|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Improving Prospects for Host Communities and Forcibly Displaced Persons (Phase 2)****-PROSPECTS-** | | | | | |
|  | | | | | |
| **TOR Title** | Implementing market-relevant vocational training programmes that target the job seekers from the host communities, refugees and forcibly displaced persons (FDPs) in Sulaymaniyah, Erbil, Duhok and Ninawa | | | | |
|  | | | | | |
| **Country** | **Iraq** | | **Project Code** | | IRQ/23/50/NLD – 109427IRQ/24/02/DEU– 109846 |
|  | | | | | |
| **Duration** | From | 01/06/2025 | to | 30/07/2026 | |
|  | | | | | |
| **Pillar:** | **Pillar 1 - Education and Learning** | | | | |
|  | | | | | |
| **Outcome:** | **Improved access to rights for FDPs and HCs** | | | | |
|  | | | | | |
| **Output:** | IRQ - 01.02-STO 01.03: More FDPs and HCs Access Occupational Relevant Skills and Skills Recognition for Transition to Work | | | | |
|  | IRQ-02.03: Refugees, IDPs and host communities with a focus on young women and men are benefitting from vocational skills training and work-based learning with a focus on green jobs. | | | | |
|  | | | | | |
|  | IRQ-02.03.02-Provide market-relevant technical skills for refugees, IDPs and host communities focusing on young women and men, in the selected TVET centres. | | | | |
| **Activity / BL** | IRQ - 01.02.01 - (STO 01.03.01) Expand vocational training programs in Ninawa and Dohuk, with a focus on youth | | | | |

# **PROJECT BACKGROUND**

## General background

The ‘PROSPECTS’ Partnership for improving prospects for host communities (HCs) and forcibly displaced persons (FDPs), was launched by the Government of the Netherlands in 2019 in response to forced displacement crises, bringing 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. The partnership spans eight countries affected by forced displacement, namely Egypt, Ethiopia, Iraq, Jordan, Kenya, Lebanon, Sudan, and Uganda.

It employs a holistic approach whereby each partner focuses on their area of expertise to collaboratively enhance access to education, protection schemes, decent jobs and critical infrastructure for both FDPs and HCs. As of 2024, the partnership entered its Phase II, which that aims to build on the results and draw on the lessons learned from Phase I and maximize impact.

## 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 Kurdistan Region and Ninawa, the partnership focuses on four pillars, namely: education and learning; economic inclusion and protection; and critical infrastructure.

Within the framework of the Education and Learning, the 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 projects; promote financial inclusion; and support business start-ups and micro, small, and medium-sized enterprises (MSMEs).

## Promoting Employment and Employability among Refugees, Internally Displaced Persons (IDPs) and Host Community focusing on Women, PWD, and Youths in Northern Iraq.

The International Labour Organization (ILO) in Iraq is implementing the “Promoting Employment and Employability among Refugees, Internally Displaced Persons (IDPs) and Host Communities focusing on Women, PWDs, and Youths in Northern Iraq project” in collaboration with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH to support the implementation of the “Employment Prospects for Socioeconomic Integration of Refugees, IDPs and Host Communities in Iraq” (EPSI) project. In coordination with the Ministry of Labour and Social Affairs (MoLSA) of Iraq and the Kurdistan Region of Iraq. The project aims to support better labour market integration and transition of marginalized populations including refugees, internally displaced persons, host communities as well as youth and women, into decent jobs through strengthened employment services, work-based learning, and skills development, with a focus on green jobs and green enterprise development. Drawing on its expertise in labour market policy and vocational training reform, the ILO complements GIZ’s focus on policy advocacy, skills development, entrepreneurship, and short-term employment initiatives by addressing gaps in market-relevant technical and vocational education and training (TVET). In particular, the ILO supports enhancing cooperation with the private sector, promoting dual or cooperative vocational training models, and ensuring that project interventions align with local labour market demands. Through this partnership, the ILO and GIZ strive to improve job prospects for disadvantaged groups, helping them gain crucial skills and transition into meaningful employment.

