

## TOR for WP 4

### Implementation of Training Courses

<b>Project title:</b>	GREEN-skills for a sustainable Development
<b>Contract no.:</b>	B_A.3.1_0048_GREENLAND
<b>Service:</b>	Implementation of Training programs
<b>Location of the assignment (Target areas):</b>	Alexandria & Al Buhayrah, Egypt
<b>Duration of the implementation:</b>	<b>(Five months from date of contract)</b>
<b>Project Overall objective:</b>	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
<b>Project Specific objectives:</b>	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
<b>Tender objectives</b>	This invitation to tender to apply for Implementation of Training programs to <b>420 trainees</b>
<b>1. The services provided by the service provider should include the following which reflect the financial offer:</b>	<ul style="list-style-type: none"> <li>• Revise and check the training courses based on the results of the emerging needs analysis (WP3)</li> <li>• Training 420 NEETs and women on e-platform (soft and employment skills) and e-services (18 days) (e.g. digital classes) on employment issues in addition to the e-courses created on e-platform</li> <li>• Design the circular economy training model</li> </ul>



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- According to some selection criteria (i.e. scores reported on the e-Portfolio, and other criteria proposed by a PPs Committee), elaborating & implementing an on-site Labskills training for 120 NEETs and Women (**7 days**)
- Design, development and implementation of Coaching and Tutorial-based career guidance activities on site. 300 NEETs and women - who are NOT SELECTED for the Labskills on site - will be allowed to access to these activities.
- Support to employ 30 NEETs

## 2. Deliverables

- Training of 420 NEETs and women on e-platform contents (soft and employment skills) and e-services (18 days) (e.g. digital classes) on employment issues
- Training of 120 NEETs and Women on Labskills on site 7 days, (Training report included: Attendance form, photos for the training, Certificate, Trainees Satisfaction form)
- Coaching and Tutorial-based career guidance Guide.
- Circular economy training model

## 3. Experience / selection and award criteria

Criteria	Points
• At least 2-3 years of general professional experience in community development, NEETs and capacity building programs.	10
• At least 2-3 years of proven experience in designing and implementing training online and on-site (Agro-Food Sector).	20
• At least 2-3 years of experience with EU projects.	10
• Proven experience in similar projects in Egypt (mainly Alexandria & Al Buhayrah Governorates).	20
• At least 2-3 years of proven experience in carrying out training for employment (Agro-Food Sector).	20
• Proven experience in e-training.	20

## 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

Assumed start of assignment **1<sup>st</sup> November 2022**

## 6. Remuneration

- The payment will be in installments according to deliverables within the advance payment,
- The service provider should submit a payment request/invoice

## The technical offer should contain the following documents:

Profile and Past performance and proven track records professional experience.

## General requirements that should be followed /Application Process

1. 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
2. The offer should be sent with referring to the name of the project "GREEN-skills for a sustainable Development



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3. The documents of technical and financial offers should be signed
4. To be the start of the contract within one day of approval on offer
5. Any inquiries regarding the tender, you can contact
  - Dr. Mohamed Youssef (Project Manager), [mohamed.youssef@aast.edu](mailto:mohamed.youssef@aast.edu)
  - Dr. Hossam Omara (Lead Buyer, Procurement Services), [hossam.kamal@aast.edu](mailto:hossam.kamal@aast.edu)
6. The contract authority has the right to reject any tender that doesn't contain the required data in mentioned in this tender.
7. 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.
8. All conditions are obligatory and in case of any violation of conditions the offer will be excluded.
9. Communications are an integral part of terms of agreement
10. 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"
11. 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:

**P. O. Box 1029 – Miami – Alexandria – Egypt**  
**Arab Academy for Science, Technology and Maritime Transport,**  
**Attention to: Head of Procurement & Logistics Services**
12. Last date for submitting offers on **26<sup>th</sup> October 2022 at 12 pm**. No offer will be accepted after the due date.
13. Operational language

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