

ANNEX B – ITC RFP 2018-14-GB

TERMS OF REFERENCE SKILLS FOR YOUTH EMPLOYMENT FUND

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1 Abbreviations and terms

Term	Definition
ITC	International Trade Centre, a joint agency of the UN and the World Trade Organization. ITC is the implementing agency of YEP.
MOTIE	Ministry of Trade, Industry, Regional Integration & Employment
NAQAA	National Accreditation and Quality Assurance Authority
SkYE	Skills for Youth Employment Fund
TVET	Technical and Vocational Education Training
TOR	Terms of Reference
UN	United Nations
YEP	The Youth Empowerment Project

2 Introduction

- 2.1.1 The Youth Empowerment Project (YEP) seeks the services of training institutions, industry associations and private companies with a presence in The Gambia to implement skills training programmes for youth. The Skills for Youth Employment (SkYE) Fund aims to equip 1,000 Gambian youth with market-relevant technical and vocational skills. The SkYE Fund is a results-based competitive funding model that ensures the critical importance of training youth to meet existing job needs, or in the case of self-employment, successfully meet market opportunities.

3 Background – Youth Empowerment Project (YEP)

- 3.1.1 The Youth Empowerment Project (YEP), a four-year project launched in February 2017 aims to support the economic development of The Gambia and improve the livelihoods of its people. Specifically, the YEP will enhance the employability and self-employment opportunities for youth, with a focus on vocational training and the creation of micro and small-sized enterprises and creating and improving employment opportunities in selected sectors through value addition and internationalization.
- 3.1.2 The project is implemented by the International Trade Centre (ITC) as the lead implementing agency and under the leadership of the Ministry of Trade, Industry, Regional Integration & Employment (MOTIE) and the Ministry of Youth and Sports. The project is funded by the European Union Emergency Trust Fund for Africa.

4 Purpose – Youth Empowerment Project (YEP) – Skills for Youth Employment Fund

- 4.1.1 The lack of opportunities to undertake a training programme in technical and vocational areas has been identified as a key challenge faced by the Gambian youth according to the National Development Plan of The Gambia. The issue of technical and vocational training hinders young Gambians from pursuing meaningful employment or self-employment pathways. YEP therefore sets out to facilitate access to skills training for youth and ensure better linkages to employment and self-employment by seeking to implement the Skills for Youth Employment (SkYE) Fund.
- 4.1.2 The objective of the SkYE Fund is to provide skills training to youth to meet existing job needs or in the case of self-employment, successfully meet market opportunities. Training programmes supported under the SkYE Fund must meet an identified skill shortage and lead to work or to the establishment of small viable businesses.
- 4.1.3 The National Accreditation and Quality Assurance Authority (NAQAA) will provide local technical assistance to the implementation and monitoring of the SkYE Fund.