# **ASSIGNMENT BACKGROUND**

Government-run short term vocational training in Iraq is primarily delivered through vocational training centers (VTCs) managed by the Ministry of Labour and Social Affairs (MOLSA) at the federal level, and by the corresponding ministry in the Kurdistan Regional Government (KRG). As of 2019, 45[[1]](#footnote-2) training centres across Iraq have been providing short-term skills training for youth and adults (often those who did not complete formal schooling) in trades ranging from construction and auto repair to sewing and IT. Over the past decade, Iraq’s public vocational training system has undergone significant changes amid conflict and reform efforts.

Over the last ten years, Iraq’s vocational training programs have evolved under the influence of both conflict and reform initiatives. In the mid-2010s, security crises – especially the ISIS occupation (2014–2017) – severely disrupted training services in several provinces. Many vocational centers in conflict zones were damaged or closed. For example, the major VTC in Mosul (Ninawa Governorate), was left in ruins during the war. It could only be rehabilitated post conflict and reopened in late 2018-2019 with international support to reduce the impacts, where training facilities suffered damage and required rebuilding.

Alongside these setbacks, the period saw renewed efforts to reform and strengthen vocational training as part of Iraq’s broader economic recovery. In 2014, the Iraqi government and the European Union signed a financing agreement to launch a comprehensive TVET Reform Project. This initiative (implemented by UNESCO and national authorities) aimed to modernize vocational education and training – for example, The**Iraqi Technical-Vocational Qualifications Framework (TVQF)** was officially signed off by the Iraqi Inter-Ministerial Working Group, the EU and UNESCO-Iraq in 2018, and approved in 2021 by the Council of Ministers. It forms part of the **draft Law on National Council for Technical and Vocational Education and Training (TVET)**, which is yet to be approved in total by the Council of Ministers and the Parliament.

Improving the TVET sector is a key part of National Education Strategy for Iraq 2022-2031, with a youthful population, with nearly 35.9 [[2]](#footnote-3)percent of the population under 15 years of age, and 20[[3]](#footnote-4) percent of the population between 15 and 24[[4]](#footnote-5), there are limited opportunities to absorb the population into productive learning, employment, and enterprise opportunities. As of 2021, youth unemployment stood at over 35.4 percent[[5]](#footnote-6). This poses a key challenge for re-integration youth into a fragile, post-conflict economy, according to UNHCR as of February 2025 Iraq still hosts over 327,000 [[6]](#footnote-7)refugees and asylum-seekers, 90% of whom are Syrian and live in the Kurdistan Region of Iraq (KR-I). Over 70% of refugees live in urban areas while 30% reside in nine refugee camps in the KR-I. 41% of refugees are children under 18. Iraq also has over 1 million internally displaced persons (IDPs). While the majority live in private accommodation in urban settings or informal settlements, some 100,000 live in 21 IDP camps in the KR-I. ***In past (the 1970s), Iraq was one of the Arab region's TVET pioneers, when the TVET sector successfully provided young people with strong technical skills and contributed to the country's development***. Iraq had lost this vital economic asset as a result of its repeated crises and conflicts and is struggling to reclaim its regional leadership in TVET.

# **ASSIGNMENT OBJECTIVES**

The Technical and Vocational Education and Training (TVET) sector in Iraq is still facing challenges in alignment with the evolving needs of the labour market and the socio-economic context.To address these challenges, the International Labour Organization (ILO) through PROSPECTS will assess and review the existing policies, strategies and operation realities within the TVET sector, consequently the activities under this assignment will operationalize and reflect these changes on ground by piloting best practices in vocational training through public vocational providers in Sulaymaniyah, Erbil, Duhok and Ninawa.

The assignment will focus on ensuring that TVET interventions are aligned with current labour market demands, particularly for youth, including forcibly displaced individuals and host communities, while considering technological, social, and environmental trends. This work will guide future ILO programming to enhance skills development, improve employability, and promote decent work opportunities in Iraq.

**The overall objectives of this assignment are:**

Designing and implementing competency-based training and curricula for vocational training programmes in relation to market-relevant occupations identified with public sector VTC’s in Duhok, Erbil, Sulaymaniyah and Ninawa Governorates.

Build the capacity of DOLSA in designing and implementing inclusive, quality, and market-relevant vocational training programmes and curricula based on competence.

# **SCOPE OF WORK and METHODOLOGY**

To facilitate the forcibly displaced and vulnerable host community transition to decent employment, the ILO will support DOLSA in KRI and Nineveh Governorate in providing market-relevant vocational training programmes that equip young men and women with the needed technical/professional competencies as well the core skills for life and work, that improve their employability and facilitate their transition to decent jobs.

