Summary of General and Specific Tender Requirements

1. General Tender Requirements

1.1 Eligibility Criteria

- The tender is open to legally registered companies, training institutions, or non-governmental organizations operating under the Federal Government of Somalia.
- Applicants must provide valid legal registration, licensing, and tax compliance documentation.
- Applicants must demonstrate proven experience in implementing livelihood programs, small business development, or economic recovery interventions in humanitarian contexts.

1.2 Submission Requirements

- Bidders must submit separate Technical and Financial Proposals in sealed envelopes.
- All proposals and related correspondence must be submitted in English.
- All required documents must be submitted in full. Incomplete applications will be rejected.
- Bank statements must not be placed inside the financial proposal envelope.
- Proposals must be submitted before the specified deadline. Late submissions will not be accepted.

1.3 Evaluation Method

- The selection process will follow the Quality and Cost-Based Selection (QCBS) method.
- Evaluation will consider:
  - Technical quality of the proposal
  - Organizational experience and capacity
  - Qualifications and experience of training staff
  - Methodology and training approach
  - Overall cost-effectiveness
- The contracting authority reserves the right to negotiate with shortlisted bidders prior to contract award.

1.4 Implementation Period

- The training duration will be three (3) days per target location.
- Bidders may apply for one or multiple locations.

2. Specific Assignment Requirements

2.1 Scope of Work

The selected service provider will deliver Small Business Management Training for a total of 122 beneficiaries across the following locations:

- Banadir Region: 50 beneficiaries
- Garowe: 50 beneficiaries
- Qardho: 22 beneficiaries

2.2 Training Content

The training program must include, at minimum, the following modules:

- Fundamentals of small business management and entrepreneurship
- Financial literacy and simplified bookkeeping
- Market analysis, supply chain understanding, and pricing strategies
- Business sustainability and risk management
- Development of practical business plans for each beneficiary

2.3 Training Delivery Requirements

- The training must combine theoretical knowledge and practical learning sessions.
- Training curricula must be tailored to participants' education levels and literacy capacity.
- Pre- and post-training assessments must be conducted.
- Accredited certificates must be issued to participants who successfully complete the training.
- Training must be delivered in appropriate languages depending on the location (Somali and/or Arabic).

2.4 Logistical Requirements

The service provider shall be responsible for:

- Arranging suitable training venues in each location.
- Providing all training materials and stationery required for participants.
- Providing refreshments and meals for participants throughout the training period.

2.5 Expected Deliverables

The service provider shall deliver the following:

- Comprehensive training materials and curriculum
- Detailed training methodology and implementation plan
- Pre- and post-training assessment tools
- Final training report including:
    - Attendance records
    - Assessment results
    - Photographic documentation
    - Recommendations and lessons learned
    - Copies of certificates issued to participants

2.6 Required Qualifications and Experience

Applicants must demonstrate:

- Minimum three (3) years of experience in livelihood programming, small business training, or microenterprise development.
- Availability of qualified trainers experienced in working with vulnerable and conflict-affected communities.
- Proven ability to apply participatory and inclusive training methodologies suitable for low-literacy participants.
- Previous working experience in Somalia is considered an advantage.

3. Mandatory Documents Required from Applicants

Applicants must submit the following:

- Expression of Interest / Cover Letter
- Technical Proposal including methodology and work plan
- Detailed Financial Proposal
- Updated CVs of key trainers and staff
- Company/Organization Profile
- Valid Registration and Tax Compliance Certificates
- Certified Bank Statement for the last six months
- At least three references from similar assignments