

Tender Documents

for

Vocational Skills Development Projects for Youth and Young Mothers in Morogoro and Iringa

April 2025

The Tender Document Package for SET Training Project tendering comprises:

 **Reference: 2025-2 Proposal RFP+TOR**

 **Reference: 2025-2 Evaluation Matrix**

 **Template: 2025-2 Proposal Document [A]_Our Organisation**

 **Template: 2025-2 Proposal Document [B]_Our Technical Proposal**

 **Template: 2025-2 Proposal Document (C)_Our Budget Proposal**

This Tender Process Outline explains what the Request for Proposals is all about, and then how to make a bid proposal using the guided templates provided. The templates are designed to help you make a complete proposal, containing the information needed to show why you are the best organisation to do the job, and how you plan to achieve the objectives.

You will read this outline and then proceed to complete the three Proposal Documents above using the templates provided.

After the submission deadline, the SET project will evaluate the bids using the Tender Evaluation Matrix attached.

Request for Proposals & Terms of Reference

1	Tender Reference	2025-2
2	Title of Tender Project	Vocational Skills Training Development Projects for Youth and Young Mothers in Morogoro and Iringa regions
3	Brief Summary of Tender Aims	This RFP invites proposals for projects delivering short-term non-formal vocational skills development for youth and young mothers in Morogoro and Iringa. Areas of interest include agricultural skills and other related income generating skills.
4	Expected Project Duration	June 2025 to December 2025 (maximum 6 months)

1 What is the SET project?

Skills for Employment Tanzania (SET) is a Swiss Agency for Development and Cooperation (SDC) funded project in Tanzania. Implemented by Swisscontact in collaboration with the MoEST, it aims to enhance employment opportunities for youth¹, young women and young mothers² (age between 15-24) through improving vocational skills development (VSD) in Tanzania.

2 What is this Request for Proposals about?

2.1 What kind of proposals are we looking for?

SET project is looking for training concepts, backed by a proposal for how to implement the concept, for innovative projects that develop skills in agriculture and related value chains, with consideration of climate-smart practices. Projects should address the local

¹ **Youth:** refers to women or men of age between 15-24, who are unemployed or self-employed, earning TZS. 150,000 or less per month, which is equivalent to approx. 2 US dollars per day.

² **Young mothers:** refers to unemployed or self-employed single or divorced/separated/widowed women of the age 15-24, earning TZS.150,000 or less per month and who have given birth to their first child when below 19 years of age, or dropped out of school and are still actively parenting the child.

needs of youths and young mothers in Iringa and Morogoro, propose practical solutions, and have the potential to scale.

Therefore, we encourage concepts that are innovative, demand driven and can generate sustainable income for youths in the proposed locations.

With regard to young mothers, the scope of possible training concepts can be for agricultural enterprises as well as be extended to cover non-agricultural activities such as Tailoring, Beading, Weaving, etc., as long as they are suitable, opportunity-driven and can generate income for them.

‘Agriculture’ refers to, for example, farming, animal husbandry, beekeeping, fish-farming, etc. **Note:** these are some common areas, but we are looking for all agriculture and green skills-related activities which may lead to income generation for the trained youth and young mothers. **Feasible, creative ideas are welcome.**

After training, it is expected that income-generation may arise from establishing a livelihood³, self-employment or finding wage employment. The training programme will also include after training support to help graduates achieve a livelihood or self-employment eventually.

Your proposal should explain your concept and make a strong case for why the skills are needed in the target area(s) (demand-driven). **Preference will be given to submissions that clearly outline how your non-formal VSD will foster long-term viability and resilience, ensuring the proposed activities contribute to lasting positive outcomes.**

2.2 From Concept to Implementation

The ‘concept’ is simply an idea of what kind of training would have a very good chance of leading to successful livelihoods, self-employment, or employment in the Morogoro and Iringa region. But the concept is not enough on its own. It should also be backed up by some clear ideas as to how it can be turned into a successful training programme. For this, you should;

- ♦ Concisely explain your idea/concept.
- ♦ Describe how you will find strongly motivated youth (of the target group). The greater the motivation of the trainees selected, the more likely the targets will be met.

³ The term ‘livelihood’ is also used in this document because it refers to the means of obtaining some income even if there is no formal or continuing arrangement, which self-employment can imply. If it occurs on its own, it should also be understood as including self-employment.

- ♦ Set some initial targets relating to how many of the graduate trainees can be expected to set up a successful livelihood or find employment.
- ♦ Propose what the training duration should be, the number of trainees to be trained at any one time, and the training approach.
- ♦ Outline the content to be trained in, the materials, equipment, and consumables needed for the training, who will do the training, and the training approach, in particular, how the practical skills will be acquired by trainees.
- ♦ Suggest type of self-employment and on the job support which will help graduates into employment or to set up their livelihood.
- ♦ This can then be costed in a training budget which will accompany the proposal.

Note: Your training concept should be able to be implemented within six (6) months maximum, that is between June to December 2025 or less.

We have provided two templates **Proposal Document [B]: Our Technical Proposal**, and **Proposal Document [C]: Our Budget Proposal**, to make Proposal creation straightforward. These are part of this tender document package.

2.3 Why are we commissioning this training?

As you can understand from the task described above, this is one of the activities that SET is implementing to create income opportunities in the Morogoro and Iringa regions through vocational skills. Morogoro and Iringa region has a significant number of out-of-school and unemployed youth, young mothers, and youth who are living at the poverty level.

With regard to young mothers, they represent an especially disadvantaged target group as they are highly marginalised compared to other youth, and the attrition rate for education and skills training due to childcare and social responsibilities is high.

2.4 Who are we looking for who can do the task?

Consequently, we are looking for an organisation/company which has experience in this kind of work, and preferably knows the communities in the Morogoro and/or Iringa region. This is the basic requirement, and we will favour organisations/companies which are based in the Morogoro and/or Iringa region, for both local knowledge and cost reasons. However, organisations based elsewhere are **not** excluded but would need to demonstrate good local knowledge and cope with any additional costs arising from a non-local base.

Note: Organisations/companies with active SET project contracts will NOT be considered for this window.

3 What do you have to do to make a bid?

3.1 What are the overall steps

👉 **STEP ONE:** Read this **Request for Proposals and Terms of Reference** document carefully so that you understand the objectives behind this tender, the guided process to produce a tender proposal, and the information that you will produce for the Proposal Documentation.

If you have a concept that matches the Request for Proposals, then read over the Proposal Documents below (A, B, C). These documents will give us an idea about how you think the concept can be turned into action in the field.

If you feel you have a good concept and can provide ideas on how you can implement it, then continue with the following steps.

👉 **STEP TWO:** Complete **Proposal Document [A]: Our Organisational Details**. You should use this template to complete the necessary information about your organisation and prepare the legal documents you need to submit.

👉 **STEP THREE:** Follow the guided process to develop your 'Technical Proposal' using **Proposal Document [B]: Our Technical Training Proposal**. You should try to follow the guided template as much as possible. You may, however, include additional headings and information where you feel it necessary. You should refer to the **Tender Evaluation Matrix** while you are designing the training programme to ensure your proposal has covered all the elements that will be scored.

👉 **STEP FOUR:** Provide the proposed budget needed to finance the tasks you described in the Technical Training Proposal. You will use **Proposal Document [C]: Our Budget Proposal** to record this information.

The STEPS above will generate your Bid Proposal documentation to be submitted to us. The next step applies to the Short-listed and Preferred Bidders.

3.2 After bid submission

👉 **STEP FIVE:** This is the bid evaluation step where a SET Evaluation Panel studies each proposal submitted and scores them against the evaluation criteria set out in the **Tender Evaluation Matrix**. *You will need to study this matrix carefully and review your proposal so that it scores as well as possible.*

👉 **STEP SIX:** In this STEP, if you are short-listed and selected, you may have to clarify aspects of your bid in discussions with the SET project staff and present your points of view. This is likely to involve a '**Co-creation process**', facilitated by the SET project, to discuss the selected proposal with you to ensure it contains the necessary details on

which to base a contract. Following this process, the SET and selected training organisation can finalise the training contract.

4 Some overall conditions and rules relevant to bidding.

4.1 Common questions

1. Can Organisations work together for a Proposal (as a Consortium)?

Yes. Organisations can come together and bid as a consortium. We recommend, however, that everyone is equally involved in the bid preparation, and that the respective organisational roles and financial arrangements are clearly agreed.

2. Can different Proposals involve team members in other Proposals?

A Team Leader/Project Leader in one bid cannot appear in another competing bid as Team Leader. However, technical staff can be in multiple bids.

3. Can bidding organisations contact and discuss directly with Swisscontact members or members of other bidding teams?

No. Any unofficial communications between a bidding organisation and Swisscontact/SET staff is not permitted and will lead to disqualification. The SET will organise a **Tender briefing session** for prospective bidding organisations to brief them on these Terms of Reference, and answer questions that may arise. Written questions can be submitted as explained below.

4. How can we change the nominated Team Leader or Technical Staff if they are not available?

With difficulty. Once the nominated team is presented in your bid, this is the team that has to appear on the ground if you win the tender. Only if verifiable unexpected circumstances lead to a member of your team becoming unavailable, and, after discussions and agreement with the SET, is substitution of nominated team members permitted. If unapproved substitution takes place, the contract will be withdrawn.

5. Can an organization submit applications for both regions?

Yes, an organization can request to implement VSD in Iringa and Morogoro or choose one region. For those applying for both regions, separate proposals must be submitted for each region, and each will be assessed separately. Additionally, we will assess the organization's capacity to manage VSD implementation across multiple locations.

4.2 Clarifications and Briefing

Questions and Answers: should candidates wish to clarify certain points with regard to the assignment or the tendering process they can send an official email addressed to tz_info@swisscontact.org.

Questions submitted after the date given below will not be accepted. Phone calls will not be accepted. On the submission of the question, Swisscontact will respond, including both the question(s) and corresponding answer(s) via e-mail, and either copying in all candidates, or publishing on the web-page above.

Briefing session: a briefing session will be held at a location to be notified, where all the interested bidders will be invited to participate, maximum of 2 participants per organization for face-to-face session. This may be online or face-to-face. You will need to confirm your intention to participate by sending an email to tz_info@swisscontact.org.

The deadline for Q&A submissions, and the date of the Briefing session are given in Section 6 Dates, Deadlines, & Contacts below.

5 Submitting your proposal

5.1 The Proposal Package

The Proposal Package that you should submit will comprise;

- [1] A **covering letter/email** (including a statement of duration of validity for the proposal)
- [2] Your **Organisational** details document + additional required documents
- [3] Your **Technical Proposal** document.
- [4] Your **Budget Proposal** document

5.2 How to submit

You must **rename the proposal documents** you submit so that they don't get confused with the bids of other organisations. If you submit the Proposal document as three documents, rename them as follows;

2025-2 Proposal Document [A]: Our Organisational Details.docx	<i>becomes</i>	*OurOrgName_DocA Organisational 2025-2.docx
2025-2 Proposal Document [B]: Our Technical Proposal.docx		*OurOrgName_DocB Technical 2025-2.docx

2025-2 Proposal Document (C): Our Budget Proposal.xlsx		*OurOrgName_DocC Budget 2025-2.xlsx
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**You substitute your organisation's (or Consortium's) name in the square brackets above.*

These documents should be submitted by email to the email address below. We recommend you submit as a zip file named **[Your organisation name] _SET 2025-2 Proposal**. This will help to keep the documents together.

6 Dates, Deadlines, & Contacts

Please note the following information.

**Deadline for
submission of
clarification questions:** May 9th, 2025

Briefing session: **Date:** May 12th, 2025
Location: Swisscontact Morogoro office and online

**Deadline for Proposal
submission:** May 23rd, 2025

**Submission documents
and address:** By Email to:
tz_info@swisscontact.org