The envisaged ILO support to DOLSA and VTCs in Sulaymaniyah, Erbil, Duhok and Mosul will target market-relevant occupations in the agriculture, services and construction, technology and green sectors. ***17 market-relevant training programmes were identified by DOLSA and requested for ILO support in the implementation of these training programmes, namely: mobile repair, solar energy installation and maintenance, sewing, women's hairdressing, building and ground heating systems, installation and maintenance of surveillance cameras, car mechanics, air conditioning, mushroom planting, handmade carpet weaving, photography, customer service, fruit drying and packaging, construction, ornamental plant care, modern agriculture focusing on irrigation methods and solar energy use, and database management and cashiering, Other training programmes could be added or replaced according to market needs at time of the design or/and implementation***. Also, training programmes that equip youth particularly the female with the skills needed for the reconstruction of buildings that are destroyed in the crisis, could be also added to the list of the training programmes that could be delivered with the ILO PROSPECTS’ support. However, a cost estimation exercise is needed to identify the courses to be supported based on the budget available,  
The table of summarises in Annex-a highlight these training courses.

These envisaged training programmes will target 1,100 beneficiaries (40% Vulnerable Iraqi host community, 30% Syrian Refugees and 30% IDPs/Returnees), the target beneficiaries need to include at least 80% Youth (18-34), 50% women, 5% People with Disabilities (PWDs), particularly those registered in the DLOSA database of the job seekers.

In addition to technical training, trainees will receive sensitization sessions on core skills for life and work, OSH, as well as the Labour Law and Social Security using existing materials[[7]](#footnote-8). Moreover, 165 trainees interested in starting their business will be referred to 10 days of Start and Improve Your Business (SIYB) to be provided by one of the ILO’s certified SIYB trainers training after completing their vocational training courses.

With technical support from the ILO, the implementing partner will assist DOLSA in conducting a tracer study on graduates of Vocational Training Centres (VTCs) in KRI and Ninawa over the past two years to assess vocational trainees transition into the labour market. Additionally, support DOLSA to carry out an occupational analysis for 10 occupations to identify gaps in existing training programs and develop employer guides for these occupations to improve alignment with labour market needs.

The instructors will be supported in developing competency-based curricula and training materials. Also, two Training of Trainers (ToT) courses will be Identified with DOLSA and conducted to the instructors on new technologies in the market for existing or future occupational training in VTCs. These ToTs will include instructors from other VTCs in KRI to upgrade their skills.

The methodology, processes, and tools should be discussed with the ILO Skills Technical Officer, and be based on ILO’s experiences and guidelines, particularly the ILO manual “Competency-Based Training (CBT): An Introductory Manual for Practitioners”,

<https://www.ilo.org/skills/projects/g20ts/jordan/WCMS_808994/lang--en/index.htm>

The implementation cycle of a vocational training programme should consist of the following main processes:

A diagram of a diagram

Description automatically generated with medium confidence

**Selection of the training programmes**: Selection of market relevant occupations/training programmes that will be implemented under this project.

**Recruitment of trainees**: Recruiting 1,100 trainees for the envisaged vocational training programmes (the exact number of the beneficiaries and training programmes will be identified based on the budget available). The trainees should match the criteria mentioned above for selecting the targeted beneficiaries. The ILO “Competency Profiling Tool” could be used to define the profile of the selected trainees and ensure proper career counselling services and orientations were provided to them.

**Provision of the needed equipment and tools:** Ensuring that the needed facilities, equipment, tools, raw materials, and staffing are available to conduct the vocational training programmes; Provide the needed equipment and tools (if any)

**Implementation of the training programmes**: Implementing short-term vocational training programmes (2 to 3 months) in the vocational training centre under DOLSA (the VTCs in Mosul, Sulaymaniyah, Erbil and Duhok).

**Assessment and certification of the trainees:** Conducting formative and final summative assessments to the trainees using the pre-developed assessment grids/sheets and by using objectively verifiable assessment indicators, criteria, and qualifiers; Providing certificates in line with DOLSA regulations.

**Monitoring and Reporting**: Monitoring and reporting on the effectiveness of these vocational training programmes including the strengths and weaknesses, challenges, lessons learned, future improvements, and success stories.

