

## REQUEST FOR PROPOSALS

### Conduct Vocational Training for Vulnerable youth at Kulhudhuffushi City

Announcement No.	TM/RFP/2022/012
Project:	PRIME
Published on:	22 <sup>nd</sup> May 2022
Inquiry Submission:	30 <sup>th</sup> May 2022
Deadline due:	5 <sup>th</sup> June 2022
Point of Contact:	<a href="mailto:procurement@transparency.mv">procurement@transparency.mv</a>

#### 1. Organizational Background

Transparency Maldives (TM) is a non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. TM seeks to engage with stakeholders from all sectors (government, business, political and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people. TM continues to support grassroots movements, promoting community empowerment and social cohesion.

#### 2. Eligibility: Training institutions

#### 3. Period of Performance: Starting from July 2022 as stated in section 4.3 of this RFP

#### 4. Scope of Work and Guidelines:

##### 4.1 Background

Youth unemployment and underemployment, especially in outer islands, have remained unaddressed and are one of the root causes of many social issues in the country, especially amongst youth. Access to education and skills training opportunities differ starkly across the capital, cities, and other islands, and are often not matched to the jobs available in the market.

With the mismatch between the education system and the limited scope of the labour market, the economy has not been able to create a diverse job market for the hundreds of youths entering the job market every year. Due to the lack of formal career guidance and the limited access to skills development and vocational training within the education system, youth lack the necessary skills required to successfully utilize the limited entrepreneurial

opportunities available. Lack of investment in developing creative industries that interest youth coupled with low wages and lack of access to capital has created a national phenomenon of “voluntary unemployment” amongst the youth.

#### **4.2 Objectives, Scope and Description of Activities**

Transparency Maldives invites training providers to submit proposals to plan and conduct the following skills development and vocational trainings at Kulhudhuffushi City to empower and improve the employment opportunities for youth. The program will focus on creating opportunities for vulnerable youth who are in socially vulnerable situations and/or those who lack the socio-economic support to become contributing engaged citizens.

<b>Courses</b>
Certificate 3 in Engine Repair and Maintenance
Certificate 3 in Automotive Engineering
Certificate 3 in Fashion Design and Tailoring

Training Providers may propose areas outside the above-mentioned areas in the target community. Such proposals should be accompanied by proper evidence to support its high demand among vulnerable youth.

The program is broadly targeted towards boys and girls aged 15-17 years and men and women aged 18-34 years, especially concentrating on at-risk youth who may include school dropouts, young mothers, youth facing socio-economic hardships, unable to access formal educational opportunities, unemployed and or underemployed youth.

The training shall be conducted on a face-to-face, full-time or part-time basis. All required facilities for proper completion of all phases of the training program, including the arrangement of trainers, training facilities and required equipment shall be rendered by the Trainer Provider.

Each batch of training should accommodate 15-25 students where priority will be given to vulnerable youth. Training providers may apply to conduct more than one course. Through assistance and close coordination with Transparency Maldives, City Councils, and local stakeholders, Training Provider shall be responsible for the recruitment of students. The Training provider shall develop a clear eligibility criterion, fair, ethical, and transparent evaluation process to shortlist the applications.

The consultancy may be awarded to more than one party whose offer has been evaluated and determined as:

- Responsive and acceptable
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria

Training providers may include government, civil society and or the private sector. However, awarding the project to government Service Providers will require additional clearance procedures and prior approval from the Donor.

The trainings facilitated under this consultancy will be sponsored by Transparency Maldives. Upon awarding the project, Transparency Maldives will negotiate with the Service Providers and finalize the payment modality.

#### **4.2.1 Expected Outputs**

- In consultation with TM, provide a project implementation plan with a time frame including advice on effective training delivery methods to TM for each part of the proposed learning topic. The methods used shall be relevant, effective, varied, simple, and captivating. Detailed strategy on how to attract/engage vulnerable youth to the program and ensure effective completion of the training.
- Provide all related training materials, tools, and equipment required for the training.
- Include a clear, fair, ethical, and transparent selection criterion that will be in place in consultation with TM, city councils, and relevant stakeholders. If required, ensure sufficient technical and administrative staff/mentors are available for the students to ensure the effectiveness of the learning event.
- Provide additional support services to the students to ensure effective completion of the training. This is especially important given the program aims to create opportunities for vulnerable youth. This may include (not limited to) basic literacy and numeracy skills, mentoring and coaching, additional training guidance, etc.
- Additional preference will be given to training providers who can facilitate Career guidance opportunities available in the area including business and business planning/access to finance opportunities; ensure career opportunities; job placements; internships, networking with industry to provide internship/apprentice/employment opportunities.
- A recognized certificate to be issued after completing the course endorsed and recognized by Maldives Qualifications Authority, or Maldives National Skills Development Authority, or an Internationally recognized certification.
- Submit a Final Report at the end of the program comprising the salient features of the training activity, suggestions, limitations and recommendations from the students, compilation, and an analytical note of the evaluations (pre-evaluation and post-evaluation) submitted by the participant, and success stories.

