



International Labour Organization

REQUEST FOR PROPOSAL

***Provision of Start and Improve Your Business Training and Financial Education for
PROSPECTS Beneficiaries in West Kordofan and East Darfur***

for Private Company Service Providers only

ILO/CO ADDIS/RFP/2021/012

Responses to be received by *[15-July-2021]*

[June/2021]



Subject: Procurement of [Services of Private Entrepreneurship Hubs/Private Business Development Service Provider to deliver Entrepreneurship Training, Market Implementation Modalities and Financial Education in the States of East Darfur and West Kordofan]

Request for Proposal (RFP) N°: [ILO/CO ADDIS/RFP/2021/012]

Date: 01/06/2021

Dear Sir/Madam,

The International Labour Office (hereinafter the “ILO”) is pleased to invite your company to submit a Proposal for the provision of Start and Improve Your Business and Financial Education in the localities of Assalaya and Nimir in East Darfur and Kharasana and Mairam in West Kordofan and as further described in Annex III.

To enable you to prepare and submit a Proposal, please find enclosed the following Annexes:

- Annex I: Instructions to Bidders;
- Annex II-A: Acknowledgment of Receipt;
- Annex II-B: Bidder’s Declaration Form;
- Annex II-C: Bidder’s Information Form;
- Annex II-D: Recent References;
- Annex II-E: Technical Proposal;
- Annex II-F: Financial Offer;
- Annex III: Terms of Reference; and
- Annex IV: Terms and Conditions applicable to ILO Contracts.

Your Proposal must be received by the ILO no later than **[4:00 PM Khartoum time] on 15/ July/ 2021 04:00 PM**. Late bids shall be rejected.

You may submit a Proposal to the ILO provided that your organization is qualified, able and willing to deliver the goods, works and/or services specified in this RFP. Participation in this RFP indicates acceptance of the Terms and Conditions applicable to ILO Contracts provided in Annex IV. Failure to comply with the requirements of this RFP and its Annexes may render a Proposal ineligible for consideration.

You are kindly requested to acknowledge receipt of this RFP and to indicate whether or not you intend to submit a Proposal by completing and returning the form provided in Annex II-A.

We look forward to receiving your Proposal.

Yours sincerely,


Alexio Musindo
Country Office Director
ILO ADDIS ABABA





International Labour Office

ANNEX I

INSTRUCTIONS TO BIDDERS

Reference: RFP N° [ILO/CO ADDIS/RFP/2021/012]
Request for Proposal for the Provision of Start and Improve Your Business Training and Financial Education for PROSPECTS beneficiaries in West Kordofan and East Darfur

Abstract

This document outlines the requirements for presentation of a Proposal to be considered by the International Labour Office.

**INSTRUCTIONS TO BIDDERS**

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1. INTRODUCTION

1.1 General

These instructions are provided for general information for the preparation of the Proposal for procurement of provision of Start and Improve Your Business Training and Financial Education for PROSECTS beneficiaries in West Kordofan and East Darfur. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid concerned.

1.2 Eligible Bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates or an individual which have been engaged by the ILO to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods, works or services to be purchased under this Request for Proposal.

1.3 Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of the Bid. ILO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

1.4 RFP Schedule Summary

• RFP release date:	01/06/2021
• Site visit or bidders' conference (if applicable):	N/A
• Clarification questions, if any, related to this RFP must be submitted to addis_procurement@ilo.org by:	15/06/2021, COB
• ILO response to clarification questions by:	20/06/2021
• Proposals Receipt Deadline:	15/ 07 / 2021 04:00 PM Khartoum time
• Estimated Contract Signature Date:	15/08/201
• Estimated Contract Start Date:	15/08/2021

1.5 N/A Site Visit / Bidders' Conference N/A

1.6 Clarification Questions

A prospective Bidder requiring any clarification of the RFP documents may notify the ILO in writing. The ILO's response will be provided in writing to any request for clarification received by the deadline indicated in paragraph 1.4 above. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the RFP documents.

2. BIDDING CONDITIONS

2.1 Acknowledgment of Receipt

A prospective Bidder is requested to return promptly the Acknowledgement of Receipt form, provided in Annex II-A, duly completed and signed, even if it is not intending to submit a Proposal.

2.2 Number of Copies, Format and Signing of Proposal

The Bidder shall submit one original and two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall prevail. The Proposal shall be typed or written in indelible ink and shall be dated and signed by the Bidder i.e. by a person or persons duly authorized to bind the Bidder to the contract. The Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal.

2.3 Submission and Receipt of Proposals

It is the responsibility of Bidder to ensure that a Proposal is submitted to the ILO strictly in accordance with the stipulations in the solicitation documents.

