

DRC

Terms of Reference (TOR)

for

Provision of Technical Vocational Education and Training in Galkayo district, Mudug region, Somalia

1. Purpose of the consultancy

The Danish Refugee Council (DRC) in Somalia is seeking proposals from specialized centres to provide technical and vocational education and training (TVET) in the Galkayo district to selected beneficiaries to offer a spectrum of courses tailored to their preferences in developing skills, preparing them for the workforce, aligning their capabilities with the labor market, and fostering entrepreneurial skills to enhance the socio-economic and livelihood capacities of the target group in contributing to poverty alleviation.

2. Background

In Somalia, limited youth employment and entrepreneurship opportunities within both the public and private sectors have significantly constrained the ability of young people to find suitable job prospects. Youth often lack the necessary prerequisites and qualifications to meet the demands of the labor market. To address this challenge, the Danish Refugee Council (DRC) aims to promote the development of specific skills among youth, particularly young women. This initiative seeks to enhance their prospects of securing employment or engaging in high-demand self-employment opportunities. The training program under this project is designed to be market-driven and responsive to the available opportunities, rather than a supply-side-driven approach. While the focus will be on developing enterprise employability skills, the training curriculum will also emphasize skills that support the dominant livelihoods in the region, such as livestock and agricultural product value chains. The Danish Refugee Council (DRC), one of the largest humanitarian actors operating in Somalia since 1998, has made significant efforts to provide alternative livelihoods and skills development opportunities. A key component of these efforts is the implementation of vocational skills training programs.

The DRC's vocational skills training initiative aims to equip vulnerable youth, both male and female, with quickly applicable skills and income-generating capabilities. This targeted approach seeks to address the challenges faced by Somali youth who lack the necessary skills and access to economic opportunities. With the funding from BHA, DRC is aiming to implement vocational skills training in Mudug (Galkayo) district) which will target 235 IDP youths – 60% female for 6 months of class and 2 months of internships. This project will seek to promote market driven skills among youth, particularly young women and boys in order to improve their chances to get a job or engage in high-demand business in the different forms including self-employment. The VST project will be based on marketable skills and in anyway avoids supply-side driven training, depending on the available opportunities while the focus will be enterprise employability skills, yet the training program will give equal emphasis on skills that boost the dominant livelihoods like livestock and farming products, likely through value chain creation.

3. Objective of the consultancy

The primary objective of this vocational skills training program is to equip the trainees with specialized practical skills, relevant knowledge, and competencies that are directly applicable to specific occupations or trades. This aims to provide the trainees with the potential to become self-reliant and have a sustainable source of income, ultimately helping them to pull out of poverty and contribute to the upscaling of the social economy.

4. Scope of work and Methodology

The Consultant will be required to prepare a detailed methodology and work plan indicating how the project's objectives will be achieved, and the support required from DRC.

The TVET services delivery will be adopted in multiple approaches:

Design and development of training programs:

- Conduct a comprehensive skills gap analysis to identify the priority sectors and occupations with high labour demand in the local markets of the Galkayo district
- Develop curricula for the identified training program as per the skills identified with the assurance to align with the qualification frameworks of the ministries of TVET in the states of Putland and Galmudug state.

Delivery of the training programs:

- Provide hands-on, theoretical and practical training in the identified priority programs such as construction (e.g., masonry, carpentry, plumbing), automotive and heavy machinery repair, renewable energy (e.g., solar installation and maintenance)
- Utilize a mix of classroom-based instruction, lab sessions, and on-the-job training of internships
- Recruiting experienced instructors who could deliver the sessions as per the standard required.

Evaluation & Certifications:

- Develop and execute a robust assessment strategy to evaluate the trainee's competencies

- Facilitate assessment and certification of the trainees as per the national standard for the industry.
- Facilitate graduation ceremony and provide government recognized certificate upon successful completion of the training program

Placement and career support:

- Offer career mentorship, counselling, coaching, and to the trainees.
- Establish linkages with the employers and facilitate mandatory internships, and apprenticeship opportunities for the trainees

Monitoring and evaluation:

- Establish a comprehensive monitoring and evaluation framework to track down the performance of the trainees and the impact of the TVET programs
- Regularly collect and analyse the performance data of the learning outcomes and satisfaction.
- Provide detailed progressive reports monthly Provide detailed progress reports and recommendations for program improvements to the contracting authority

