

► Terms of Reference

Service Contractor to deliver Capacity Building Training to State Labour Departments and Local Economic Development Committees in East Darfur and West Kordofan

RfQ No. ILO/CO ADDIS/RFQ/2022/077

Start Date: 01/07/2022

End Date: 30/05/2023

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. The country also hosts over 1.1 million registered refugees and asylum-seekers and some 1.86 million internally displaced people. This protracted displacement is coupled by continuous growth of humanitarian needs across the country; 13.4 million people (29 per cent of the population) are expected to need humanitarian assistance throughout 2021. This is more than 4.1 million people compared to 2020; an increase of 44 per cent in one year. Overall, the number of people in need in 2021 is the highest reported in the past decade (OCHA, 2021).

The economic crisis, exacerbated by COVID-19, resulted in record-high numbers of the population falling into extremely vulnerability. The COVID-19 containment measures significantly affected commodity movements, the function of markets, cross-border trade, and compromised livelihoods and daily labour opportunities. Complicating matters further, was the impact that environmental changes, soil fertility depletion, and rainfall variability has had for millions of rural farmers whose livelihoods are dependent on rain-fed agriculture.

In developing strategies and implementing programmes to face these complex challenges -including generating employment -locally-driven development strategies are becoming more relevant to counteract growing economic disparities among regions, cities and localities. Locally driven strategies have the potential to facilitate linkages between different technical areas in the employment and labour market fields and are a flexible approach with multiple entry points (for example, capacity building, skills development, collective action, social protection, micro-finance, labour rights, safe conditions at work, elimination of child labour, etc). However, to be effective they should be tailored to the specific needs and resources of each community, locality, state and/or region.

In response to this context, 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 are being implemented under three operational pillars: Pillar 1: Education and Learning; Pillar 2: Employment with Dignity, and Pillar 3: Protection and Inclusion.

Under Pillar 2, the ILO is laying the groundwork for employment with dignity, by working to strengthen economic and organizational structures, improving local labour market governance, and developing locally driven development strategies through the establishment of Local Economic Development Committees (LEDCs). These committees include members representing forcibly displaced persons (FDPs), host communities (HC), government counterparts and has a fair representation of women and youth and people with disabilities. These LEDCs will work closely with the project team in the selection of beneficiaries for livelihoods interventions as well as in activity planning decision-making, and monitoring and evaluation of activities, and the coordination of the Partnership on the ground.

OVERALL OBJECTIVES

The objective of this activity is to build the capacity of state-level Labour Departments and LEDCs in East Darfur and West Kordofan to improve/establish an inclusive system of governing economic opportunities/labour markets through the identification of local commercial opportunities and the provision of important avenues for sustainable employment creation at the locality level (MACP Outcome 2.1). This will be achieved through a five (5) day training for State Labour Department and LEDCs in East Darfur and West Kordofan. The training will be delivered in three locations which are: Ed-Dain (East Darfur), Keilak or Kharasana and El Meiram (West Kordofan).

This is to be delivered, through continued consultations with PROSPECTS project team and HQ Specialists and using a results-based approach. Further breakdown of deliverables is detailed in the Key Deliverables section.

KEY DELIVERABLES

PART A: Pre-training deliverables (This to be delivered in 4 weeks from signing the contract: 1-30 July 2022)

- Trainers working for the Service Contractor are identified to participate in Training of Trainers conducted by ILO HQ Specialists on Local labour market governance, identification of local economic opportunities and developing inclusive programmatic content. The topics covered would include the following among others: Inclusive (Do No Harm) modalities for beneficiary selection; Monitoring and Evaluation systems; and Labour Market governance and reducing decent work deficits (e.g. requirements for work permits, elimination of child and semi-bonded labour, need for written agreements between 'employers' and workers, safe working conditions, etc.). The ToT will take place in Khartoum, Sudan. (Deliverable: minimum 15 qualified trainers identified, and their CVs are shared).
- Design an integrated training package on the above topics that builds the capacity/provide basic knowledge and understanding for targeted State Labour Department personnel and for representatives from the three (3) Local Economic Development Committees in the two targeted states. The estimated number of participants for each training is twenty-five (25) members (total number of expected training participants is seventy-five (75)).