Proposals **must be received on or before 15 July 2021 04:00 PM Khartoum time** . Proposals and modifications to Proposals received after the proposal receipt deadline will be rejected. Proposals must include all the documents requested in these Instructions to Bidders and shall be submitted by:

- **Registered Mail** (official postal service) to:
International Labour Office
***ILO Sudan office, Floor 3, PETRONAS Complex,
Nile Road, Khartoum
Sudan***
Or
- **Hand delivered** (including by courier services) directly to the above ILO address in return for a signed and dated receipt.

Proposals submitted by any other means will be rejected.

Proposals must be submitted using the double envelope system, i.e., the outer parcel containing two separate, sealed envelopes, one bearing the words "**Envelope A - Technical Proposal**" and the other "**Envelope B - Financial offer**".

Where there is any infringement of these instructions (e.g., envelopes are unsealed or references to prices are included in the Technical offer) the Proposal will be rejected.

The outer parcel should bear the following information:

- a) the address for submission of proposals indicated above;
- b) the reference to the RFP to which the Bidder is responding;
- c) the name and address of the Bidder to enable the Proposal to be returned unopened if it is declared to have been received "late".

The pages of each of the Technical and Financial Proposal must be numbered.
The inner package shall be sealed and shall bear the name of the Bidder and be marked as follows:

**RFP N° [ILO/CO ADDIS/RFP/2021/012]
Request for Proposal for the Provision of Start and Improve Your Business
Training and Financial Education for PROSPECTS beneficiaries in West
Kordofan and East Darfur
CONFIDENTIAL
DO NOT OPEN BEFORE
15/July/2021 at 04:00 PM Khartoum time**

In addition, the information below should appear on both sides of the inner envelope:

**CONFIDENTIAL
To be opened by the Evaluation Panel ONLY**

2.4 Official Language

The Proposal and all correspondence and documents related to the Proposal shall be written in the English language.

2.5 Correspondence

Any communication in connection with this RFP should be addressed in writing to the E-mail address mentioned in paragraph 1.4 above. All correspondence should quote the reference number of the RFP. Bidders are requested **not** to contact the ILO after the closing time, i.e. during the RFP assessment period.

2.6 No Consultation

A Bidder shall not:

- consult, communicate or agree with any other Bidder or competitor, with regard to price or any other matter related to the RFP for the purpose of restricting competition;
- disclose its price, directly or indirectly, to any other Bidder or competitor, except in the case of provision of standard public price lists;
- make any attempt to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.

If a Bidder is found to be in breach of any of these instructions, the ILO reserves the right to exclude the Bidder from the procedure and reject its proposal.

Nothing in this paragraph shall restrict the right of a Bidder to form a joint venture, a consortium, a partnership or an association for the purpose of submitting a joint Tender.

2.7 Contract Conditions

Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in these RFP documents.

By submitting a Proposal, the Bidder accepts in full and without restriction these instructions. It also accepts the Terms and Conditions of ILO Contracts (Annex IV) being relied on for this bidding procedure and resulting contract, irrespective of the provisions of the Bidder's own conditions of sale, which it hereby waives.

The ILO reserves the right to decline to consider without further comment any Proposal which does not accept the Terms and Conditions of ILO Contracts set out in Annex IV.



2.8 Work on ILO Premises

If the Bidder's personnel are required to work on ILO premises, they shall comply with the security and safety and health arrangements established by the ILO, including applicable provisions of local laws. Where applicable, the Bidder shall be responsible for obtaining valid entry visas and work permits for its employees or sub-contractors and contract commencement may be made subject to complying with these obligations. Failure to comply with such obligations may lead to suspension of payments under and cancellation of the contract.

2.9 Bid Currency

All prices shall be quoted in USD . If the Bid is submitted in a currency other than the Bid Currency, to facilitate evaluation and comparison, the ILO will convert all such prices in SDG at the official UN exchange rate applying on the last day for submission of Bids.

2.10 Incomplete Proposals

ILO may reject a Proposal that does not provide all the information requested which is necessary for assessment of the Proposal by the ILO.

2.11 Changes to Proposals

Changes or amendments to Proposals will only be accepted if they are received before the deadline for receipt of Proposals and shall be submitted in accordance with the instructions given above. The envelope shall be clearly marked as "Change(s) to Proposal".

2.12 No Material Change(s) in Circumstances

The Bidder shall inform the ILO of any change(s) of circumstances arising during the RFP process including, but not limited to:

- a change affecting any declaration, accreditation, license or approval;
- major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the Bidder or its major sub-contractors;
- a change to any information on which the ILO may rely in assessing Proposals.

2.13 RFP Document, Specifications, Drawings

The RFP Documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by the ILO, are issued solely for the purpose of enabling a Proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to Bidders shall remain the property of the ILO.

2.14 Sub-Contracting

Sub-contracting of work to be undertaken as a result of this ITB is permitted, ILO reserves the right to approve any sub-contractor that was not included in the RFP Submission Form and request a copy of the sub-contracting agreement between the Bidder and its sub-contractor(s).