**ILO is seeking a Non-Governmental Organization (Implementing partner) to support DOLSA in KRI and Nineveh Governorate in implementing vocational training programmes in accordance with the implementation cycle described above. With ILO’s technical guidance and in close coordination with DOLSA, the Implementing partner will undertake the following tasks:**

* Undertake general planning, organization, coordination, and monitoring of the activities of the project from the project inception to the trainees’ assessment & certification and post-evaluation, in close coordination with the ILO and DOLSA.
* Conduct the preliminary works of the assignment, including the drafting and processing of the MOU with governmental partners, and the review of the identified occupations to develop the final list of training programs.
* Finalise the project’s budget for approval by the ILO and DOLSA including detailed budget breakdown sheets for each training programme; Manage the use of such funds.
* Undertake all procurement activities (i.e raw materials, consumables, tools, equipment, instructors, supported staff, etc.) needed to implement the envisaged training programmes according to the budget breakdown sheets agreed with ILO and DOLSA, and as per the ILO rules and regulations.
* Undertake all financial payments to the trainees and project teams (i.e trainee’s transportation, instructors and staff incentives, etc.) according to ILO rules and regulations and the budget breakdown sheets agreed with ILO and DOLSA.
* Support the delivery of training programmes and ensure prompt and adequate provision of resources and inputs necessary to undertake such activities.
* With the ILO support, provide the VTCs with the management and technical support needed over the whole cycle of the training programmes. This includes support DOLSA and VTC in Mosul, Sulaymaniyah, Erbil and Duhok in the profiling and recruiting process for the targeted beneficiaries and trainees, planning, designing, developing, implementing, training delivery, trainees’ formative and final summative assessments and certification, building capacities, monitoring, tracking, follow-up, collecting feedback and lessons learned, and evaluation of the training programmes.
* Ensure that gender issues, disability, vulnerability and other relevant diversity issues are properly addressed in all aspects of the project particularly with regard to the trainees’ selection criteria stated in this TORs, and selection process of instructors and project staff.
* Monitor the overall project implementation; Prepare progress reports as required by ILO as outlined in these TORs; Ensure that the experiences, feedback, and lesson learnt from the implementation of the training programme are properly documented; Provide proposals that will facilitate/improve the training programmes’ implementation in the future.
* Maintain close coordination with the project team; Conduct regular visits to the teams and project sites; Schedule and presides over regular staff meetings; Review and take action, when necessary, with close coordination with ILO and DOLSA, on all project issues and incoming reports and communications from the project teams relating to project implementation i.e. documentation on the selection of trainees, selection of the training programmes, planning of skills training programmes, reports on completed skills training courses, etc.
* Assign the needed staff to manage, coordinate, follow up, monitor, and report on the project activities, i.e a project officer, monitoring and reporting officers, etc. ); Prepare terms of reference for hiring instructors for the training programmes (when needed) that should be agreed upon with ILO and DOLSA; Participate in the selection process of those instructors
* Liaise with DOLSA, local placement services, and with employers' organizations and other business associations to help graduates find wage employment.

DOLSA will oversee and supervise the implementation of the project activities in coordination with the ILO and the implementing partner. DOLSA will also:

* Select the training programmes to be implemented under the project and the trainees/ beneficiaries in coordination with the ILO and the implementing partner and as per the criteria set in these TORs.
* Implement the training programmes under the project in DOLSA training sites (VTC- Mosul, VTC Sulaymaniyah, VTC Erbil, and VTC Duhok). This includes profiling and recruiting the targeted beneficiaries and trainees, planning, designing, developing, implementing, training delivery, trainees’ formative and final summative assessments and certification, building capacities, monitoring, tracking, follow-up, collecting feedback and lessons learned, and evaluation of the training programmes.
* Facilitate the role of the implementing partner in the general planning, programming, organization, coordination, and monitoring of the activities of the project.
* Support the implementing partner in preparing the project’s budget and detailed budget breakdown sheets for each training programme; Endorse the budget breakdown in coordination with the ILO.
* Support the implementing partner in undertaking procurement activities. This could also include recommending certain agencies, materials, staff, suppliers, locations, etc.
* Ensure that gender issues, disability, vulnerability, and other relevant diversity issues are properly addressed in all aspects of the project.
* Facilitate monitoring and reporting on the project implementation; Provide the experiences, feedback, and lesson learnt from the implementation of the training programmes.
* Support the implementing partner in preparing the terms of reference for hiring instructors for the training programmes (when needed); Select the instructors in coordination with the implementing partner and ILO.
* Support job placement for the graduates of the training programmes to help graduates find wage employment.

