

TOR for Technical Expert for WP4

(Support to design, development and implementation of Coaching and Tutorial-based career guidance activities on site)

Project title:	GREEN-skills for a sustainable Development
Contract no.:	B_A.3.1_0048_GREENLAND
Service:	Technical Expert for “Support to design, development and implementation of Coaching and Tutorial-based career guidance activities on site (WP 4)
Location of the assignment (Target areas):	Alexandria & Al Buhayrah, Egypt
Duration of the implementation:	20 th October 2021 till 15 th January, 2022
Project Overall objective:	A.3 - Promotion of social inclusion and fight against poverty (Promote economic and social development) A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills
Project Specific objectives:	SO1 is to increase employability of NEETs (up to 30 years old) and women (all ages) by providing these target groups with marketable skills and qualifications to prepare them for skill-based occupations, piloted within Green and Circular Economy (GaCE) sectors, and reduce skill mismatches. SO2 is to promote connections between TVETs, Public institutions (i.e. Labour agencies and RLAs), Social inclusion actors and SMEs operating in the GaCE sectors with the final aim of increasing the number of networks and actions supporting women and youth employment and fostering Policy innovations. SO3 is to provide innovative approaches to activities such as skills assessment, data profiling, training, coaching, tutorial-based career guidance with e-tools and colloquia on site that will improve access to job-placement and TVET programs targeting NEETs and Women interested in the GaCE sectors
Tender objectives	This invitation to tender to individuals hereon referred to as the tenderers, to apply for Technical Expert for WP 4 (Support to design, development and implementation of Coaching and Tutorial-based career guidance activities on site) to the AASTMT as a partner of the project GREEN-skills for a sustainable Development, following the templates and procedures established
<p>1. The services provided by the service provider should include the following which reflect the financial offer:</p> <ul style="list-style-type: none"> • Support to design, development and implementation of Coaching and Tutorial-based career guidance activities on site 	

- Support to the design of 14 GaCE LabSkills based on collected Data (A 3.1.3)
- Support to approach local businesses from the selected sectors to identify mentors who will be involved in the courses design and implementation (on line and on site).
- Mapping and select the right mentors.
- Determine sectors of potential growth capable of absorbing new trainees
- Support to design the e- platform contents (e.g. e-lectures, attachments, slides) on GaCE sectors and e-services (e.g. digital classes) on employment issues together with the e- courses modules

2. Deliverables

Supervising the following tasks and activities:

- Coaching and Tutorial-based career guidance activities Report
- Draft of the design of 14 GaCE LabSkills (at least 2 LabSkills) based on collected Data (A 3.1.3)
- List of identified mentors who will be involved in the courses design and implementation (on line and on site).
- Mapping and select the right mentors.
- List of sectors of potential growth capable of absorbing new trainees
- List and contents of e- platform contents

3. Experience / selection and award criteria

- At least 5 years of general professional experience in community development, NEETs and capacity building programs
- At least 5 years of proven experience in working on Coaching and Mentoring
- At least 5 years of experience with EU projects.
- Proven experience with SMEs & Private sector in Agro-Food, Green & Energy sectors
- Excellent knowledge of English.

4. Contract management

The Selected applicant will work closely with the project manager and the technical committee in a participatory working approach in order to achieve qualitative results

5. Commencement date & Period of execution

- 20th of October 2021.

6. Remuneration

1. The payment will be pegged on deliverables
2. The payment will be on installments according to deliverables or in advance, in case, local workshops organization
3. The service provider should submit a payment request/invoice

The technical offer should contain the following documents:

- CV/ Profile and Past performance and proven track records professional experience.

The financial offer should contain the following template

- The financial offer should not include any tax
- Note: The project is exempted from sales tax or any other taxes.

General requirements that should be followed /Application Process

- The service provider shall comply with terms and conditions of this tender which is integral part of this tender and all are complementary to each other
- The offer should be sent with referring to the name of the project "GREEN-skills for a sustainable Development
- The documents of technical and financial offers should be signed
- To be the start of the contract within one day of approval on offer
- Any inquiries regarding the tender you can contact Dr. Mohamed Youssef (Project Manager), mohamed.youssef@aast.edu
- The contract authority has the right to reject any tender that doesn't contain the required data in mentioned in this tender.
- The validity period of the tender is 3 months from date of opening of technical offer and the contract authority has the right to request an extension of tender if needed.
- All conditions are obligatory and in case of any violation of conditions the offer will be excluded.
- Communications are an integral part of terms of agreement
- The offer should be submitted in two separated sealed envelopes (financial-technical) signed and the outer envelope must bear the Contract number and the title of the project, together with the full name and address of the applicant, and the words "Not to be opened before the opening session"
- Offers must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below: **Arab Academy for Science, Technology and Maritime Transport, Miami, First floor, Main building, Alexandria branch in name Dr. Mohamed Youssef Omar**
- **Last date for submitting offers on 14th October 2021 at 12 pm. No offer will be accepted after the due date.**

Operational language

All written communications for this tender procedure, offers and contract must be in English.