2.15 Proposal Validity

The validity of a Proposal shall be six (6) months commencing from the time and date of the closure of Proposals stated in paragraph 2.3 above. The ILO reserves the right to



ANNEX I

request an extension of the period of validity of Proposals, and to modify or exclude any of the terms of this RFP, at its sole discretion.

2.16 Notification of Proposal Evaluation

The ILO will evaluate the Proposals based on the Bidders' responses to the requirements set out in the RFP documents. Each Bidder will be informed of the decision reached concerning the award of the contract.

2.17 Publicity

During the RFP process, a Bidder is not permitted to create any publicity in connection with the RFP.

3. CONTENT OF THE PROPOSAL

Each Proposal shall comprise the following documents:

3.1 Envelope A-Technical Proposal (Annex II-B, C, D, and E)

Bidders are requested to submit in **Envelope A-Technical Proposal** the following Forms, Annexes II-B to E.

All information must be provided as requested and all Forms must be completed for a Proposal to constitute a valid offer, which is a prerequisite for subsequent evaluation.

3.1.1 Administrative Requirements

a) Bidder's Declaration Form (Annex II-B) (also to be completed by any Bidding partners and/or associates)

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices. The key terms used in the Declaration at Annex II-B are defined as:

“Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another;

“Collusive practice” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

“Conflict of interest” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

“Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

b) Bidder's Information Form (Annex II-C)

The Bidder's Information Form explicitly indicates that the Bidder accepts in full and without restriction the Terms and Conditions applicable to ILO Contracts.

Each Bidder shall attach to this Annex the following mandatory documents:

- 1) Certificate(s) confirming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- 2) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
- 3) A copy of the last three financial statements of the Bidder, certified by independent auditors.

c) Recent References (Annex II-D)

Each Bidder must provide details of three contracts entered into during the past five years which are similar in nature to that which will arise from this RFP. The information in Annex II-D must include as a minimum:

- Client name, location and date of project;
- Description of goods provided and works or services performed;
- Contract value;
- Contact details for references.

d) Technical Proposal (Annex II-E)

- 1) The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III;
- 2) In preparing its Proposal, the Bidder shall review all RFP requirements, including any document referred to in the RFP documents, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
- 3) In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as CVs of key personnel which will deliver the goods, services or the works specified in this RFP.
- 4) The Bidder may also add any other document and information to demonstrate its technical and professional capacities and competencies to fulfill the requirements as specified in the Terms of Reference.

3.2 Envelope B-Financial Offer (Annex II-F)

Bidders are requested to submit their Financial Offer in a separate envelope (**Envelope B-Financial Offer**). The Financial Offer should be presented in the format provided in Annex II-F. The Bidder must also provide price breakdown information to support its Financial Offer.

All Financial Offers must be established and submitted net of any direct taxes or customs duties. As an international organisation, the ILO is exempt from all taxes and duties.

The ILO is not bound to accept the lowest priced offer from any Bidder, nor give any reason for rejecting a proposal.

4. EVALUATION OF PROPOSALS AND CONTRACT AWARD

4.1 Preliminary Evaluation

Prior to the detailed evaluation of each Proposal, the ILO will undertake a preliminary examination. Proposals will not be considered for further evaluation in cases where:

- a) They are incomplete (i.e. do not include all required documents as specified in Annex I, Instructions to Bidders, paragraph 3: Content of the Proposal);
- b) The Original Proposal is not signed by the duly authorized individual of the organization/company, as specified in Annex I, Instructions to Bidders, paragraph 2.2: Number of Copies, Format and Signing of Proposal;
- c) Technical and financial documents have not been submitted in separate sealed envelopes and/or pricing information is included in the Technical Proposal envelope, as specified in Annex I, Instructions to Bidders, paragraph 2.3: Submission and Receipt of Proposals;
- d) The validity period of the Proposal is not in accordance with the requirements of the RFP as specified in Annex I, Instructions to Bidders, paragraph 2.15: Proposal Validity.

4.2 Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an Evaluation Panel, to determine compliance with the requirements specified in the RFP.

A two-stage procedure will be utilized in evaluating the Proposals, with evaluation of each Technical Proposal being completed prior to any Financial Offer being opened and compared. Financial Offers will be opened only for Bidder submissions that meet or exceed the minimum technical score of sixty percent (60 percent) of the obtainable score during the evaluation of Technical Proposals. Where the assessment of a Technical Proposal results in the minimum specified score not being achieved, the corresponding Financial Offer will not be eligible for further consideration.

Each Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

During the second stage of the evaluation, the Financial Offers of all Bidders which have attained at least the minimum [sixty percent] (60%) score during the technical evaluation will be compared.

The proposals will be evaluated according to the criteria described below:

- (a) Depth and quality of response to the RFP;
- (b) Technical compliance with the Terms of Reference;
- (c) The qualifications and experience of proposed key personnel;
- (d) The proposed implementation and management plan;
- (e) The overall cost.