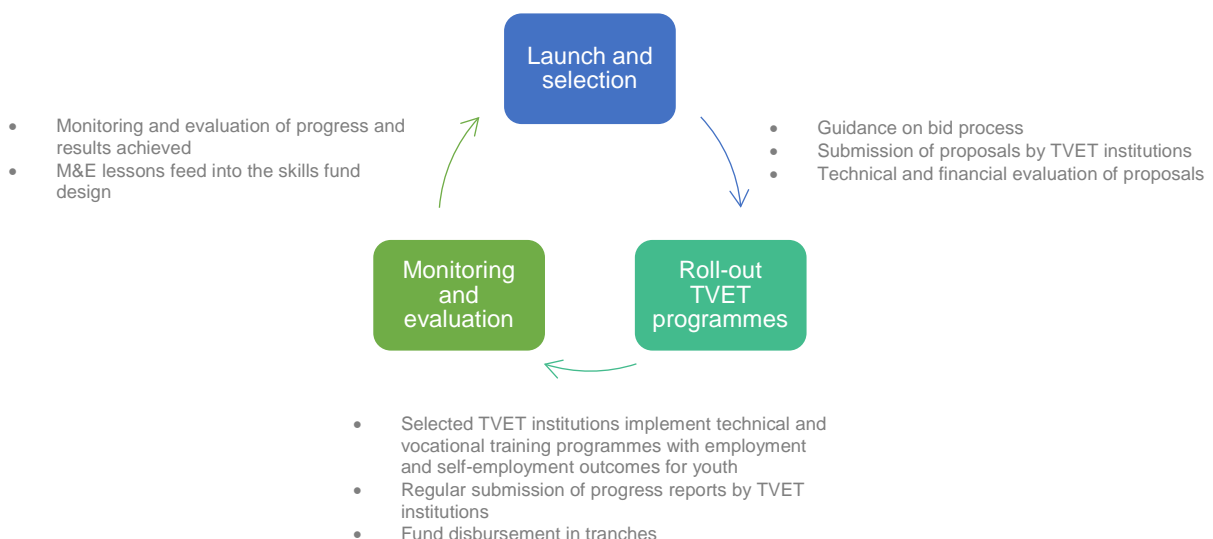
5 Required Services

5.1 Scope of Services

- 5.1.1 YEP seeks **service providers to implement skills training programmes for youth under the Skills for Youth Employment (SkYE) Fund**. The service providers shall be responsible for the delivery of training programmes that result in employment or self-employment outcomes for Gambian youth.
- 5.1.2 In addition to the required services under 5.1.1, the service providers can consider the following complementary activities:
- Curricula upgrading by sourcing regionally or internationally through TVET bodies, institutions and vendors
 - Procuring new training material and learning resources
 - Awareness-raising campaigns on TVET career pathways
 - Provision of mentoring support to trainees
 - Short-term rotational placements with enterprises or other work experience activities
- 5.1.3 Service providers can further consider the following value added elements for all proposed actions:
- Provision of certificates, recognized by NAQAA or other relevant authorities, to trainees
 - Follow-up of the trainees through tracer studies on labour market outcomes
 - Innovative approaches to training delivery and access
 - Alignment with national policies and economic development priorities
 - Strong linkages with employers
 - Inclusion of in-kind contributions and/or seeking matching funding with private sector
- 5.1.4 The training programmes supported under the SkYE Fund are required to be free for youth with no fees attached. The SkYE Fund will not finance any physical infrastructure, such as buildings. All training programmes are encouraged to consider the skills development needs of returnees. The training programmes should also be in a format and style that addresses national quality benchmarks, particularly a competency based format, and where no occupational standards exist, then in a learning outcomes format.

5.2 Operational Flow

Figure 1: Operational flow of the SkYE Fund



- 5.2.1 In reference to Figure 1, the monitoring and evaluation functions under the SkYE Fund will be conducted by NAQAA by coordinating with YEP. The service providers are therefore required to provide necessary assistance to NAQAA to ensure regular monitoring and evaluation of training programmes.

5.3 Eligible Organizations

- 5.3.1 Eligible organisations include the following:

- Training organisations (both private, NGOs and Government) that have experience delivering training in the proposed industry sector (or have an industry partner) or industry recognised.
- Industry associations that have experience delivering training that is, or, is in the process of becoming accredited or recognised by a third party, if relevant.
- Companies that have experience delivering training that is or is in the process of becoming NAQAA accredited or recognised by a third party, if relevant. Companies are further required to comply with UN Global Compact principles.
- NGO/private corporate entity/industrial organisation associated with NAQAA.

5.3.2 All of the above organisations need to form a partnership with either a reputable placement organisation or company/companies that intend in employing the trained graduates. For proposals that intend to train individuals to establish small businesses, they will have to identify the ongoing mentoring arrangements and the evidence of need within the local community.

6 Additional requirements

6.1 Industry support and labour market need

- 6.1.1 The applicant will need to document explicitly **how the proposed curriculum meets the skill shortage** (*refer to paragraph 7.3*).
- 6.1.2 The application must provide **evidence of employer support for the training program** either through evidence of employing graduates and/or involvement in the design and development of content for the training program (*refer to paragraph 7.3*). **Applications that cannot demonstrate industry support may not be considered.**
- 6.1.3 Evidence of industry support can include letters of support for the training programme from significant industry partners, including the companies involved in the project by identifying their involvement in the programme or support from relevant industry associations. Evidence of a history of involvement with the selected industry sector or company will also be viewed favourably. The industry may cover micro-businesses.
- 6.1.4 **The employment success of previous training programmes** (*refer to paragraph 7.3*). Information on the success rates for placing students in employment or the sustainable establishment of small businesses will strengthen proposals. Applicants may be asked to supply the contact details of employers/businesses who have employed students to confirm the information.
- 6.1.5 **Provision of placement and post-placement support strategies** (*refer to paragraph 7.3*). The placement of young people in non-exploitative, safe and decent work is of utmost importance. Clear strategies need to be identified in the application detailing how the applicant will ensure this, particularly in the case of the establishment of small businesses (i.e. health and safety).