ILO will provide the technical support needed over the whole cycle of the training programmes. This includes the processes related to the profiling and recruiting of the targeted beneficiaries and trainees, planning, designing, developing, implementing, training delivery, trainees’ formative and final summative assessments and certification, building capacities, monitoring, tracking, follow-up, collecting feedback and lessons learned, and evaluation of the training programmes. ILO will also:

* Provide timely capacity-building to the curriculum developers and vocational instructors across the phases of implementation of the training programmes.
* Agree on the project’s budget including detailed budget breakdown sheets for each training programme; Agree on all procurement activities, selections, and payments.
* Ensure that gender issues, disability, vulnerability and other relevant diversity issues are properly addressed in all aspects of the project.
* Oversee the monitoring and reporting of the project activities; Conduct regular visits to the project teams and project sites; Ensure that the experiences, feedback, and lesson learnt from the implementation of the training programme are properly documented.

# **DELIVERABLES**

1. **Inception report** to be submitted one month after signing the agreement by ILO and implementing partner, detailing the training programmes to be developed and implemented, course outlines for each training programme clarifying the duration of the programme, number of targeted trainees, and total costs for implementing each training programme with a detailed budget breakdown and work plan.
2. **First progress report** as per the ILO templates with completion of 25% of the first cohort vocational training programmes (all vocational courses of the first cohort are supported and launched). The first progress report to be submitted at the end of third month of the project (i.e after third months of signing the agreement by ILO and implementing partner).
3. **Second progress report** as per the ILO templates on the implementation of the 100% of the first cohort vocational training programmes. The second progress report to be submitted at the end of sixth month of the project (i.e after sixth months of signing the agreement by ILO and implementing partner)
4. **Third progress report** as per the ILO templates on the implementation of the 50% of the second cohort vocational training programmes. The third progress report to be submitted at the end of nineth month of the project (i.e after nine months of signing the agreement by ILO and implementing partner)
5. **Forth progress report** as per the ILO templates on the implementation of the 100% of the second cohort vocational training programmes. The fourth progress report to be submitted at the end of eleventh month of the project (i.e after eleven months of signing the agreement by ILO and implementing partner)
6. **Final report** on the assignment as per the ILO template clarifying the result and statistics on the implemented training programmes, in addition to the feedback, lessons learnt, success stories, and areas for improvement.

# **REQUIRED EXPERTISE OF THE IMPLEMENING PARTNER**

The envisaged implementing partner will have the following required expertise.

* Proven experience in developing, managing, and implementing skills training and vocational training programmes both formal and non-formal, including in the Kurdistan Region and Nineveh Governorate, especially Duhok and Mosul Cities ; Have demonstrated technical experience and sustainable results, with a minimum of seven years of practical experience, in market-oriented vocation/skills training and employment (self and wage employment), or income-generating programmes for disadvantaged groups particularly agriculture, services and construction-related occupations
* Proven competencies (human resources and skills) and experience in providing training
* A good understanding of the markets for products and services in the KRI and Nineveh governorate
* Have practical experience in, and the capacity to address gender issues/dimensions in training and employment.
* Capacity to reach the target group in a timely manner for both enrolment to skills training and employment; Proven experience with employment services and job placement activities with the link to the DOLSA job seekers platform/database is an asset.
* Proven experience in conducting capacity building and training events.
* Proven experience in implementing coaching and mentoring activities in TVET areas.
* Proven excellent reporting, communication, and documentation in both Arabic and English languages.