The process of evaluating the proposals will be based on the following percentage combination of Technical and Financial elements:

	Percentage
Technical Proposal	70%
Financial Offer	30%
Total	100%

4.3 Award of the Contract

The ILO will award the contract to the Proposal (Technical and Financial) which represents best value for money, i.e. achieving the highest overall score.

The ILO reserves the right to accept or reject any Proposal in whole or in part, to annul the solicitation process and reject all Proposals at any time prior to the issue of the purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the ILO's decision(s).

The award of the contract arising from this RFP will be made at the absolute discretion of the ILO. The ILO's decision to award the contract to a preferred Bidder is final and shall not be questioned by any Bidder.

The Contract or the benefit of the Contract shall not be assigned, sub-contracted or otherwise transferred by the successful Bidder in whole or in part, without ILO's prior written consent, to be given at its sole discretion.

4.4 Debriefing / Bid Protest Mechanism

The ILO is committed to ensure that all its bidding processes are conducted in a fair and transparent manner. A Bidder who participated in a formal ILO solicitation process and believes that he/she has been treated unjustly or unfairly, or who would simply like to receive clarifications on his/her unsuccessful proposal ("debriefing"), must submit a request by email to pcrt@ilo.org, within ten (10) business days after receiving the ILO notification of regret. PROCUREMENT will contact the Bidder upon receipt of his/her request and will invite him/her to a debriefing session.

Debriefing process

The purpose of the debriefing is to discuss the strengths and weaknesses of his/her proposal. If the Bidder believes he/she has been treated unjustly or unfairly this debriefing will hopefully shade lights on the rationale of the ILO decision. The ILO will not disclose any technical or financial information related to offers received by other Bidders who participated to the solicitation, nor the evaluation scores or other details from the tender process.

Debriefing will normally be conducted via teleconference by the Procurement Officer in charge of the relevant solicitation at an agreed time with the Bidder.

Should the Bidder not be satisfied with the clarifications provided during the debriefing, he/she may file a protest to the Chief, PROCUREMENT in the way described below.

Bid Protest

A Bidder who is not satisfied with the debriefing outcome, may lodge a protest to the ILO Chief, PROCUREMENT, by sending an email to bidprotest@ilo.org

The protest must be sent within ten (10) business days after the debriefing has taken place. The ILO will acknowledge receipt of the protest.

In his/her protest, the Bidder must provide the following information:

- 1) Its name, address, telephone number, fax number and email;
- 2) The solicitation number and title, the contracting office and the name of the officer who has been leading the tender process;
- 3) The date of debriefing; and
- 4) The reasons for the protest together with copy of any documentation in support of the allegations.



The Chief, PROCUREMENT will perform a receivability review of the protest to determine if it was timely and correctly submitted and complies with the requirements set out above. The Bidder will be notified whether the protest is receivable in writing within ten (10) business days after receipt of the protest. A decision rejecting the receivability of the protest is final and not subject to further appeal or recourse.

If the protest is deemed receivable, the ILO will conduct an inquiry to determine its merits. The Bidder will be notified of the ILO decision as soon as it is available. The decision on the merits of the protest is final and not subject to further appeal or recourse.

Allegations of Misconduct or Fraud

Allegations of misconduct or fraud must be addressed by the Bidder to the ILO Treasurer and Financial Comptroller TR/CF (email: TRCF@ilo.org) and to the ILO Chief, Internal Auditor Office (email: IAO@ilo.org). The allegations will be investigated in accordance with ILO's investigating procedures.



**FORMS TO BE COMPLETED
AND
TO BE SUBMITTED BY THE BIDDER**

- **ANNEX II-A:** Acknowledgement of Receipt
- **ANNEX II-B:** Bidder's Declaration Form
- **ANNEX II-C:** Bidder's Information Form
- **ANNEX II-D:** Recent References
- **ANNEX II-E:** Technical Proposal
- **ANNEX II-F:** Financial Offer



ACKNOWLEDGEMENT OF RECEIPT

To be returned to:

**PROSPECTS Project, ILO Sudan Office,
Third floor of PETRONAS Complex,
Nile Road, Khartoum,
Sudan**

Fax: N/A

E-mail: addis_procurement@ilo.org

Reference: **RFP N° [ILO/CO ADDIS/RFP/2021/012]**

Provision of Start and Improve Your Business Training and Financial Education for PROSPECTS Beneficiaries in West Kordofan and East Darfur

- WE ACKNOWLEDGE RECEIPT OF ALL TENDER DOCUMENTS FOR THE ABOVEMENTIONED RFP
(Note: In event of missing elements, contact the ILO Officer in Charge)
- WE INTEND TO SUBMIT A PROPOSAL
- WE WILL NOT BID FOR THE FOLLOWING REASONS:

.....
.....

