



Request for Proposal

Implementation of Vocational Skills Development Intervention for Youth in Morogoro Region

Summary details	
Official name of tender:	Implementation of Vocational Skills Development Intervention for Youth
Date of issue:	March 3 rd 2023
Deadline for submission of questions:	March 9, 2023 (Please refer to Section 3.1 for details)
Date and location of briefing session:	March 10, 2023, at Swisscontact Office and virtually
Deadline for proposal submission:	April 18 th 2023
Documents to be submitted and address:	Original hard copy of the proposal with covering letter signed by a competent authority of the tendering organization, lodged either via the postal system or courier service or delivered directly to: Swisscontact INGO Swiss Foundation for Technical Cooperation P.O. Box 48 Morogoro Tanzania Plot 105 Pamba Street Tel: 023 261 3951 www.swisscontact.org (Refer to Section 6.1 for further details of submission requirements that must be followed in order to make the bid valid)
Tender documentation and Terms of Reference (ToR):	https://www.swisscontact.org/en/countries/tanzania

a) Technical details

a. Introduction to SET and assignment

Skills for Employment Tanzania (SET) is a Swiss Agency for Development Corporation (SDC) that supported the project through the embassy of Switzerland in Tanzania. Implemented by Swisscontact, it aims to enhance



employment opportunities for youth, young women, and young mothers (aged between 15-24) through improving vocational skills development (VSD) in Tanzania.

In order to address high unemployment and vulnerable employment among the youth of age between 15 to 24, and to increase their access to relevant non-formal VSD, SET II seeks to engage competent Training Providers to develop and **implement Vocational Skills Development (VSD) interventions that will lead to self (employment) and generate income for youth.**

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\$ per day

b. Scope of the assignment

The implementation of the vocational skills development has to be in the Morogoro region with a focus on the agriculture sector especially horticulture, fish farming, spices and poultry production. The emphasis must be on vocational skills that can lead to gainful (self-) employment, supported with 'wrap around' skills which include the required support for other skills, e.g., soft and business-related skills, that will increase the chances for (self-) employment. In addition, the project will provide support for interventions that address the effects of climate change while putting an emphasis on the development of environmental conservation related skills, including green skills, linked to income-generating opportunities.

More details of the objective and planned outcomes of this tender are provided in **Annex 1: Terms of Reference (ToR).**

b) Selection and submission process and criteria

a. Legal criteria

Following criteria **must** be complied with to take part in this tender

- c) Being legally registered as one of these entity forms:
 - A company limited by shares registered in Tanzania
 - A cooperative registered in Tanzania
 - CSO registered in Tanzania
 - NGO registered in Tanzania
 - Public or privately-owned training institutions operating in Tanzania
- b) Being legally registered under commercial tax (if applicable, depending on entity form)
- c) Having a bank account in Tanzania in the name of the entity as mentioned in the registration form
- d) Having an office and its operations in Tanzania, preferably in Morogoro or other states of the Southern Agricultural Development Zone.

a. Selection criteria

The selection criteria for this assignment will be the following:

- **Technical criteria (constituting 80 points of the proposal assessment score):**

Table 1: Evaluation criteria

Technical criteria	Maximum points
Evidence of market demand/opportunities in the location for which the VSD is proposed	20
Proposed methodology and approach, which is mirrored in the proposed budget	30
Workplan and timetable of events	10
Proposed personnel with related expertise & experience (CVs)	20
Maximum total technical points	80
Financial Criteria	Maximum points
Cost-effectiveness of proposed sub-project	20
Maximum total financial points	20

NB: An independent evaluation committee will be put in place and will proceed first to a technical assessment. Only the participants reaching more than 65% of the maximum points in the technical assessment will be considered for the financial assessment.

d) Required submission documentation

All tenderers are required to submit the following documentation:

Organisational information:	Organizational information must include: <ol style="list-style-type: none"> 1. The submission of an organizational profile, with the CVs of key persons (including the person responsible for finance) who will be involved in the assignment;
Technical information:	Technical information must include: <ol style="list-style-type: none"> 2. Key elements described as outlined in the ToR (Annex 1) in a maximum of 10 pages. 3. Signatures of consent of inclusion within the proposal of key proposed profiles (i.e., project team leader and core team members); 4. A signed letter stating that the proposed offer provided by the applicant will remain valid for up to 6 months from the date of submission (this may simply be included in the cover letter by the organization) and; 5. A summary of relevant services provided over the last two years.

<p>Financial information</p>	<p>The information must include:</p> <p>6. A separate financial proposal setting out a budget for the assignment; both the budget and the explanation MUST BE IN A SEPARATE ENVELOPE</p> <p>Annex 2 provides the budget template.</p>
<p>Mandatory legal information:</p>	<p>It is mandatory for bidders to submit documentary evidence demonstrating their legal, taxation, and financial status.</p> <p>This includes:</p> <p>For companies limited by shares:</p> <ol style="list-style-type: none"> 7. A certificate of incorporation or certificate of registration; 8. Tax Identification Number (TIN) 9. Tax Clearance Certificate 10. Value Added Tax (VAT) Certificate 11. Board of Directors information issued by the Business Registration and Licensing Authority (BRELA) 12. Business License <p>For cooperatives, CSOs, NGOs and organizations</p> <ol style="list-style-type: none"> 13. A certificate of registration 14. Tax Identification Number (TIN) 15. Board of Directors information <p>Note: Swisscontact will verify the tax certification certificate and the bank account (in the name of the organization) of the winning bidder. Non-compliance may lead to the disqualification of the winning bidder.</p>

All documents as per the above table must be submitted otherwise the bidding organization will be excluded from the process.

a. Briefing session and questions & answers

- **Briefing session:** A briefing session will be held on March 10, 2023, from 10:00 am to 01:20 pm at Swisscontact Offices, where ALL the candidates will be invited to participate either physically or virtually. For organization reasons, please confirm your intention to attend the event by March 9th, 2023, by sending an e-mail to tz_info@swisscontact.org before or by 5:00 pm. And specify the mode of your participation.
- **For those who would like to join online, a link will be shared.**
- **Questions and answers:** Candidates can also clarify certain points with regards to the assignment or the tendering process by sending a query in the form of an official email address to tz_info@swisscontact.org

before or by 5:00 pm on March 9 2023 at the latest. Questions submitted after this date 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 copying all candidates or will be published on the web page mentioned above.

b. Reservations and general provisions

- **Consortiums:** Applicants are permitted to enter into consortium arrangements provided that they clearly state that they intend to do so and provide details of the intended consortium members at the proposal stage and provided that all members of the consortium fulfil the applicable criteria.
- **Exclusivity and non-exclusivity:** Proposed team leaders can only apply exclusively in conjunction with one bidding organization, i.e., their name cannot be submitted by multiple bidders to this offer. However, unless any conflicting rules of the bidding organizations apply, as a matter of principle all other proposed team members may apply in multiple bids associated with this tender.
- **Collusion:** Tenderers must refrain from pre-discussion of the contents of any such selection criteria or interview plan or confer any other unfair advantage on any other tenderer involved in this procurement process.
- **Amendment or cancellation:** Swisscontact reserves the right to invite additional bidders to participate in an announced tender, exclude one or more bidders from consideration, extend the deadline for submitting bids, or cancel any tender procedure.
- **Conflict of Interest and exclusions:** Parties shall ensure there are no conflicts of interest existing between themselves or any members of their consortium and Swisscontact and shall inform Swisscontact immediately should such a conflict arise. Parties that are currently excluded from Swisscontact's procurement may not apply in the form of singular applications nor as part of a consortium.

c. Contract award

- Following selection through this procurement process and successful negotiations, a contract between the selected tenderer and the project, supported by detailed Terms of Reference, will be developed/signed which will remain effective unless it is terminated, amended, or superseded.
- Amongst other documents, the selected candidate will be contractually obliged to abide by the Swisscontact's Code of Conduct (Annex 3).

e) Supporting documents

The following supporting documents are attached:

- **ANNEX 1: Terms of Reference (ToR)**
- **ANNEX 2: Budget template**
- **ANNEX 3: Swisscontact's Code of Conduct**

f) Budget and financial

a. Budget format

- **Budget template:** Tenderers must submit a budget in the format provided (see annex 2). Tenderers should mention their most competitive **rates** for each criteria. Commercial tax, if applicable, needs to be added to the whole costs at the applicable rate and must be shown separately. If no commercial tax is added separately, it will be considered as included in the price and cannot be added subsequently to the contract value or to the invoices. For entities claiming commercial tax exemption, it will be at their own risk. Swisscontact will decline any responsibility in any tax matters.

NB: Associated rates/costs should be based on own organisation's internal regulations and policies

b. Initial financial assessment

- For implementation of related contracts above, Swisscontact will conduct an initial assessment to conclude whether a winning candidate has the required systems to work with Swisscontact. While the initial assessment usually does not exclude a candidate from the award of the contract, Swisscontact still reserves the right in extreme cases to reject a candidate prior to signing the contract.

If deficiencies are discovered, Swisscontact and the winning candidate will agree on a reasonable timeline to resolve the deficiencies. If the deficiencies are not solved by the time agreed, Swisscontact reserves the right to stop payment and in extreme cases to end the contract.

The main points to be checked in relation to the initial assessment are as follows (this list is non-exhaustive):

- ✓ The Financial department of the bidding organization shall be clearly defined and adapted to the size of the organization, ensuring the segregation of duties.
- ✓ The organization shall have a functioning accounting system using an accounting system adapted to the size of the organization (preferably with accounting software).
- ✓ Each cost charged to Swisscontact shall be supported by proper documentation (original bills, time sheets, contracts, etc.).
- ✓ The Internal Control System shall be clearly defined and documented.
- ✓ The procurement process shall be clearly defined and follow standard international practice. It shall be transparent, accountable, competitive and free from conflict of interests.
- ✓ Bank transfer payments shall be the rule. Cash payments are allowed only for petty amounts or on exceptional basis with proper approval and documentation. The organization shall maintain a well-defined and systematic petty cash system.
- ✓ All expenses made for the project shall be clearly identifiable. A separate bank account for the contract is the preferred way to ensure it.
- ✓ Tax & commercial tax handling procedures shall follow the applicable legislation of Tanzania.
- ✓ All fixed assets purchased for the contract purpose shall be accurately recorded.

g) Submission details

a. Form of submission

- **Submission for and address:** All offers must be received in original hard-copy form (i.e., submission of e-mail tenders alone is unacceptable) with a cover letter signed by a competent authority of the tendering organization, and lodged either via the postal system or courier service or delivered directly to the Swisscontact office at the following address:

***Swisscontact INGO | Swiss Foundation for Technical Cooperation
P.O. Box 48 | Morogoro | Tanzania
Plot 105 Pamba Street
Tel: 023 261 3951
www.swisscontact.org***

In all cases, the offer must be sealed in a covering envelope and addressed as per the RfP notice. Please write the “**Youth’ VSD Intervention**” on top of the envelope.

- **Separation of financial and technical elements:** As noted in the technical information section above, the technical and financial proposal must be provided in separate envelopes. Failure to do so will disqualify the tendering organization from the tendering process.
- **Soft copies:** An additional soft-copy of the Technical Proposal may be submitted (i.e., not the Financial Proposal) to tz_info@swisscontact.org. Soft copies which are not related to a hard copy proposal will not be considered. Soft copies are not allowed to include the financial proposal.

b. Submission deadline

The deadline for submission of the proposals is **April 18th, 2023, at 5:00 pm (East Africa Time)**.

If a proposal is not received in the manner specified in the request, especially if it is not received by the due time, it is deemed a non-qualifying proposal, and will not be considered.