# **SELECTION CRITERIA** **OF THE IMPLEMENING PARTNER**

* Be a legal non-profit organisation duly registered.
* Have a demonstrated active presence and strong work foundations and previous experiences in KRI and Nineveh Governorate, with demonstrated understanding and good knowledge of the local socio-economic situation and activities of the local community and specific groups in the area, and rapport with local communities.
* Willingness to be truly inclusive of all and to practice non-discrimination in selecting trainees, hiring staff and providing support to specific groups as needed so the participants can successfully participate and complete the programme and be employed or self-employed.
* Have the requisite qualified competent personnel/staff for both management and technical related works with the infrastructure and administrative and logistical support for undertaking the specific activities in the project.
* Strong relations, linkages, and collaborations with the government and non-government institutions focusing on vocational training and employment promotion; Previous working and collaboration with DOLSA at KRI and Nineveh vocational training centres is an advantage.
* Demonstrated financial reliability and accountability, and an established and effective system of accounts/audits.
* Availability of project offices in Erbil, Duhok, Sulaymaniyah and Nineveh and/or the accessibility to these governorate in terms of security and mobility issues.
* Working with ILO and/or knowledge of the ILO approaches, tools and methodologies for skills will be an asset; Willingness to comply with the ILO reporting and evaluation systems.
* Strong networking and collaborations with private sectors, employers, and enterprises in the targeted sectors,
* Wide outreaching and recruiting platforms and database of the beneficiaries and job seekers to the skill training and TVET programmes.
* Required expertise given above

# **PROPOSAL SUBMISSION PROCEDURE**

The ILO invites technical and financial proposals from qualified non-profit organizations having relevant experience in managing vocational training programmes as stipulated in this Terms of Reference (TOR). Technically responsive and financially viable organization will be chosen following ILO’s procurement rules/procedures on evaluation by ILO team of professionals.

The bidding organisation 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-EPSI/IRAQ**, and **date of submission**”.

Questions from potential bidders on any section of this TOR are welcome. Please send relevant questions to the following email address [iraq-procurement@ilo.org](mailto:iraq-procurement@ilo.org) and ILO will provide feedback on your queries within 2 working days:

Applications should be submitted by email to [iraq-procurement@ilo.org](mailto:iraq-procurement@ilo.org).

Both financial and technical proposals should be valid for 90 days.

The deadline for submitting the technical and financial proposals is May 15, 2025

# **PROPOSAL EVALUATION CRITERIA**

**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, why they are the most suitable for the work, and local presence/activities in the KRI and Nineveh Governorate |
| * 1. Detailed description of relevant past works and assignments related to vocation and skills training, with particular focus on vocational training programmes targeted IDPs, refugees and Host community in the KRI and Nineveh Governorate |
| * 1. Interpretation of the TORs objectives, in addition to the proposed methodology on how they will approach and conduct the work |
| * 1. Detailed work plan with a timeline related to the different activities in addition to implementation methods: coordination of partners, cooperation mechanisms, result-oriented, and M&E |
| * 1. CVs of Team leader and staff involved in the project implementation demonstrating their capacity to conduct the assignment |
| * 1. 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 in managing the design and implementation of vocational training programmes | 20% |
| 2. | Strong field presence in KRI and Nineveh governorates, and working with DOLSA and VTCs (Sulaymaniyah, Erbil, Duhok and Mosul) | 15% |
| 3. | Understanding of the TORs and the aim of the services to be provided; Overall methodological approach, work plan, quality assurance, appropriateness of tools and estimated difficult and challenges | 20% |
| 4. | Organization of tasks, including the timetable | 15% |
| 5. | Human Resources proposed for the assignment (qualification and experience) + detailed CVs | 20% |
| 6. | Previous experience working with the international bilateral donors | 10% |

Note:

* Clarity of the proposal, provision of all required documentation, and innovative delivery are considered as a cross-cutting measurement criteria.
* ILO has the right to request clarifications and/or pitch proposal on the technical and financial proposal from selected bidder(s)

**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, Annex B refers to the minimum detail required for a financial proposal.

The financial proposal should indicate the number of training programmes to be implemented, the number of targeted beneficiaries, the duration of each training programme, and the total cost. The financial proposal will be evaluated based on price reasonableness, cost per trainee, and overall cost.