Signature:

COMPANY STAMP

Name:

Position:

Tel/Fax:

E-mail:

Date:



BIDDER'S DECLARATION FORM

Certification to be submitted by a bidder in an ILO competitive bidding procedure

RFP N° [ILO/CO ADDIS/RFP/2021/012] - Provision of Start and Improve Your Business Training and Financial Education for PROSPECTS Beneficiaries in West Kordofan and East Darfur

Date: 01/06/ 2021

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

"coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

"collusive practice" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

"conflict of interest" is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

"corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

"fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

¹ The Consolidated List can be found at the website: <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.



International Labour Office

ANNEX II-B

Name and Position

Signature

Date

**BIDDER'S INFORMATION FORM**

I, the undersigned, by submitting this Proposal, hereby confirm that these instructions are accepted in full and without restriction, including the proposed ILO Contract being used for this bidding procedure and resulting contract.

1. SUBJECT	
Request for Proposal:	[ILO/CO ADDIS/RFP/2021/012]
Requirements:	Submission of Proposals for for-profit organisation: Provision of Start and Improve Your Business Training and Financial Education for PROSPECTS Beneficiaries in West Kordofan and East Darfur

2. BID SUBMITTED BY A SINGLE ECONOMIC OPERATOR	
Bidder:	[Insert Full Name of the entity submitting a bid]

3. BIDDER INFORMATION ¹	
Corporate Name:	
Legal Status:	
Authorised Capital:	
Headquarters Address:	
Place of Business Address:	
Telephone:	
Fax:	
Trade Registered N°:	
VAT N°:	
Date established:	
Permanent Workforce:	
Number of Secondary Offices:	
Names of Main Managerial Staff:	1) 2) 3)
Names and Job Positions of Person Authorized to represent the Company:	1) 2) 3)
Certification (if any):	
Accreditation (if any):	[Type and Validity]

Turnover, Net Income for the past Three Financial Years:				
[Currency]	Year 1 [i.e. 2011]	Year 2 [i.e. 2012]	Year 3 [i.e. 2013]	Average
Turnover				
Net Income (+/-)				
Comments				

¹ This information shall be provided by **each** member of the consortium and any subcontractor(s).



ANNEX II-C

4. SUMMARY OF WORK DISTRIBUTION

	Name	Scope of Work/Tasks/Sub-Tasks	% of the Proposal Price
[Bidder]			
[if applicable]			
[Sub-contractor]			
[Sub-contractor]			
[Sub-contractor]			

5. MANDATORY DOCUMENTS

As requested in Annex I, Instructions to Bidders, paragraph 3.1.1 b): Bidder's Information Form, the following documents are attached to this form:

- a) Certificate(s) conforming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- b) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
- c) A copy of the last three financial statements by the Bidder, certified by independent auditors.

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:



**RECENT REFERENCES
RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS**

Each Bidder will provide, in the sample table below, the reference information of up to three (3) projects carried out by it which are of a similar nature to that which will arise from this RFP. The information must include as a minimum:

- Client name, location, and date of execution;
- Description of project and specifically the work done by the Bidder in the project;
- The Contract value;
- Contact details for checking references.

	Client Name, Location, and Date of Execution	Description of the Project and the Work performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				



TECHNICAL PROPOSAL

TO BE RETURNED ON BIDDER'S LETTERHEAD

- i. The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III.
- ii. In preparing its Proposal the Bidder shall review all RFP requirements, including any document referred to in the RFP, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
- iii. In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as the CVs of key personnel which will contribute to the project.
- iv. The Bidder may also include in this Annex other documents and information to demonstrate its technical and professional capacities and competencies to fulfil the requirements of the Terms of Reference.



FINANCIAL OFFER

TO BE RETURNED ON BIDDER'S LETTERHEAD

Having examined this Request for Proposal including its Annexes, and having examined all conditions and factors which might in any way affect the cost or time of performance thereof, we, the undersigned, offer to execute and complete the Works or the Services, in accordance with the Terms and Conditions applicable to ILO Contracts for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in [Currency] (Excluding VAT)
1		
2		
3		
TOTAL		

Attached to this Annex is the proposed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFP shall be calculated on the basis of the rates below:

Position	Rate per day in [Currency]		
	Based at Contractor's Office	Based at ILO	Visiting ILO (<6 consecutive days)
[Insert Title]			
[Insert Title]			
[Insert Title]			
Comments			

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:

TERMS OF REFERENCE

Start date: 15.08.2021

End date: 30.12.2022

BACKGROUND AND INTRODUCTION

Sudan is host to a large population of refugees, asylum-seekers, internally displaced persons and migrants. It is also a country of origin for migrants and asylum-seekers because of conflict, insecurity and extreme poverty. Sudan hosts over 1.1 million registered refugees and asylum-seekers and some 1.86 million internally displaced people. The Government estimates that the actual number is as high as 2 million, with the added complexity of secondary migration from Sudan towards Europe as the country stands at the crossroads of the Horn of Africa's complex migration route. Approximately 78 per cent of all refugees in Sudan are women and children.