Note: The training material is to be shared with PROSPECTS team and any proposed changes to be reflected in the final version of training material (Deliverable: approved training material).

- Undertake all logistical preparations to ensure that the training is conducted within a conducive learning environment and make arrangements for all necessary travel, accommodation, conference and catering services and participants transport cost/allowances are secured (Deliverable: agreement with conference and accommodation facility).
- In coordination with the PROSPECTS-Sudan programme team, communicate/invite the State Labour Department and LEDCs members and administer all relevant ILO administrative processes and commitments (Deliverable: list of participants from State Labour Department and LEDCs).
- Develop pre- and post-training tests that measure improved understanding on the topics outlined above (Deliverable: final pre and post test template).

PART B: During-training deliverables (This to be delivered in 8 weeks after deliverable A is cleared by the Programme Manager: 1 Aug- 30 Sep 2022)

- Deliver a 5-day integrated training package for a total of seventy-five (75) participants comprising representatives from the State Labour Departments and LEDCs (25 member per location) from each of the localities (Ed Daein in East Darfur and Keilak and Muglad-Abyei in West Kordofan).
- Administer filling the pre and post-training tests for each State Labour Department and LEDCs.
- Administer fulfilling ILO logistics and administrative procedures, participants accommodation, transport cost and allowances, etc.
- Support Labour Departments and LEDC to develop Action Plans to apply Inclusive selection modalities; Monitoring and Evaluation; and Labour Market governance to reduce decent work deficits into their field level work;
- Conduct and analyse the pre and post-training surveys and present those findings in the final report to the ILO; including a contact list of trained LEDCs members;
- Submit a final implementation report, detailing relevant information (e.g. number of training participants, training content, discussion outcomes, logistical challenges faced and any lessons learned).

Part C: Post-training deliverables (This to be conducted 6 months post the training from 1 Oct to 30 May 2023)

Submit an assessment on government counterparts efforts to expand the use of ILO modalities around: Local labour market governance, identification of local economic opportunities and developing inclusive programmatic content. The topics covered would include the following among others: Inclusive (Do No Harm) modalities for beneficiary selection; Monitoring

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and Evaluation systems; and Labour Market governance and reducing decent work deficits (e.g. requirements for work permits, elimination of child and semi-bonded labour, need for written agreements between 'employers' and workers, safe working conditions, etc.).

REPORTING LINES

The selected implementing partner 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 reporting.

SUBMISSION

The interested service provider should submit a technical, financial proposal and evidence of proven technical expertise and institutional and financial capacity no later than 15 May 2022, 4pm [CAT].

1. The financial proposal is to include the following breakdown: the sub total budget of delivering Part A, B and C separately and breakdown by unit (i.e. trained individual). The financial offer should be submitted in USD. It should include all envisaged travel, accommodation and security related costs of a minimum of 50% of training participants from targeted locality to state capital.
2. 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 detailed work plan for the implementation cycle taking into account the challenges of delivering in the rainy season;
 - A training plan proposing a combination of aforementioned trainings and duration of each component; and
 - A staffing plan detailing required number, resumes and distribution of staff and trainers to lead and conduct the training.

Both the technical and financial proposals should reflect planning to mitigate against issues relevant to the rainy season and security challenges, particularly in East Darfur.

3. The organisation should also submit; a) evidence of proven expertise (including: a list of similar type training delivered to date, experience and CVs of senior staff/trainers and provide contact information of references); and b) Institutional and financial capacity to independently carry out the programme/project activities and manage funds (for instance, the organogram, monitoring and evaluation and a recent financial audit report).

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 organization can send questions to (ADDIS_PROCUREMENT@ilo.org>) until 15 May 2022, 4pm [CAT]. Questions will be answered and shared with the interested organizations by Close of Business on 25 April 2022.

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 20% of the total budget and to be disbursed once the contract is signed and an inception report is submitted.
- 2nd payment will be 30% of the total budget and will be disbursed on completion and submission of Part A deliverables;
- 3rd payment will be 30% of the budget to be disbursed upon the completion of training at the three targeted locations; and
- 4th payment of 20% is to be disbursed upon the completion of training to the third LEDC and the submission of all 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).

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3. Technical Offers contains a list of training 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, 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.