and post-training assessment results and analysis



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- Participant feedback and evaluation summary
 - Key learning outcomes and observations
 - Challenges encountered and how they were addressed
 - Recommendations for future capacity building
6. Post-Training Follow-up Support - brief consultation within one month after training (remotely or in-person as agreed)

6. TRAINING DURATION AND LOCATION

- Training Duration: 5 consecutive days (approximately 8 hours per day)
- Location: Halabja Governorate, Iraq (specific venue to be confirmed by IRW)
- Participants: Approximately 15-20 CDC staff and lecturers from target institutions

7. REPORTING AND COORDINATION

The ToT Facilitator will report directly to the FSL Officer and will work closely with the IRW project team throughout the assignment.

8. QUALIFICATIONS AND EXPERIENCE

8.1 EDUCATION

- Master's degree in education, Training and Development, Human Resource Development, Career Counselling, Psychology, or related field (bachelor's degree with extensive relevant experience will be considered)

8.2 PROFESSIONAL EXPERIENCE

Required:

- Minimum 5 years of experience in designing and facilitating training programs, preferably Training of Trainers
- Proven experience in career development, employability skills training, or youth employment programs
- Experience working in higher education settings or with university staff/faculty
- Demonstrated experience in participatory training methodologies and adult learning approaches



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اربيل، اتكونز، منزل رقم: R2/70

- Experience working with NGOs or international organizations in Iraq/Kurdistan Region
- Strong understanding of the labor market and employment challenges in Kurdistan Region/Iraq

Preferred:

- Experience in establishing or managing Career Development Centres or similar initiatives
- Experience in internship program design and implementation
- Experience working in Halabja Governorate or similar contexts

8.3 LANGUAGE SKILLS

- Fluency in Kurdish and English (written and spoken) is mandatory
- Arabic language skills are an asset

9. APPLICATION PROCESS

Interested candidates should submit the following documents:

1. Updated CV highlighting relevant training and facilitation experience
2. Cover Letter (maximum 1 pages) explaining suitability for the assignment and approach to the ToT program
3. Sample Training Curriculum from previous ToT or similar training programs (if available)
4. Technical Proposal Including:
 - Tailored training agenda, proposed curriculum, pre and post-tests.
5. Financial Proposal including:
 - Professional fees (total for the entire assignment including preparation, delivery, and reporting) and logistic costs, including transportation.
6. References - contact details of at least 3 professional references from previous training assignments

APPLICATION SUBMISSION

- Deadline for Applications: 15 November 2025
- Subject Line: "Application - ToT Facilitator - Halabja CDC Project"



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10. SELECTION CRITERIA

Applications will be evaluated based on the following criteria:

Criteria	Weight
Educational qualifications and professional certifications	15%
Relevant training facilitation experience (especially ToT)	30%
Quality of proposed training approach and sample materials	30%
Financial proposal (value for money)	20%
Language skills (Kurdish and English fluency)	5%
Total	100%

11. PAYMENT TERMS

Payment will be made in Iraqi Dinar after finalizing all project activities and submission of activity report.

Prepared by: Twana Razaat Baqi
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