5. Deliverables

The following deliverables are expected from the TVET consultant & Firm:

- I. Provide a comprehensive assessment to identify skills gaps in high-demand markets.
- II. Develop/adopt existing curricula and develop a tailored or comprehensive training program to the capacity and needs of the target trainees as per the skills identified:
- III. Provide and manage training venue with adequate learning equipment and teaching materials to facilitate theoretical and practical sessions.
- IV. Organize training facilities as per occupation standards.
- V.
- VI. Enrolment the selected trainees that linked by DRC
- VII. Conduct sessions on career guidance and counselling to the trainees including a clear-oriented session on training activities, career opportunities, training duration and training modalities.
- VIII. Organize and deliver an in-house technical skills training program for selected trainees in their preferred training programming.
- IX. Ensure provisions of the adequate practical sessions
- X. Ensure the health and safety of the trainees are closely monitored during the sessions and addressed throughout the course period.
- XI. Monitoring and supervision of training activities and learning progress of each trainee
- XII. Manage assessment and certification for the trainees in close coordination with mandated line ministries of TVET in Putland and Galmudug States of Somalia
- XIII. In close collaboration with the DRC, organize graduation ceremony for the graduates.
- XIV. Prepare and submit periodic training progress reports and other administrative reports related to the assignment as appropriate to DRC
- XV. Maintain the record of the apprentices' attendance during the apprenticeship period and document training pictures and all other best practices.
- XVI. Coordinate with employers and develop a roster of employers with wage and internship opportunities.
- XVII. Linkage of the trainees/graduates with the potential employers and opportunities.
- XVIII. Support employment of the graduates in wage employment in the trained and specialized skill.

- XIX. Complete a tracer survey to understand rate of employment and issues related to employability
- XX.

| Phase | Expected deliverables | Indicative description tasks | Maximum expected timeframe |
|---------|-------------------------------|---|------------------------------|
| Phase 1 | Presentation | Comprehensive need assessment, plan and curriculum, Documentation | 10 days |
| Phase 2 | Monthly & Intermediate report | Monthly progressive report, attendance sheet, meeting minutes, event reports, intermediate report | 1 st to 3/4months |
| Phase 3 | Internship | Engagement of enterprises, deployment of internships, and monitoring the progressive | 3-6month |
| Phase 3 | Final report | Facilitate and conduct graduation Prepare the first draft report Feedback from DRC to submit the final report | 6 Month |

6. Duration, timeline, and payment

The assignment is expected to be completed within 6-8 months. Payments will be made in instalments, contingent upon submitting satisfactory monthly progress reports. Please note: There will be no reimbursable expenses for the final two months of the contract period.

The consultant shall be prepared to complete the assignment no later than **31st March 2025**.

7. Proposed Composition of the team

The TVET team have the following core personnel to ensure the effective implementation of the

- TVET Training Instructors
- Career consular
- Monitoring and Evaluation expert

8. Eligibility, qualification, and experience required

| # | Technical Criteria | Total weighting to be awarded |
|----|---|-------------------------------|
| 1. | <p>General relevance of current program offerings by the TVET centre that cater to the needs of labour market in Galkayo</p> <p>Bidder is expected to Submit a list of Offered Courses and detailed Curriculum</p> <ul style="list-style-type: none"> • Centres that offer the same courses as DRC identified Gaps in labour market - 10 points, • Bidder meet DRC identified Gaps partially – 5 Points | 10% |