6.2 Financial soundness of the proposal

- 6.2.1 **In-eligible support:** The programme will not support recurrent expenses of the applicant, existing activities, activities already committed to with funds allocated to meet particular training targets, activities that form part of an existing contract for which funding will be received. Where relevant, applicants must list other funding they are receiving from other sources to be used in the delivery of this project.
- 6.2.2 **Disbursement of funds:** The disbursement of contracted funds to individual projects will be triggered by the attainment of specific milestones and outcomes based on the activities identified in the project proposal.
- 6.2.3 When applying for funds, applicants should note the following:
- Projects can conduct training in a number of occupational areas for different students.
 - All projects will be assessed against the set criteria (*refer to paragraph 7.3*).
 - Projects need to have clear management roles and systems to account for funds received.
 - Projects that do not address the criteria will not be considered for funding.
 - Funds provided will need to be reconciled against evidence of activities.
 - Approved proposals will undergo regular monitoring and evaluation.

6.3 Monitoring and evaluation

6.3.1 The selected service providers are required to report to YEP and NAQAA the following elements to qualify for each payment:

- Number of youth enrolled
- Number of youth completing a training programme
- Number of youth employed or self employed
- Number of employers involved in training (design, support for training etc.)

6.4 Deliverables and Payment

6.4.1 ITC will pay the service providers based on the following deliverables schedule and upon receipt of invoice and confirmation that the services and reports have been delivered to ITC satisfaction.

Expected outputs	Tentative timeline	Payment schedule
Upon receipt of a detailed training plan and evidence of student registration to the courses	May 2018	Initial tranche of 20%
Roll-out of TVET programmes in the identified skill areas and LGAs and submission of regular progress reports on number of youth trained, learning outcomes of youth and institutional strengthening outcomes	August 2018	Second tranche of 60%
Final report, three months after the training, with employment, self-employment or entrepreneurship outcomes for trainees. The expected result is at least 50% of trainees are either placed in a job, engaged in an apprenticeship scheme, have made sales or have created a formal enterprise	Q1 2019	Final tranche of 20%

7 Evaluation of Proposals

7.1 Advice to bidders

- Study the present document.
- Submit a proposal for services using the application template in *Section 11* (Mandatory).
- Use the excel technical evaluation table, Annex C.
- Sign ITC Terms of references (Annex B) and UN Conditions for the provisions of services. (Annex D) as acceptance of the documents (Mandatory).
- List evidence of capability and experience for each criterion listed in this TOR (*paragraph 0*).
- Respect the deadlines listed in this TOR.
- Propose full price of service, and specify the cost per trainee (see *Section 9*)

7.2 Selection Procurement Timeline

7.2.1 The timeline for the procurement procedure is as following:

Activity description	Expected deadline
Publication of the Request for Proposals	19 March 2018
Submission of questions	06 April 2018
Submission of proposals deadline	19 April 2018
ITC evaluation of the proposals	19 April – 30 April 2018
Round of clarifications with shortlisted bidders	30 April – 11 May 2018
Notification of award	By end of May

7.3 Evaluation criteria

7.3.1 Each submitted proposal will be assessed as per the following criteria (*please refer to Technical evaluation table, Annex C*). You must use the Application Form Template (*Section 11*) and you have to provide all justification and proof for each criteria.