Moreover, Sudan is a lower-middle-income country with a gross domestic product (GDP) per capita income of about US\$441.5 in 2019 (down from \$US1500 in 2015) a total population of 39 million, with an average annual population growth rate of about 3 per cent. This high population growth rate has resulted in a relatively young population and a high proportion of the labour force being of a productive working age. According to the African Economic Outlook (2015), about 55% of the total population are between the ages of 15 and 64 years, and creating enough jobs for them is a major challenge. Moreover, about 66 per cent of the total population lives in rural areas with little access to quality education and health services. Thus, a large proportion of Sudanese suffer from illiteracy, poverty, unemployment, high mortality at birth and low life expectancy. These factors have resulted in Sudan being ranked very low in terms of human development indicators.

Since Sudan's independence in 1956 until the mid-1990s, private sector economic activities have largely been dominated by individuals rather than corporate entities. For example, in the traditional agricultural sub-sector, small-scale production activities are carried out by individuals on their own land using family members as labour. Moreover, many rural residents lack the necessary entrepreneurial skills to undertake these activities at a larger scale. Individual economic activities are also applicable to retail trading, where individuals own and run small shops buying different commodities all over Sudan's villages. The main problem associated with such individual economic activities is that they operate at very limited scale and employ primitive technologies that are characterised by low productivity.

Enterprise activities in Sudan exist in modern agriculture (mechanised 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. Until the late 1980s, the majority of firms were publicly owned. However, after the liberalisation and privatisation policies of the 1990s, the situation has started to change. The United Nations Industrial Development Organisation of 2013 has found that 96 per cent of industrial firms in Sudan are privately owned. Moreover, the enterprise sector as a whole 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

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developed and developing countries throughout the globe have recognized the importance of entrepreneurship, exerted efforts and allocated much resources for this sector.

As part of this effort, The Partnership for Improving Prospects for Forcibly Displaced Persons and Host Communities (PROSPECTS), that is funded by the Government of the Netherlands, brings together four agencies (IFC, ILO, UNHCR, and UNICEF) to devise collaborative and innovative approaches for inclusive job creation and education in contexts characterized by forced displacement, the technical assistance interventions under operational pillars: Pillar 1: Education and Learning; Pillar 2: Employment with Dignity, and; Pillar 3: Protection and Inclusion

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 East Darfur and West Kordofan. 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.

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

The PROSPECTS project team is seeking a Private Company Service Provider that is able to build knowledge, skills and competencies in entrepreneurship as well as improving financial literacy for communities at the targeted states; as is further detailed in the key deliverables section below. This is to be achieved by delivering SIYB training and implementation modalities (including mentorship) as well as Get Ahead and Financial Education training packages for the different targeted groups in Assalaya and Nimir in East Darfur and Kharasana and Meiram in West Kordofan

This overall objective is divided into three parts as follows: pre-training, during-training and post-training objectives. Further breakdown of deliverables is detailed in the Key Deliverables section.

PART A: Pre-training objectives

- To finalise all preparations needed to deliver the training at the states level (including logistical preparations). This includes discussion and proper engagement with partner agencies and the Local Economic Development Committees (LEDCs) to agree on the selection criteria, select beneficiaries and trainers, prepare sessions plan and conduct the pre-training assessments.

PART B: During-training objectives

- Conduct the theoretical and practical aspects of the training detailed in Start and Improve Your Business, Get Ahead and Financial Education training manuals and SIYB's implementation modalities (including the market experience and mentorship services) to a total of 1,990 individuals (targeting 50% men, 50% women and 50% Host Community members, 50% Forcibly Displaced individuals) divided



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between the four targeted localities of Assalaya and Nimir in East Darfur and Kharasana and Meiram in West Kordofan. The specifics of the training scope is detailed in table 1 below:

- a) Targeted Group: Beneficiaries of UNICEF Joint Training | No. of trainees: 240 | Training packages: Start Your Business, Implementation modalities and Financial Education | Training length: 3 weeks per batch
- b) Targeted Group: Youth | No. of trainees: 200 | Training packages: Generate Your Business Idea, Start Your Business and Implementation modalities | Training length: 4 weeks per batch
- c) Targeted Group: Cooperative training participants (light touch) | No. of trainees: 80 | Training packages: Selected modules from Start Your Business | Training length: 2 weeks per batch
- d) Targeted Group: Skills training participants (light touch) | No. of trainees: 40 | Training packages: Selected modules from Start Your Business | Training length: 2 weeks per batch
- e) Targeted Group: Micro-business owners or micro-traders | No. of trainees: 100 | Training packages: Selected modules from Start Your Business and Implementation modalities | Training length: 2 weeks per batch
- f) Targeted Group: Female Household Heads | No. of trainees: 30 | Training packages: Get Ahead and Implementation Modalities | Training length: 4 weeks per batch
- g) Targeted Group: Women and Men household heads | No. of trainees: 300 | Training packages: Generate Your Business Idea, Start Your Business and Implementation modalities | Training length: 4 weeks per batch
- h) Targeted Group: Women and Men household heads | No. of trainees: 1000 | Training packages: PROSPECTS Financial Education training tool | Training length: 3 days per batch