| | | |
|----|--|-----|
| | <ul style="list-style-type: none"> Bidders offered courses don't meet DRC identified Gaps – 0 Points | |
| 2. | <p>Capacity to deliver programs for selected occupations and enhance access in terms of:</p> <p>Availability of qualified teachers in selected Courses.</p> <p>Bidder to Submit CVs of teachers for each course, clearly indicating the courses facilitated by the teachers. Copies of relevant qualification certificates should be shared.</p> <ul style="list-style-type: none"> Availability of Specialized Teachers for Courses with relevant credentials related to the Courses – 10 Points Teachers with no qualifications but relevant experience of up to 5 Years - 5 Points Teachers with no qualifications and experience of less than 5 Years - 0 Points | 10% |
| 3. | <p>Availability of building space for classrooms and workshop and particularly for vulnerable groups</p> <p>Bidder should have facilities able to comfortably accommodate 30 Trainees at a time, Classrooms should have basic amenities such as Benches/Chairs and Desks, Presentation equipment/facility such as writing boards etc.</p> <ul style="list-style-type: none"> Adequate spacing for 40 Trainees with Basic facilities and provision for vulnerable Trainees - 10 points, Classrooms but not adequate seating and provision for vulnerable Persons - 5 points No Classrooms and No Provision for Vulnerable Persons – 0 Points | 10% |
| 4. | <p>Number and trend in total enrolment in the past 3 years in:</p> <p>Bidder should provide the number of Students enrolled per Year for the Past 3 Years (2021 to 2023) and the number of students that have graduated within that period.</p> <ul style="list-style-type: none"> If Enrolment are the same numbers or increasing over time – 5 Points If Enrolment and graduation rates decrease over the period – 0 Points | 15% |
| 5. | <p>Prospects for future employment opportunities of graduates in the catchment area (based on success rate of graduates seeking employment after completion)</p> <p>Bidder should Provide Tracer Survey and Enrolment records.</p> <ul style="list-style-type: none"> if employment rates are greater than 30-50% after course completion then 10 points; if rates are 5-30% = 5 points, | 10% |

| | | |
|----|---|-----|
| | <ul style="list-style-type: none"> • if rates are less than 5% = 0 points) | |
| 6 | Provision of certificates for graduates Bidder to Submit Sample certificates and any proof of Government accreditation of awarded Certification <ul style="list-style-type: none"> • If graduates get government certified certificates, - 10 Points • Non-Government Certified Certificates - 0 points | 10% |
| 7 | Availability of tools/equipment to practice vocational skills Submit List of available tools and Equipment to support learning. DRC will visit the Centres to confirm. <ul style="list-style-type: none"> • Available and Adequate tools to support offered courses for 30 trainees at a time – 10 Points • Available tools but not adequate to support a class of 30 Trainees at a time – 5 Points • No Tools to support learning – 0 Points | 10% |
| 8 | Physical Verification: -Access to location and population of catchment area Meaning there are no restrictions to access for all Groups of People. location of centre is accessible for population groups - 5 points, partially accessible then 2 points and not accessible then 0 points) | 10% |
| 9. | Performance record of management of educational institution in terms of management systems (MIS/M & E), new programs, special accounts, record of partnerships with economic sectors, etc Bidder should Provide Copies of Relevant tracer Surveys, Enrolment records and Monitoring and capacity documents. <ul style="list-style-type: none"> • If the institution has a systematic record of course, graduates' information plus current status of work and success rates of courses plus record of labour market trends, and regular monitoring reports -10 points; • if the institution has a systematic record of course, graduates and success rates, monitoring reports but no labour market assessment - 7 points; • if the institution has a systematic record of course, graduates and success rates - 5 points | 15% |

9. Technical supervision

The selected Consultant / Firm will work under the supervision of:

- Economic recovery

- Economic recover coordinator – Dushyant.mohil@drc.ngo
- Safety nets coordinator – Affey,olow@drc.ngo
- Emergency and Economic recovery team leader – hamud.ibrahim@drc.ngo

10. Location and support

The proposed area for intervention is Galkayo district, Mudug region, Somalia covering south and North Galkayo, Galmudug/Putland state administrations.

| No | District | Longitude (N) | Latitude (E) |
|----|----------|---------------|--------------|
| 1 | Galkayo | 6.787273 | 47.439236 |

The Consultant / Firm must have access to the equipment and facilities required for the proposed works. Proof of ownership/lease agreement will be required. The Consultant / Firm shall avail the following equipment and other relevant kits for the survey:

11. Travel

N/A

12. Submission process

The deadline date and time for tender submissions is August 22, 2023, at 4:00 PM local time. We look forward to receiving your proposal and working together to contribute collectively to upscaling the living standard of the crisis-affected population.

13. Evaluation of bids

The criteria for awarding contracts resulting from this Tender is based on 'best value for money'. For the purpose of all tenders DRC defines best value for money as:

Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational, and pricing factors in light of their relative importance (i.e., reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected.

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures, and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

For all bids deemed technically compliant as per the specification stipulated in Annex F – Terms of Reference (TOR), DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.