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| Terms of Reference |
| Selection of a national Service Provider to conduct Start and Improve Your Business, Generate Your Business Trainings for PROSPECTS Beneficiaries in Kassala and White Nile States (SDN/19/50/NLD) |

## Background and Introduction

Under the Government of the Netherland’s funded “Partnership for Improving Prospects for Forcibly Displaced Persons and Host Communities” programme, also known as the PROSPECTS partnership, the ILO partners with IFC, UNICEF, UNHCR, and the World Bank Group to develop a joint and fully integrated approach to respond to the forced displacement situation in Sudan. The Partnership focuses on improving the quality of life and livelihood opportunities for refugee and host community populations in Kassala and White Niles states.

Technical assistance under the Partnership focuses on four main pillars; namely, 1) Education, 2) Employment, and 3) Protection, and 4) critical infrastructure. Under Pillar 1, 2, and 4 the ILOs Employment Intensive Infrastructure programme will play a central role in employment creation, public asset creation, and value chain upgrading in the targeted locations.

Under Pillar 2, the ILO is using its flagship business management-training program (SIYB) to promote entrepreneurship and business start-up in the targeted states of Kassala and White Nile. Globally SIYB has trained more than 15 million potential entrepreneurs and led to the creation of nearly 9 million jobs worldwide. Moreover, research estimates show that the training course has led to the start-up of at least 2.65 million new businesses and the expansion of 40 per cent of existing businesses.

After years of protracted crisis, Sudan plunged into a conflict of alarming scale in mid-April 2023 when fighting between the Sudan Armed Forces (SAF) and the Rapid Support Forces (RSF) broke out initially in the capital Khartoum, and quickly expanded to other areas across the country. In 2023, the ongoing war in Sudan has displaced a staggering 7.6 million people including more than 1.5 million who crossed borders in search for safety. Prior to 15 April 2023, the country was already hosting 1 million refugees and had 3.8 million internally displaced people (IDPs), which means that Sudan had over 9 million IDPs in 2023. The number of IDPs will continue to increase if the fighting does not stop.

The ongoing conflict has posed numerous challenges for both the refugees and the host communities in Sudan. The conflict in Sudan has been a major catalyst for the displacement of countless individuals, forcing them to seek refuge in relatively safer states, putting strain on already limited resources, infrastructure, and social services.

Enterprise activities in Sudan exist in modern agriculture (mechanized and irrigated); manufacturing (food processing, clothes and furniture) and services (banking, insurance, export and import of goods, education, and health) sectors. These sectors consist largely of small firms employing a limited number of workers. In 2013, the United Nations Industrial Development Organization (UNIDO) found out that 96 per cent of industrial firms in Sudan are privately owned. Moreover, the enterprise sector consists largely of private limited liability companies and sole proprietorships. The number of common stocks companies is very limited, and they operate mostly in banking and insurance services.

Entrepreneurship has the potential to generate job opportunities, promote new technology, introduce new products, enhance economic growth and promote socioeconomic development for countries. Countries with an improved entrepreneurial ecosystem and a high level of entrepreneurial activity tend to be economically developed and their people are socioeconomically well off. Because of this, many developed and developing countries throughout the globe have recognized the importance of entrepreneurship, exerted efforts and allocated more resources for this sector.

In Sudan, the SIYB training package has been adapted and contextualized for market conditions typically found throughout the country. The training has been oriented to help identify opportunities, establish a small or micro-enterprise to pursue these opportunities, and use the tools and skills acquired from the SIYB training sessions to sustain and expand incomes and/or revenue. Similar to many other African countries, the growth in the micro and small-scale enterprise sector will be the driver of greater opportunities and better conditions for work.

## Overall objectives and scope of work

The main objective of this TOR is to select a national Business Development Services Provider (BDS) capable to build knowledge, skills and competencies in entrepreneurship for communities at the targeted states. This will be achieved by delivering SIYB training and implementation modalities (including mentorship) as well as Get Ahead training packages for the different targeted groups in Kassala and White Nile states.

The specific tasks and responsibilities of the service provider includes:

1. **Pre-training activities**

* To undertake all preparations needed to deliver the training at the states level (including logistical arrangements) in the targeted states (Kassala & White Nile). This includes discussion and proper engagement with PROSPECTS team, partner agencies and the Local Economic Development Committees (LEDCs) that will be established at the state level to agree on the selection criteria, select beneficiaries and trainers, prepare sessions plan and conduct the pre-training assessments.
* To conduct training needs assessment, program development design, and training materials preparations.
* To conduct procurement process to select qualified service providers for provision of conference facilities (venue, meals, etc) for the intended trainings in the targeted states.