The financial proposal shall demonstrate the following items:

* Activity costs for implementing the vocational training programmes including the costs of raw materials, consumables, tools and equipment needed (if any), trainees’ transportation cost, Vocational instructors cost, in addition to any other costs, miscellaneous, and logistic costs (all of these costs will be paid by ILO to the implementing partner against submitted invoices supported by the needed evidence documents, such as procurement invoices, and signed sheets of paying trainees’ transportation)
* Management cost to manage the activities and tasks of the assignment including staffing cost (project leader, administrative and financial support, trainers-if any, reporting and mentoring officers, etc). Management cost will be paid against deliverables, as shown in the table below:

|  |
| --- |
| **PAYMENT SCHEDULE** |

|  |  |
| --- | --- |
| Deliverable | Instalment |
| First Payment | 30,000 USD upon Signing the implementing agreement and submitting the inception report |
| Second Payment | Second advance payment (to be determined at a later stage) of the total IA value  1. upon completion 25% of the first vocational training cohort  2. Submission of 1st technical and financial reports using ILO template  3. Spending 80% of previous advance |
| Third Payment | Third advance payment (to be determined at a later stage) of the total IA value  1. Upon completion of 100% of first vocational training cohort  2. Submission of 2nd technical and financial reports using ILO template  3. Spending 80% of previous advance |
| Forth Payment | Fourth advance payment (to be determined at a later stage) of the total IA value  1. Upon completion of 50% of second vocational training cohort  2. Submission of 3rd technical and financial reports using ILO template  3. Spending 80% of previous advance |
| Fifth Payment | Fifth advance payment (to be determined at a later stage) of the total IA value  1. Upon completion of 100% of second vocational training cohort  2. Submission of 3rd technical and financial reports using ILO template  3. Spending 80% of previous advance |
| Final Payment | Up to 5% of contract value upon submission and validation of the final report |

# **TIME FRAME/EXPECTED DURATION**

All assignment’s deliverables are expected to be delivered to the satisfaction of the ILO by 30/Jully/2026

# **SUPERVISION AND LOGISTICAL ARRANGEMENTS**

The tasks and deliverables under this assignment will be carried out under the direct supervision of the PROPSECTS Skills National Officer, PROSPECTS Project Manager in Iraq, EPSI ILO Project Manager, and overall guidance of the PROSPECTS Regional CTA. Overall technical review will also be provided by the Skills Technical specialist.

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.