7.3.2 Mandatory criteria

- Acceptance of UN General Conditions of Contract (sign the Annex D as acceptance of it).
- Acceptance of ITC Terms of references (sign the Annex B as acceptance of it).
- Addressing the needs of Gambian youth (between 15 and 35), including youth from lower socio-economic groups and returnees
- Proposed strategy to ensure that at least 50% of trainees will be placed in a job, apprenticeship scheme, make sales or create their own formal enterprise

7.3.3 Criteria

- NAQAA accreditation status or international accreditation or industry recognition
- Training programmes delivering on the Gambia Skills Qualifications Framework or other internationally recognized qualification or with industry recognition
- Evidence of partnerships with industry or potential employers including small business/micro business groups
- History and current capacity to successfully implement the training activities and manage the finances
- Current monitoring and evaluation system to track labour market outcomes of graduates
- Training delivery outside Greater Banjul Area particularly in the following LGAs: Brikama, Kerewan, Mansakonko, Janjanbureh, Kuntaur and Basse
- Short intensive training programmes with a maximum duration of nine (9) months
- Integration of on-the-job training components and/or start-up support
- Training relevant to priority economic sectors: Agriculture, tourism, ICTs, construction, textile as well as in areas such as carpentry, machinery repair and solar energy. Other industries or skill areas will be considered depending on evidence of local labour market needs.

7.3.4 The selection committee will aim to achieve a balance in training activities across different regions of the country, different priority sectors as well as participation of returnees under the SkYE Fund in line with ITC Youth and Trade Roadmap analysis.

7.4 Scoring Methodology – Best value for money

7.4.1 ITC will evaluate the submitted proposals as per the scale given below. Would a proposal not meet the mandatory requirements, the proposal will be disqualified.

Mandatory criteria	
Acceptance of UN General Conditions of Contract – Annex D	Pass/ Fail
Acceptance of ITC Terms of references – Annex B	Pass/ Fail
Addressing the needs of Gambian youth (between 15 and 35), including youth from lower socio-economic groups and returnees	Pass/ Fail
Proposed strategy to ensure that at least 50% of trainees will be placed in a job, apprenticeship scheme, make sales or create their own formal enterprise	Pass/ Fail
If the four above mandatory criterion are not met, the proposal is disqualified.	
Technical Criteria	Score
NAQAA accreditation status or international accreditation or industry recognition	5
Training programmes delivering on the Gambia Skills Qualifications Framework or other internationally recognized qualification or with industry recognition	5
Evidence of partnerships with industry or potential employers including small business/micro business groups	5
History and current capacity to successfully implement the training activities and manage the finances	10
Current monitoring and evaluation system to track labour market outcomes of graduates	5
Training delivery outside Greater Banjul Area particularly in the following LGAs: Brikama, Kerewan, Mansakonko, Janjanbureh, Kuntaur and Basse	15
Short intensive training programmes with a maximum duration of nine (9) months	5
Integration of on-the-job training components and/or start-up support	5

Training relevant to priority economic sectors: Agriculture, tourism, ICTs, construction, textile as well as in areas such as carpentry, machinery repair and solar energy. Other industries or skill areas will be considered depending on evidence of local labour market needs.	15
Total maximum technical score	70
Full price of service	
<i>Financial score of Proposal P:</i>	30
$= \frac{\text{Lowest cost of technically qualified proposal}}{\text{Proposal P Cost}} \times 30 \text{ pts}$	
Total maximum score	100

8 Technical Proposal

- 8.1.1 The bidder must submit the technical proposal using the application template in Section 11, providing all supporting documentation to validate the proposal. The technical proposal shall not include any price references.

9 Financial Proposal

- 9.1.1 The financial proposal has to clearly indicate the total amount for the scope of proposed service, the cost per student, as well as a breakdown of cost by category such as student fees, training equipment, translation services, student stipend (e.g. accommodation, transport, meals) and other relevant cost categories. There is no pre-set format for submitting your financial proposal.

10 Submission of a Proposal

- 10.1.1 The proposals must be sent by email to ITC. The financial proposal and the technical proposal **MUST BE COMPLETELY SEPARATED** and each of them must be submitted electronically (please submit the technical and financial proposals in two separate emails), clearly indicating in the subject line **TECHNICAL PROPOSAL or FINANCIAL PROPOSAL**, as appropriate. Any and all financial information must **ONLY** be included in the Financial Proposal. No Financial proposal, quotes or any other related financial information should appear in the Technical Proposal. **Proposals which do not comply with these requirements will be disqualified.**

11 Application Form Template

- 11.1.1 The following formats must be used for the technical proposal:
- Part A is a summary of your proposal.
 - Part B is the format for providing details of the technical proposal. It should be concise and typically **should not exceed ten A4 pages.**
- 11.1.2 **All questions marked * are required to be completed.**
- 11.1.3 **All organisations must attach the following information with the completed application form:**
- Documentation showing the management structure of the organisation
 - Constitution and Annual Report
 - Financial management records
 - Summary of past and current activities and funding sources
 - Employer or industry bodies seeking funds in partnerships should provide business registration details
 - Any other legal documentation that proves the organisation's legitimacy

PART A. SUMMARY

1. Industry or Sector* <i>(Multiple selection possible)</i>		
<input type="checkbox"/> Agriculture <input type="checkbox"/> ICT <input type="checkbox"/> Tourism <input type="checkbox"/> Construction	<input type="checkbox"/> Textile <input type="checkbox"/> Engineering <input type="checkbox"/> Other. Please specify	
2. Skills Area*		
3. Proposed Curriculum/ Course*		
4. Regions/Location* <i>(within the Gambia)</i>		
<input type="checkbox"/> Banjul <input type="checkbox"/> Basse <input type="checkbox"/> Brikama	<input type="checkbox"/> Janjanbureh <input type="checkbox"/> Kanifing	<input type="checkbox"/> Kerewan <input type="checkbox"/> Kuntaur <input type="checkbox"/> Mansakonko
5. Details of the Organisation* Name: Address: Telephone No: Fax No: Email: Principal Contact Officer:		
6. Brief proposal outline* <i>(Max. 200 words)</i>		
7. Proposed student numbers*		
8. Main inputs*		
9. Main outcomes*		
10. Placement and Post Placement support strategy*		
11. Timeline* Expected Start Date*: _____ Expected Finish Date*: _____		

12. Has the Ministry of Higher Education or another government or international agency previously funded this activity?* YES / NO

12.1 If so, have the funds been acquitted? YES / NO **When?** / /

12.2. If previously funded by the Government of The Gambia, has a report been submitted as required to the relevant Government Agency? YES / NO **When?** / /

PART B. DETAILED PROPOSAL

1. Introduction* (Max. 250 words)

Briefly describe the project. List the skills shortages that will be addressed under this proposal specifically (for example, tourism is not specific, it is necessary to list the jobs to be trained for, such as housekeeping and front desk). For entrepreneurship training you would suggest for example running training for small organic producers or a programme for small scale food production. In this section, please summarize how the activity supports an identified industry skill need and how many students will be trained and placed in employment.

2. Organisational context

2.1 Briefly describe the similar previous projects run by the organisation identifying the target industry sector and how their needs were met. Briefly outline how any partners will work together. **A list of those involved must be included in this application along with evidence of their support.*** (Max. 200 words)

2.2 History of employment placement success. Please list any statistics on employment outcomes for similar projects and indicate how long after the placement did the follow up occur.* (Max. 100 words)

3. Project Details

3.1 What training course or curriculum will be used to deliver the skills?* (Max. 200 words)

3.2 What quality benchmarks does it meet, i.e. NAQAA/ NYSS recognised/accredited, Industry certification, etc. Teacher qualifications and experience* (Max. 100 words)

3.3 Identify in detail how each subject/ class/ topic meets the identified skill shortage.*

Subject/ class/ topic	Skills required to perform job

3.4 Industry Support. Please list the support shown by companies and/ or industry associations for this proposal. Please attach hard copies of letters of support or other forms of evidence that demonstrate support for the applicant to undertake the project.* (Max. 100 words)

3.5 Please detail the placement arrangements that will be used to place the students in safe non-exploitative work.* (Max. 250 words)

3.6 If the organisation intends to use a placement company please provide their name and contact details and any registration details.

3.7. Please detail the post placement support that will be provided to the students once they have gained employment.* (Max. 100 words)

3.8. Location of the project. Where will the training be located? Describe where the activity will be located and the accommodation if it is required.* (Max. 100 words)

4. Project timeline

4.1. Activity Schedule. Please attach a proposed timetable or work plan of activities, outputs and outcomes to be undertaken and completed.* (Attach no more than two pages)

5. Monitoring

5.1. Monitoring and Management Briefly describe how the organisation intends to monitor this project to ensure it achieves the objectives you have set in 4.1. The project will require the performance of the project and financial accountability to be monitored. You should also identify the performance indicators you will use to monitor the projects achievement against its stated outputs and outcomes. In this section you must show how you will report to ITC, the progress of your project in achieving your outputs and outcomes.
* (Max. 200 words)