1. **Training activities:**

* Conduct the classroom training and sessions delivery aspects of the training detailed in Start and Improve Your Business, Get Ahead training manuals and SIYB’s implementation modalities (including the market experience and mentorship services) to a total of 500 individuals, 250 in each State.
* The training in each state is targeting 100 participants to be trained in Generate your business and 150 participants in Start your business (targeting 50% men, 50% women and 50% Host Community members, 50% Forcibly Displaced individuals for each training package) applied for the targeted localities of Kassala and White Nile states.
* Provide regular updates through frequent meetings with the ILO team and submit monthly reports on progress of delivery, expenditure, risks, issues and opportunities.
* Submit training activity reports for all training sessions conducted, as well as a summarized report for all training packages.
* Follow up with training beneficiaries, link the selected trainers with mentoring service and access to market, and document progress after the training. This is to be included in the final report.

## Key Deliverables

The key deliverables/outputs are detailed below:

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| **Key Deliverables** |
| **Deliverable 1:** |
| **Inception report:**  Contains the detailed workplan, outcome of meetings with partner agencies and the Local Economic Development Committees (LEDC) in the states, and the finalised selection criteria and beneficiaries’ selection process. **Delivery timeline between 1st- 20th October-2024.** |
| **Deliverable 2:** |
| **1st progress report:**  Includes the selection process of training beneficiaries (final list to be trained in both states), training needs assessment, establishing of training delivery, detailed session plans for all training packages and SIYB implementation modalities, and training logistics. **Delivery timeline between 21st October-21st November 2024.** |
| **Deliverable 3:** |
| **2nd progress report:**  First training report containing the training sessions delivered in the states and the finalised pre-and post-training survey. **Delivery timeline between 22nd November 2024- 30th January 2025.** |
| **Deliverable 4:** |
| **Final report:**  Training completion report that captures the beneficiaries’ feedback on the topics delivered during the training, lessons learned and recommendations as well as the selected trainers (for each training package) that will conduct the training at locality level in close coordination with ILO to ensure they have actively participated in ILO’s Training of Trainers and certified. **Delivery timeline between 1st February -31st March 2025.** |

## Reporting Lines

The service provider will be under the general supervision of the PROSPECTS Sudan Programme Manager and get technical guidance and work in close consultation with the PROSPECTS’ national enterprise development officer. This includes regular planning and progress meetings, joint discussions, and regular progress reports.

The ILO will provide support in the design of the work plans, work plan templates, and the learning materials and tools to deliver the training to the beneficiaries. These materials include the Arabic version of SIYB, Get Ahead training packages.

## Qualifications and Competencies:

The bidders shall meet the following minimum requirements and ensure having a team with skill sets needed to fully comply with the requirement of the TOR, including the organizational set up and the time contribution of each team member (compliance to be clearly captured in the proposal):

* Service provider registered in Sudan and have offices/presence in Kassala and White Nile states (please provide valid registration certificate).
* At least three years’ experience in similar works (please attach completion certificates of two previous projects of similar nature and references in the last three years).
* Has been working in Kassala and White Nile states in the last 1 year.
* Management and technical capacity to implement similar training activities.
* The selected provider must have certified ILO-SIYB trainers and/or are planning to engage SIYB certified trainers (please attach CVs and profiles of the proposed key and support staff for the project).
* Staff costs for the personnel other than the key staff should be limited to essential technical and administrative support and costs quoted in percentage. Please note however that an important element of the assessment is competitiveness of the financial offer.
* Previous experience working with government departments, UN organization, and other international organizations in a similar assignment.
* Experience working in humanitarian/refugee settings will be an added advantage.

## Evaluation Criteria

The selected service provider shall have a mix of expertise and qualifications to deliver the scope and activities of this ToR. The evaluation and selection of the Service Provider to work on this assignment will be made against the following selection criteria:

Only technically compliant bidders (minimum score 60 points) are allowed to proceed to the final stage of financial comparison. At the final stage, the most cost-effective submission shall be selected.

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| **Evaluation Criteria** | **Maximum Points** |
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| Proven previous experience **(**minimum of three years’ experience in similar work) (attach completion certificates and references) | **20 points** |
| Feasibility of the workplan/scheduling of activities and capacity of Service provider (availability of qualified trainers) to deliver results | **30 points** |
| Human Resources proposed for the assignment (qualification and experience) + detailed CVs + certification in SIYB (for trainers | **30 points** |
| Previous experience working with government departments, UN organization, and other international organizations in a similar assignment. | **10 points** |
| Experience working in humanitarian/refugee settings | **10 points** |
| **Total Points** | **100 points** |
| Minimum Acceptable Score for Proposal to be considered for financial evaluation. | 60 |

## Contract duration

This assignment will be implemented within a period of 6 months, ending no later than **31st March 2025**.

## Payment Schedule

Progress payment will be made upon the successful submission and approval of the ILO of the below reports:

* (15%) as a first payment after submission of deliverable -1 (Inception report);
* (30%) as a second payment upon submission of deliverable-2 (1st progress report).
* (45%) as a third payment upon timely submission of deliverable-3 (2nd progress report).
* (10%) as a fourth and final payment upon timely submission of deliverable-4 (final report).