# **ANNEXE -A**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VTC Location | Training Programme | Number of training courses | Number of beneficiaries PROSPECTS | Number of beneficiaries EPSI | Venue of implementation | Number of cohorts | Total training duration | [Days of Technical training](file:///C:\\Users\\omer\\Desktop\\New%20Vocational%20IA\\sugregation%20of%20VT.xlsx" \l "RANGE!D37) |
|  |  |  |  |  |  |  |  |  |
| Sulaymaniyah | Mobile Repair | 3 | 30 | 15 | Sulaymaniyah VTC | 2 | 45 Day | 39 Day |
| Sulaymaniyah | Solar Energy (Installation and Maintenance of Panels) | 3 | 30 | 15 | Sulaymaniyah VTC | 2 | 45 Day | 39 Day |
| Sulaymaniyah | Sewing | 2 |  | 35 | Sulaymaniyah VTC | 2 | 45 Day | 39 Day |
| Sulaymaniyah | Women’s Hairdressing | 2 |  | 30 | Sulaymaniyah VTC | 2 | 45 Day | 39 Day |
| Sulaymaniyah | Building and Ground Heating Systems | 2 | 15 | 15 | Sulaymaniyah VTC | 2 | 45 Day | 39 Day |
| Sulaymaniyah | Installation and Maintenance of Surveillance Cameras | 2 | 15 | 15 | Sulaymaniyah VTC | 2 | 45 Day | 39 Day |
| Erbil | Solar Energy (Installation and Maintenance of Panels) | 4 | 30 | 30 | Erbil VTC | 2 | 45 Day | 39 Day |
| Erbil | Mobile Repair | 3 | 30 | 15 | Erbil VTC | 2 | 45 Day | 39 Day |
| Erbil | Installation and Maintenance of Surveillance Cameras | 3 | 30 | 15 | Erbil VTC | 2 | 45 Day | 39 Day |
| Erbil | Car Mechanics | 3 | 30 | 15 | Erbil VTC | 2 | 45 Day | 39 Day |
| Erbil | Air Conditioning | 3 | 30 | 15 | Erbil VTC | 2 | 45 Day | 39 Day |
| Erbil | Sewing for women | 2 |  | 35 | Erbil VTC | 2 | 45 Day | 39 Day |
| Duhok | Mushroom Planting | 4 | 30 | 30 | Duhok VTC | 2 | 40 Day | 34 Day |
| Duhok | Handmade carpet weaving | 3 | 15 | 30 | Duhok VTC | 2 | 45 Day | 39 Day |
| Duhok | Photography | 3 | 30 | 15 | Duhok VTC | 2 | 45 Day | 39 Day |
| Duhok | Customer Service | 4 | 30 | 30 | Outside Duhok VTC | 2 | 8 Day | 8 Day |
| Duhok | Fruit drying & Packaging | 3 | 30 | 20 | Outside Duhok VTC | 2 | 45 Day | 39 Day |
| Duhok | Car Mechanics | 1 | 15 |  | Duhok VTC | 1 | 45 Day | 39 Day |
| Duhok | Solar Energy (Installation and Maintenance of Panels) | 1 | 15 |  | Duhok VTC | 1 | 45 Day | 39 Day |
| Duhok | Construction/ Builder | 1 | 15 |  | Duhok VTC | 1 | 45 Day | 39 Day |
| Ninawa | Installation and Maintenance of Surveillance Cameras | 2 | 20 | 20 | Ninawa VTC | 2 | 45 Day | 39 Day |
| Ninawa | Mobile Repair | 2 | 20 | 20 | Ninawa VTC | 2 | 45 Day | 39 Day |
| Ninawa | Solar Energy (Installation and Maintenance of Panels) | 2 | 25 | 25 | Ninawa VTC | 2 | 45 Day | 39 Day |
| Ninawa | Ornamental plants | 2 | 20 | 20 | Ninawa VTC | 2 | 45 Day | 39 Day |
| Ninawa | Modern Agriculture (irrigation methods and Solar energy use) | 2 | 20 | 20 | Ninawa VTC | 2 | 45 Day | 39 Day |
| Ninawa | Car Mechanics | 1 | 20 |  | Ninawa VTC | 1 | 45 Day | 39 Day |
| Ninawa | Costumer Service | 2 | 20 | 20 | Ninawa VTC | 2 | 45 Day | 39 Day |
| Ninawa | Using modern insulation methods in construction | 1 | 20 |  | Ninawa VTC | 1 | 45 Day | 39 Day |
| Ninawa | Data Base Management/ Cashier | 1 | 15 |  | Ninawa VTC | 1 | 45 Day | 39 Day |
| Totals |  | 67 | 600 | 500 |  |  |  |  |

1. [Dynamic TVET Country Profiles](https://unevoc.unesco.org/home/Dynamic+TVET+Country+Profiles/country=IRQ) [↑](#footnote-ref-2)
2. [Iraq's 2024 National Census](https://www.alsumaria.tv/news/localnews/517464/%D8%A7%D9%84%D8%AA%D8%AE%D8%B7%D9%8A%D8%B7-%D8%AA%D8%B9%D9%84%D9%86-%D8%A7%D9%84%D9%86%D8%AA%D8%A7%D8%A6%D8%AC-%D8%A7%D9%84%D9%86%D9%87%D8%A7%D8%A6%D9%8A%D8%A9-%D9%84%D9%84%D8%AA%D8%B9%D8%AF%D8%A7%D8%AF-%D8%B3%D9%83%D8%A7%D9%86-%D8%A7%D9%84%D8%B9%D8%B1%D8%A7%D9%82-%D8%A8%D9%84%D8%BA-46-%D9%85%D9%84%D9%8A%D9%88%D9%86%D8%A7%D9%8B-%D9%88118) [↑](#footnote-ref-3)
3. [Demographics of Iraq - Wikipedia](https://en.wikipedia.org/wiki/Demographics_of_Iraq) [↑](#footnote-ref-4)
4. <https://resourcecentre.savethechildren.net/pdf/save_the_children_uncertain_futures_iraq.pdf/> [↑](#footnote-ref-5)
5. [International Labour Organization, ILOSTAT database.](https://ilostat.ilo.org/data/country-profiles/?ref_area=IRQ) [↑](#footnote-ref-6)
6. [UNHCR Operational Data Portal - Iraq](https://data.unhcr.org/en/country/irq) [↑](#footnote-ref-7)
7. The modalities for implementation these sessions will be defined at a later stage building on already existing training modules developed by MOLSA and ILO. [↑](#footnote-ref-8)