- Ensure beneficiaries produce realistic micro-enterprise models and or “business plans” to facilitate selecting start up kits, provide advice on relevance to products available in the local market and administer disbursing these to the beneficiaries ;
- Seek to establish/develop and build the capacity of one or two local agencies (government, non-governmental or for-profit) to sustainably provide Micro-Enterprise Development Services per locality; each to be institutionalised within the state to provide training, mentorship (including designing/circulating a mentorship guide), support in establishing saving groups and networking opportunities.

PART C: Post-training objectives

- Finalize all closure-relevant activities including post-tests and end of training assessments;
- Provide 3 months mentorship services for graduates as well as establishing and managing saving groups. This ideally to be delivered through local providers of Micro-Enterprise Development Services (MEDS) at each state, which is envisaged to build the MEDS providers’ capacity in providing the service through learning by doing;
- Track beneficiaries’ development and/or success concerning the following indicator: Number and percentage of project beneficiaries employed, self-employed or micro-enterprise owners, within 6



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months after graduation. This to be achieved through either follow-up visits, phone calls, or online tracking / surveying software;

- Submit a training completion report that reports against ILO indicators mutually agreed indicators with ILO including but not limited to increase in employment opportunities, business growth in terms of income and profits.

KEY DELIVERABLES

PART A: Pre-training deliverables

This is expected to be delivered during 6 weeks after signing the contract, (15, August - 12, September 2021).

1. Prepare session plans for all training packages detailed in Table 1 below (including SIYB implementation modalities) following the ILO's methodology for each training package, submit that to the ILO's project team, incorporate feedback and finalize;
2. Select trainers (for each training package) that will conduct the training at locality level and coordinate with ILO to ensure all of them actively participate in ILO's Training of Trainers;
3. Ensure timely delivery of training at the locality level taking into consideration the rainy season, COVID 19 preventive measures, the size of scope to be delivered and the proposed timeframe by this ToR (detailed above in table 1, Part B of Overall Objectives);

IMPORTANT NOTE: For Financial Education the trainers will be selected from Micro Finance Institutions (MFI) that have presence in the targeted localities or in nearby localities. Hence, they will be downstream partners of the selected Service Provider that will deliver the scope of this ToR. Therefore, the MFI trainers' selection, logistical preparations, performance management and payment is to be administered and supervised by the selected service provider whom will report to ILO on behalf of their downstream partner/s.

4. In close collaboration with ILO's project team; design, propose and arrange meetings with partner agencies and the Local Economic Development Committees (LEDC) to agree on the selection criteria and beneficiaries' data management procedures to ensure clean-data (i.e. duplication are kept to the minimum, beneficiaries have unique ID numbers, tables are well designed, no required fields kept empty, no typos, data is easy to retrieve/search, etc.). The proposal to be submitted to the ILO to incorporate feedback and finalize;
5. This to be followed by actual selection of beneficiaries in preparation and establishing for training delivery;
6. Keep ILO informed on progress of logistical preparations at the state level and timely report operational issues that might pose delivery risks;
7. In close consultation with the ILO team, conduct rapid mapping at the locality level to select one or two local providers of Micro-Enterprise Development Services and build their capacity to provide entrepreneurship training and mentoring services as well as advise on establishing saving groups;
8. Design pre- and post-training surveys that capture beneficiaries' prior training knowledge, skills and attitudes on the topics delivered during the enterprise training and also on social cohesion including learning with members of a different group, and their current main livelihood and expressed interest

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and commitment in being a member of a saving group. This survey to be submitted to the ILO's project team to incorporate feedback and finalize.

PART B: During-training deliverables

This is expected to be delivered during 46 weeks after signing off the contract (12 September 2021- 13 September 2022).

1. Administer filling and data inputting of the baseline survey as well as pre-tests. This is to be analysed and reported against in the quarterly report;
2. Conduct training at the locality level for a total of 1,990 individuals at Assalaya and Nimir in East Darfur and Meiram and Kharasana in West of Kordofan. The training is to promote entrepreneurship and financial education utilising the ILO's training packages as detailed in table 1 above;

IMPORTANT NOTE: The training provision is to ensure daily attendance is higher than 90% and that beneficiaries produce a tangible outcome of market-informed micro-enterprise models and or "business plans" (to be simplified for illiterate beneficiaries). This is expected to facilitate the design and procurement of tailored start up kits.

3. Disburse start up kits to beneficiaries who have attendance rate above than 90% and post test result of 60% or above;
4. Provide bi-weekly updates through frequent Project Management Meetings between ILO team and the management of the Service Provider and submit monthly reports on progress of delivery, spending, risks, issues and opportunities for improved quality of delivery.