## Instructions to Bidders

Interested bidders shall submit a technical and financial proposal. The technical proposal shall demonstrate the bidder’s capacity to successfully carry out the assignment, including its previous experience in similar works as well as management and technical ability. The technical proposal should also indicate how the bidder intends to undertake the activities, summary of similar projects and work done in the past, and the proposed workplan. Certificates of registration, CVs of the proposed staff, completion reports of previously executed projects should be included in the technical proposal.

The financial proposal shall include the total budget of conducting the training and breakdown activities. The financial offer should be submitted in USD, and it should cover the logistical arrangements to conduct the trainings in the project localities in Kassala and White Nile states as well as the cost of support staff who will be engaged in the training delivery. The bidder should use the below tables in submitting the financial offer:

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| Service Description (cost is for 2 states) | Unit of measurement | Quantity | Unit cost USD | Frequency | Total |
| 1. **Beneficiary Selection x 2** |  |  |  |  |  |
| * 1. Transport cost |  |  |  |  |  |
| * 1. Communication cost |  |  |  |  |  |
|  |  |  |  |  |  |
| 1. **Pre training x 2** |  |  |  |  |  |
| * 1. Purchase of stationary |  |  |  |  |  |
| * 1. Printing of materials |  |  |  |  |  |
| 2.3. |  |  |  |  |  |
| 2.4. |  |  |  |  |  |
| 1. **Training** |  |  |  |  |  |
| ***3.1. Generate your business training (3 day for100 participants) x 2*** |  |  |  |  |  |
| 3.1. 1. Venue |  |  |  |  |  |
| 3.1.2. Catering services |  |  |  |  |  |
| 3.1.3 Per diem/transport allowance |  |  |  |  |  |
| ***3.2. Start your business training (5 days for 150 participants) x 2*** |  |  |  |  |  |
| *3.2.1 Venue* |  |  |  |  |  |
| *3.2.2 Catering Services* |  |  |  |  |  |
| 3.2.3 *Per diem/transport allowance* |  |  |  |  |  |
| 1. **Other project implementation cost** |  |  |  |  |  |
| 4.1. |  |  |  |  |  |
| 4.2. |  |  |  |  |  |
| **Administrative cost x 2** |  |  |  |  |  |
| 1. **Staff costs** |  |  |  |  |  |
| 5.1. Training coordinator |  |  |  |  |  |
| 5.2. Facilitators fees |  |  |  |  |  |
| 5.3 Logistics support cost |  |  |  |  |  |
| 6. **Operational cost** |  |  |  |  |  |
| 6.1. Communication cost |  |  |  |  |  |
| 6.2 Transport cost |  |  |  |  |  |
| 6.3 Any other cost (specify) |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |

Breakdown per deliverable:

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| **Key Deliverables** | **Price (USD)** |
| **Deliverable 1:** |  |
| **Inception report:**  Contains the detailed workplan, outcome of meetings with partner agencies and the Local Economic Development Committees (LEDC) in the states, and the finalised selection criteria and beneficiaries’ selection process. |  |
| **Deliverable 2:** |  |
| **1st progress report:**  Includes the selection process of training beneficiaries (final list to be trained in both states), establishing of training delivery, detailed session plans for all training packages and SIYB implementation modalities, and training logistics. |  |
| **Deliverable 3:** |  |
| **2nd progress report:**  First training report containing the training sessions delivered in the states and the finalised pre-and post-training survey. |  |
| **Deliverable 4:** |  |
| **Final report:**  Training completion report that captures the beneficiaries’ feedback on the topics delivered during the training, lessons learned and recommendations as well as the selected trainers (for each training package) that will conduct the training at locality level in close coordination with ILO to ensure they have actively participated in ILO’s Training of Trainers and certified. |  |

## Conflict Of Interest

The service provider shall always during the continuance of the project use his/her best endeavours to ensure that no action is taken by themselves, their personnel, agents or sub-contractors which may result in or give rise to the existence of conditions which are prejudicial to or in conflict with the best interests of the client.

## Intellectual Property

Any Intellectual Property, created prior to the date of acceptance of the assignment, shall vest exclusively with the party/parties who at that stage owned the same.

Intellectual property that may arise from the work shall vest in ILO. No agreement in respect of the transfer of Intellectual Property shall be of any force and effect, unless reduced to writing and signed by both parties.

For purposes of this clause, "Intellectual Property" means: the patents, designs, know-how, copyright, and trademarks which relate to the assignment.

## Submission of Proposals

Interested bidders should send their technical proposal and financial proposal according to [addis\_procurement@ilo.org](mailto:addis_procurement@ilo.org) no later than **30 September 2024**. Requests for documents as well as questions related to the assignment can be submitted to [addis\_procurement@ilo.org](mailto:addis_procurement@ilo.org) by **16 September 2024**. All candidates will receive a response latest by **20 September 2024**.