

**INTERNATIONAL TRADE CENTRE (ITC)**

**Major Upcoming Business Opportunity Notice**

**CALL FOR EXPRESSION OF INTEREST (EOI)**

**WITH PRE-QUALIFICATION**

**Important: The purpose of this call for EOI is to identify appropriate suppliers who can fulfil the pre-qualification requirements and potentially fulfil the requirements. The present call for EOI does not constitute an invitation to tender. Only suppliers deemed qualified by ITC will receive the invitation to tender.**

**Reference of this Call for EOI: EOI 2020-08-EL Youth employment skills in The Gambia SkYE Fund 3**

**Date of this Call for EOI:** 09 September 2020 - **Closing Date for Receipt of EOI at ITC/PS:** 25 October 2020 (23:59, CET)

The International Trade Centre (ITC), a joint subsidiary organ of the United Nations and the World Trade Organization, hereby invites you to submit an Expression of Interest (EOI) in reply to this call for Expression of Interest for the above subject.

This call for EOI consists of this document (including the instructions to interested vendors) and the following annexes:

**Annex A**: Pre-qualification criteria evaluation grid

**Annex B**: EOI Response Form (please sign)

**Annex C**: Pre-qualification Questionnaire (part A & B)

**Background:**

ITC is implementing The Gambia Youth Empowerment Project (YEP) that aims at supporting youth employment and entrepreneurship to address the economic root causes of irregular migration.

In addition, ITC is also implementing the Jobs, Skills and Finance (JSF) for Women and Youth in The Gambia Programme, in partnership with the United Nations Capital Development Fund (UNCDF). This programme aims to contribute in stabilizing the economic, social and security situation by facilitating social inclusion and employment of the youth and women, with a specific emphasis on promoting gender equality and addressing climate change.

Through the Skills for Youth Employment (SkYE) Fund, ITC selects partner training institutions for the roll-out of skills development programmes for youth in The Gambia. In its first round, the SkYE Fund trained over 800 young Gambians in market relevant skills, with high rates of job placement.

ITC is now launching the third round of the SkYE Fund, for training programmes to be delivered in 2021.

**Terms of Reference (summary):**

In this third phase of the SkYE fund, ITC is seeking training institutions, companies or associations, with a presence in the Gambia, to deliver market relevant technical and vocational trainings for Gambian youth. Activities will include identification of trainees, delivery of trainings to those recruited trainees, support to job placement of trainees and monitoring of employability results on the field.

The training programmes supported under the SkYE Fund are required to be free for youth with no fees attached. ITC will not finance any physical infrastructure, such as buildings. All training programmes are encouraged to consider the skills development needs of returnees. The training programmes should lead to certification and also be in a format and style compatible to the Gambia Skills Qualification Framework (GSQF), particularly a competency based format, and where no occupational standards exist, then in a learning outcomes format.

Additional details, specifications and terms of reference shall be provided in the tender document to be issued subsequent to this call for Expression Of Interest.

**Pre-qualification requirements:**

Only those vendors qualified or qualified with conditions following the evaluation of their EOI as per the criteria detailed in the attached Annex A will be invited to participate in the anticipated tender exercise (RFP).

**Pre-qualification evaluation:**

The pre-qualification evaluation of the submitted EOIs will be made in two steps.

In a first instance, a desk review will be conducted.

For the desk review, firstly the following mandatory criteria will be considered:

1. The vendor shall have training facilities in The Gambia
2. The vendor shall possess a proven legal registration with the Gambian authorities (copies of official documentation to be attached)
3. The vendor shall have proven ownership of the training facilities or a proven valid lease agreement for the training facilities (copies of official documentation to be attached)
4. The proposed training programmes should not yet be funded by the Gambian ministry or any other funding body

Should the EOI miss to comply with one of the above mandatory criteria, the vendor’s EOI will be disqualified and this vendor will therefore not be invited to submit a proposal for the anticipated Request For Proposal (RFP) tender exercise.

Should the EOI comply with all the mandatory criteria, it will be evaluated further as per the all the other desk-review criteria listed in Annex A (1.1 to 2.15 ). During this phase of the evaluation, the score attributed to each criterion could be either “disqualified” or “qualified” or else “qualified with conditions”. Shall the score be “disqualified” for one of these criteria, the vendor will not be invited to submit a proposal for the anticipated RFP tender exercise. Shall the score be “qualified” or “qualified with conditions” for all the criteria, the vendor will be invited for an on-site visit of its training facilities to enable the EOI evaluation team to assess all the elements described in part 3. Facilities, Tools & Equipment of the Annex A.

Shall this last assessment result be “disqualified” for one of the criteria of the on-site visit, the vendor will not be invited to submit a proposal for the anticipated RFP. Only those vendors obtaining a result “qualified” or “qualified with conditions” following this last stage of the EOI evaluation will be invited to participate in the anticipated RFP.

For each criterion scoring “qualified with conditions”, the vendor will be provided details about the conditions to meet to enable qualification. The same principle will be adopted during the evaluation of the proposals submitted in response to the anticipated RFP tender exercise. It thus means that the contract award would be conditional in case some criteria score “qualified with conditions”. In such a case the contract could be signed by ITC only if all the conditions expressed following the evaluation of the proposal submitted are completely fulfilled within a given lead time.

**Instructions to interested vendors:**

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI), by the closing date set forth in this EOI.

**Closing Date : 25 October 2020**, 23:59 CET

It is the responsibility of the Proposer to ensure that the emails containing the EOI reach the above mentioned email address before the Closing date. **Proposals received after the Closing Date will be rejected and therefore not considered or evaluated, except in exceptional circumstances**.

**Clarifications**

For clarifications regarding this call for EOI, please contact the Procurement Officer in writing via e-mail to: **lagier@intracen.org**, no later than the **23 September 2020**. All communications in connection with this call for EOI must be conducted in writing between the Proposer and the Procurement Service, to the above designated e-mail. **Except** **during the on-site visit of the vendor facilities for evaluation purposes,** **no communication, written or verbal, is allowed in connection with this call for EOI, with any NAQAA staff members or any ITC staff members outside of Procurement Services**.

In order to maintain transparency, all Interested Vendors’ requests for clarifications and ITC responses will be recorded and circulated to all Interested Vendors, without indicating the source of the request.

**EOI documents**

Proposers are required to complete, sign and submit in the English language, the following documents:

* 1. EOI Vendor Response Form, Annex B
	2. Pre-Qualification Questionnaire, Annex C.
* Part A , please submit only one part A by company/institution
* Part B is the format for providing details of each training programme proposed. Hence, a separate Part B needs to be filled and submitted for each course.

E.g. A bidder is proposing three trainings, one in Construction, one in Carpentry & Joinery and one in Vehicle Repair. This bidder should submit only one part A Form (1 per company) and three part B forms, i.e. one form for Construction training, one form for the Carpentry & Joinery training and one form for the Vehicle Repair training. The template for Part B can be copied and pasted.

* 1. The vendor should provide the following documents to enable evaluation
* Accreditation status
* Certification of training programme & curriculum
* Valid tenancy/ ownership agreement
* Training plan/ master timetable
* For staff: certificates and transcripts, appointment letters, evidence of salary payment
* List of text books with author, title of the book, date of publication and quantity.
* Valid health and safety policy and plan & operational certificate
	1. Information in sufficient scope and detail to allow ITC to evaluate your EOI as per the attached evaluation table (Annex A)
	2. Any attachments and/or appendices to your Proposal

**Electronic bid submission’s instructions (Please read carefully the instructions below)**

ITC reserves the right to reject any submission which does not follow the below instructions EXACTLY.

EOI must be submitted with clear information in the “Subject” line of the e-mail(s) as detailed below:

CLEARLY indicate in the **“Subject” line** the following information:

**EOI-2020-08-EL/your company/institution name/e-mail number(e.g. 1/3, 2/3, 3/3)\***

You should submit your TECHNICAL INFORMATION ONLY in this e-mail. **If any document in this e-mail contains any financial information/proposal, your EOI will be disqualified.**

Send EOI e-mails ONLY to the e-mail address: **lagier@intracen.org**

**\***The maximum size of any attached file is15mb please split any bigger file if necessary and indicate the e-mail number in the subject line as instructed above.

Do not send catalogues, but provide a link to the catalogue instead.

ITC does not assume any responsibility for any missing and/or illegible pages of EOI, and this may result in rejection of your submission.

Please note that no further details of the planned solicitation can be made available to the vendor prior to issuance of the solicitation documents.

ITC reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process.

For any further information on ITC, please consult our website: [www.intracen.org](http://www.intracen.org)

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**Pascal Taki**

**Head, Procurement Services**

 **EOI VENDOR RESPONSE FORM**

**TO:** E. Lagier / ITC Procurement Services **Email:** lagier@intracen.org

**SUBJECT: EOI 2020-08-EL Youth employment skills in The Gambia**

## FROM:

* Companies can only participate in solicitations after completing their registration (free of charge) at the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org/)).
* As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace ([www.ungm.org](http://www.ungm.org/)) and that your application has been submitted to the UN Secretariat and ITC.

 **NOTICE**

**PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended)**

*To be completed by the Vendor (****All fields marked with an ‘\*’ are mandatory****)*

**UNGM Vendor ID Number\*:**

**COMPANY INFORMATION**

|  |
| --- |
| **Company/Institution legal name\*:**  |
| **Legal status\*:**  |
| **Address \*:** |
|  |  |
| **City \*:** | **State:** |
| **Postal Code \* :** |
| **Country \*:** |
|  **Company Website:** |
|  **Contact Name \*:** |
|  **Contact Email Address \*:** |
|  **Contact telephone number \*:** |

By signing, the undersigned confirms the company/institution’s participation to the EOI with pre-qualification process and will provide all documentation (including supporting documents) needed to enable ITC completing this process.

Signature : Date:

Name and Title :

**PRE-QUALIFICATION QUESTIONNAIRE**

All questions marked \* are required to be completed.

**PART A. TRAINING INSTITUTION**

**Details of the Organisation\***

Legal Company/Institution Name:

Legal Status:

Address (please attach proof of tenancy agreement or ownership):

1. **Location of Training Facilities \***

[ ]  Outside The Gambia [ ]  Great Banjul Area [ ]  Lower River Region [ ]  North Bank Region

[ ]  West Coast Region [ ]  Central River Region [ ]  Upper River Region

1. **Industry or Sector \*** *(Please select the industry/ sector you are active in, multiple selection possible)*

[ ]  Agriculture [ ]  Agroforestry [ ]  Agro-processing [ ]  Eco-system Preservation

[ ]  Water Management [ ]  Energy Efficiency [ ]  Sustainable Housing [ ]  Tourism

[ ]  Information and Communication Technologies [ ]  Textiles & Fashion

[ ]  Other. Please specify…..

1. **Official Accreditation Status or Recognition (please attach relevant documentation) \***

[ ]  NAQAA [ ]  International [ ]  Industry [ ]  in process of being accredited [ ]  no accreditation

1. **Monitoring and Evaluation:** Briefly describe the organization systems to monitor and evaluate the training programme success

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1. **Furniture, Teaching & Learning Resources \*** *(please fill in the numbers or tick if available)*

… Number of class rooms available … Number of laboratory & workshops available

… Number of computers available … Number of tables for learners available

… Number of chairs for learners available … Number of boards/ screens/ projectors available

[ ]  Library available [ ]  Reader space available in library

[ ]  Learning Resource Centre available [ ]  Technology Support for Teaching & Learning available

1. **Physical Facilities \*** *(please tick if available)*

[ ]  Office space for staff [ ]  Students’ recreational facilities [ ]  Adequate artificial lighting

[ ]  Adequate artificial ventilation [ ]  Pipe borne water [ ]  Sewage

[ ]  Wifi Connection [ ]  Electricity Supply

[ ]  Back-up power generation facilities [ ]  Facilities accessible by physically challenge (e.g. ramps)

[ ]  Fire-fighting system & equipment [ ]  First aid box [ ]  Health & Safety policy, plan & certificate

[ ]  Adequate toilet facilities for staff, students & physically challenged

**PART B. THE TRAINING PROGRAMME (to be submitted individually for each course to be proposed)**

**Skills Area of the proposed Programme(s) \***

**Overview of Training Programme \***

Please state the title and levels of the programme offered, its admission/ entry requirements, assessment criteria as well as the requirements of progression and graduation, additionally please attach a list of teaching and learning resources to be used

**Description of Proposed Training Programme \***

Please briefly describe the proposed training programme, its structure and components and indicate whether the programme includes a research and practical training as well as an on-the-job-training component

**Training Curriculum \***

Please state if the curriculum and the corresponding certificate or diploma is NAQAA certified, if it delivers against a recognised framework (e.g. Gambia Skills Qualification Framework) and attached the respective curriculum

**Training Plan/ Master Timetable(s) \***

Please attach a proposed training plan or master timetable indicating names of trainers, their core courses and electives, level(s) offered, time and venue of classes

**Programme Duration \***

Please specify total programme duration in months

**Proposed maximum number of learners \***

Please specify the maximum number of learners per programme and confirm that for proposed number there are adequate, sufficient and well-functioning materials, consumables, resource material, equipment and tools available

**Trainer(s) \***

Please list programme trainer(s) and include their qualifications, certificates or transcripts and experience in offering the proposed programme(s) and the assigned courses

**Proposed Programme is not yet funded by the Ministry or any other body \***

[ ]  Yes [ ]  No

**end of Pre-Qualification QUestionnaire**