Part C: Post-training deliverables

This is expected to be delivered during 52 weeks after signing off the contract (13 September - 30 December 2022).

1. Administer filling post-test for each batch and report on that in the subsequent monthly report;
2. Administer filling the end line/ tracking surveys (this to be done 6 months after completion of each training batch);
3. Provide mentorship services as the selected Entrepreneurship Development Service Provider for 3 months after the graduation of each beneficiary training batch. Preferably in collaboration with the previously selected local provider of Micro-Enterprise Development Services (Part A, point 7);
4. Final report: to elaborately report on delivery of all outputs detailed in the key deliverables section above and to comprehensively shed light on achievements, challenges and lessons learned as well as disbursing the graduation kit and outcome of end line survey and detailed spending to-date as agreed with the ILO.

REPORTING LINES

The selected Service Provider (registered as Private Company) will work under the direct supervision of the PROSPECTS team in Sudan. This includes regular planning and progress meetings, joint discussions and agreement on best approaches and regular progress reports. The Arabic version of



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SIYB, Get Ahead and Financial Education training packages provide the learning material and tools to execute the training to beneficiaries.

SUBMISSION (Please also review the selection criteria section below)

The interested Service Providers (private companies only) should submit in two separate envelope, a technical, financial proposal and evidence of proven technical expertise and institutional and financial capacity no later than 15 July 2021, 4:00 PM Khartoum local time.

1. The technical proposal should lay out, in detail, the comparative advantage of the organization in implementing the aforementioned deliverable and include at a minimum:

a) A detailed work plan that elaborates the training cycle for each batch including the provision of mentorship services;

b) A staffing plan detailing required number and distribution of staff and trainers to conduct the training and training requirements of staff themselves, including for training that could be provided by the ILO.

c) An implementation modality, i.e. how the organization intends to realize training at state level including frequent travel, equipment needs, risk analysis, and contingency plans.

2. The financial proposal is to include sufficient breakdown on spending items. It should also explicitly indicate the sub total budget of delivering Part A, B and C separately and breakdown by unit (i.e. trained individual). The financial offer is to be provided in USD

Both the technical and financial proposals should reflect planning to mitigate against issues relevant to the rainy season and security challenges as well as adherence with COVID 19 preventive measures.

3. The organisation should also submit; a) evidence of proven technical expertise (including: a list of projects delivered to date, experience and CVs of senior staff and providing contact information of references); and b) Institutional and financial capacity to carry out the programme/project activities and manage funds (including: the organogram, internal controls and risk management approach, ethics and

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code of conduct, monitoring and evaluation and results management, availability of asset registers, a recent financial audit report and the Value for Money approach.

Note: For organizations without an office in both target states, the proposal should further clarify how they intend to bridge distances between target localities.

All interested organizations can send questions to: addis_procurement@ilo.org until 15 June 2021. Questions will be answered and shared with the interested organizations by Close of Business on 20 June 2021.

Please note that the ILO will not consider incomplete submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available for the public.

PAYMENT SCHEDULE

- 1st payment will be 30% of the total budget and to be disbursed after the contract is signed and an inception report is submitted;
- 2nd payment will be 20% of the total budget and will be disbursed on completion and submission of Part A deliverables;
- 3rd payment will be 30% of the budget which is to be disbursed upon satisfactory progress on deliverables under Part B; and
- 4th payment of 20% is to be disbursed upon the submission of deliverables under Part C.

SELECTION CRITERIA

The selected Private Company Service Provider will have a mix of expertise and qualifications in the focus areas related to this ToR. Evaluation of the suitability of the Private Company Service Provider to work on this assignment will be made against the following selection criteria:

- 1 -The Technical Proposal contains a workplan that provides adequate time to undertake all pre-training, training, and post-training related deliverables (30 point).
- 2 - The Technical Proposal submitted includes a clear indication of the comparative advantage of the organization and staffing plan (10 points).
- 3 - Technical Offers contains a list of projects delivered to date as well as reporting the experience and CVs of senior staff including contact and reference information that helps to provide evidence that the proposed Private Company Service Provider possesses the technical expertise required to implement the workplan developed to deliver the scope work required and reported in the ToR (20 points).
- 4 - Technical Offer includes requested supporting documents: organogram, internal control measures, approach to risk management, relevant ethics/conduct protocols and the latest financial audit to demonstrate the financial capacity of the proposed Service Provider to undertake the requested service provision identified in the ToR (20 points).
- 5 - The proposal clearly indicates how the Service Provider intends to bridge the distance between target localities if they don't have an office in both target states (20 points).

Please note that the Minimum Acceptable Score for the Proposal to be financially reviewed is 60 points.



International Labour Office

ANNEX IV

**TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS
FOR SERVICES**

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf