

Request for Proposal-Provision of Skills Training

This Request for Proposal (RFP) describes

Part I): Swisscontact, the project's background, and the Terms of Reference of future cooperation between the Training Service Provider (TSP) and the project;

Part II): the content, evaluation and submission of the proposal.

PART I)

Background

Swisscontact¹ was established in 1959 as an independent organisation by prominent individuals from the worlds of commerce and science in Switzerland. It is exclusively involved in international cooperation and since 1961 has carried out its own and mandated projects. Since it was founded, Swisscontact has maintained close ties with the private sector. In 2015, Swisscontact was active in 33 countries with a workforce of over 1,100 people. The organisation is based in Zurich. Swisscontact concentrates on four core areas of private sector development:

- Skills Development
- SME Promotion
- Financial Services
- Resource Efficiency

The Swisscontact, South Asia Regional Office (SARO) is based in Dhaka, Bangladesh². As per the Mission of Swisscontact, SARO has the mandate to develop and maintain the Foundation's portfolio of development projects in South Asia.

Building Skills for Unemployed and Underemployed Labour (B-SkillFUL)

Mandated by Swiss Agency for Development and Cooperation (SDC) the B-SkillFUL project of Swisscontact aims to improve the well-being of poor and disadvantaged men and women by increasing their access to the labour market and increased income, while safeguarding their fundamental rights at work. The project facilitates implementation of demand driven skills training programmes and job placement through local Training Service Providers (TSPs) in Bogra, Gazipur, Tangail, Joypurhat and Dinajpur. B-SkillFUL also raises awareness amongst potential trainees, graduates and informal sector enterprises on issues of labour rights and decent work (LRDW). The duration of the project Phase I is 4 years.

¹ www.swisscontact.ch

² www.swisscontact.org.bd

Mandated by :



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC

Implemented by :



swisscontact

In order to achieve the project's objectives, the project will engage local TSPs as implementation partners. Training activities shall start in October 2016. **Therefore the project is currently looking for TSPs able and willing to provide short (200 hours) skills training courses for selected occupations³ in 4 selected districts namely Gazipur, Tangail, Joypurhat and Dinajpur.** The beneficiaries for skills training will be poor and disadvantaged men and women.

Terms of Reference (ToR)

This ToR provides the main roles and responsibilities only. It will be further detailed in the 2nd round of qualification with shortlisted TSPs.

i. Roles and responsibilities of the TSP

- a. Conduct short skills training courses (200 hrs)
- b. Facilitate and monitor Workplace Based Training (WBT) and job-placement (1 month)
- c. Support development of demandable skills training courses
- d. Procure equipment and tools as per need of the training courses
- e. Participate in capacity building events provided by the project
- f. Planning, monitoring, reporting of the training

ii. Roles and responsibilities of the project

- a. Assign to and subsidise training courses offered by the TSPs
- b. Monitor training and job-placement activities conducted by the TSPs
- c. Develop relevant training courses and provide curricula to the TSPs
- d. Build the capacity of TSPs related to equipment and tools, trainers, and key staff

PART II)

Guidelines for submission of the proposal

These guidelines shall ensure uniformity of proposals submitted by all applicants and transparency of the evaluation process.

A. Eligible applicants

Organisations/ TSPs can apply which:

- a. Can conduct skills training in any or all of the 4 selected districts **Gazipur, Tangail, Joypurhat and Dinajpur.**
- b. Can offer at least 3 types of short courses listed in Annex 2.
- c. Have a track record of skills training provision of at least 3 years.
- d. Have adequate equipment and tools for hands-on training. Practical training content should be at least 80%. (The project will not have the funds to make investments for completely new equipment and tools).
- e. Are flexible in training delivery (schedule, location).

³ See Annex 2 for the list of occupations

- f. Offer job-placement services or are ready to establish such with support of the project.
- g. Have proper communication infrastructure in place (internet, email).

B. Content of the proposal

The language of the proposal is English. The **template Annex 1 must be used** for the proposal.

In addition:

- The applicant must submit a cover letter (max 1 page) with the organisations letterhead expressing the willingness to participate in the skills training if selected. The cover letter shall be signed by a person of the right authority of the organisation.
- A document proving the legal entity of the applicant (e.g. trade license, NGO bureau registration, joint stock registration).

C. Evaluation process

- a) All proposals submitted in a different format and/or structured than required under B above will be **excluded from the evaluation**.
- b) Shortlisting of TSPs will be done according to the following criteria:
 - Completeness of the proposal provided
 - Evidence of legal status of the organisation / TSP
 - In general, all the points in proposal template Annex 1 will be taken into consideration to assess the suitability of a TSP for training provision. Main criteria are however:
 - Year of establishment of the TSP
 - Number of districts covered
 - Number of training courses a TSP can provide
 - Past and current enrolment of trainees overall in a TSP
 - Past and current enrolment of trainees in the relevant occupation
 - Availability of equipment and tools for relevant occupations
 - Availability of job-placement support
 - Course costs
- c) Only Organisations / TSPs that meet the above mentioned criteria will be shortlisted. **All short-listed TSPs will later be visited by B-SkillFUL project staff for on-site assessment** and final selection.
- d) Swisscontact has no obligation to provide any further information to the applicants or any other 3rd party about the evaluation process and its results other than that contained in this paragraph C. *Evaluation process*.

D. Tentative timeline for submission and evaluation

#	Event	From	To	Deadline
1.	Request for Proposal out by B-SkillFUL/ Swisscontact			21 June 16
2.	Questions to the RFP by email to B-SkillFUL (see below <i>Questions</i>)	22 June 16	27 June 16	
3.	Questions answered by B-SkillFUL and available on webpage			28 June 16
4.	Submission of proposal to B-SkillFUL			17 July 16
5.	Evaluation and shortlisting of proposals	18 July 16	21 July 16	
6.	Information to shortlisted applicants			24 July 16
7.	Communications with shortlisted applicants and field visits	25 July 16	6 Aug 16	
8.	Orientation on financial proposal template			11 Aug 16
9.	Submission of financial proposal and negotiations with shortlisted applicants	13 Aug 16	21 Aug 16	
10.	Contract signing	30 Aug 16	31 Aug 16	
11.	Start of training			October 16

Questions to the RFP can be sent to the email bd.bskillful@swisscontact.org as indicated under #2 D. above. The subject line must contain **Questions RFP for TSP**. The answers will be available on the website www.swisscontact.org/southasia under **B SkillFUL Request for Proposal - Provision of Skills Training** in the right column blue box (see #3 under section D above). **Questions received by phone will not be answered.**

E. Submission of proposal:

The proposal must contain:

- Cover letter
- Evidence of legal status of organisation/ TSP
- Filled in template Annex 1

The proposal must consist of **1 original** (marked as original) and **3 copies** (marked as copies), and **1 soft copy (USB stick or CD)**. All documents and soft copy can be sent in one envelope.

The envelope has to be addressed to:

Mostafizur Rahman
Administration Officer, B-SkillFUL
Swisscontact
South Asia Regional Office
House 19, Road 11, Baridhara, Dhaka-1212, Bangladesh

The envelope must be marked as **RFP for TSP** on top. The proposal must reach the Swisscontact office latest by **17 July 2016, 4:00 pm**.