#### 4.3 Deliverables and Timeline

The Training has to be delivered and completed within six months. The Service Provider shall report and present the progress of the training to Transparency Maldives. Monthly progress reports shall be submitted before the 5th of the following month and shall be submitted electronically. Monthly progress reports shall as a minimum include:

- Content covered during the period
- Attendance register reflecting the numbers and names of trainees trained for the period for each training
- Progress and evaluation report of the students (if any)
- Any additional support provided to students.
- List of activities undertaken and training accomplished
- Any emerging issues/challenges or opportunities that can impact the training delivery.

#### 5. Form and Content of the Response

Submit application via the website link for the RFP announcement. Must upload each of the required documents in the applicable section.

##### 5.1 Technical Proposal

The technical proposal should include the following information:

Statement of Experience: This section should outline a statement of the Service Provider's capabilities and include details of previous related assignments of similar complexity and subject matter. Please provide a list of projects and reference contacts.

Statement of Qualifications: This section should describe the Service Provider's professional qualifications. Please include CV/resume of the team providing evidence of how the Service Provider meets the knowledge and skills needs of the assignment.

Proposed Methodology: This section should demonstrate the Service Provider's methodological approach for meeting the specifications set out in this RFP.

The technical proposal should be submitted along with the following information:

- Institute background
- Portfolios of similar previous works
- Proof of institute registration (mandatory)
- Proof of course approval by Maldives Qualifications Authority, or Maldives National Skills Development Authority, or International Certification (mandatory)
- Proposed structure of the training program (pre/post support considered, including special provisions or support for vulnerable young people)
- Resume of Key Trainers/Mentors/Support staff who will be part of the project team
- Support services proposed in areas of Career/business guidance, employment opportunities, industry networking. Etc.

## 5.2 Financial Proposal

Financial Proposals must be inclusive of all costs and must address all requirements stated in the RFP, in line with the Offeror’s Technical Proposal. The only circumstance under which TM will accept any price changes from what is included in the Offeror’s proposal or will accept additional charges beyond what is included in the proposal, is if TM modifies the requirements in writing to all prospective Offerors. Financial Proposal must be submitted according to the template provided in Annex 1 of this RFP.

Offeror should separately mark any recommended options not specifically required or addressed in the Statement of Work or elsewhere in the RFP. Offerors shall note any exceptions to the specifications listed in the Statement of Work and provide alternate prices.

All proposed prices and delivery dates shall be valid for a period of ninety (90) days following the date of submission, unless otherwise clearly specified by the Offeror.

## 6. Conflict of Interest Statement

All Service Providers and relative team members and staff that will participate must sign the conflict-of-interest statement given in Annex 2 of this RFP and submit it along with their application. Applications without the conflict-of-interest statement will be considered incomplete and TM reserves the right to reject such applications.

## 7. Evaluation of applications

Proposals which conform to the requirements stated in this RFP which are received by the Submission Due Date and Time will be evaluated for award on the basis of the Best Overall Value to TM and the Donor. Best Overall Value will be determined by TM on the basis of the Technical Evaluation Criteria and financial evaluation Criteria as set forth below.

No	Evaluation Criteria	Points
1	Financial Proposal	50%
2	Technical Proposal	50%
	2.1 Previous related experience	10%
	2.2 Demonstrable evidence of the Service Provider’s ability to organize, plan and conduct the training	10%
	2.3 Additional student support services offered to ensure successful completion of the training (mentoring, coaching, etc)	10%
	2.4 Post Training support Provision (in employment / entrepreneurship support etc)	10%
	2.5 Past Experience of working with youth, especially from vulnerable backgrounds	10%

## 8. Type of Contract

TM intends to award a Firm Fixed-Price Subcontract as a result of this RFP, though other types of subcontracts may be employed if required. All services and/or supplies must be delivered within date(s) stated above in the Summary section under “Anticipated Period of Performance”.

## 9. Additional Guidance to Offerors

### i. Eligibility Requirements

To ensure that TM does not subcontract to vendors that have been debarred, suspended or proposed for debarment, and to prevent against supporting vendors determined to have committed or pose a significant risk of committing actions of terrorism that threatens national, and US interests, all apparently successful applicants will be checked against the US Government’s Excluded Parties List. As such, TM will perform a search for the applicant’s name on the Excluded Parties List (<http://www.sam.gov>)

1. System for Award Management (SAM) (database maintained by the SAM for Excluded Parties List System (EPLS) available at: <http://www.sam.gov/>).
2. Master list of Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control (OFAC List) available at: <http://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx>.
3. United Nations Security designation list available at:
4. [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)

TM will also consider all information about the proposed vendor of which it is aware and all public information that is reasonably available to prior to awarding the project.

TM will also require all vendors (excluding individuals) to submit Data Universal Numbering System (DUNS1) number for any subcontract over under US\$25,000. DUNS registrations and active Systems SAM2 registration will be required for all vendors (above the value of US\$25,000) prior to signing the contract. Details of SAM registration.

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<sup>1</sup> A DUNS number is required for non-U.S. organizations submitting proposals in the amount of \$25,000 or more. A DUNS number is required for U.S. applicants regardless of the grant amount. The contract finalization will be contingent upon the organization providing a DUNS number and completing the . Organizations who fail to provide a DUNS number will not receive a grant. To register visit: <https://www.dnb.com/duns-number.html>

<sup>2</sup> For more details on registering in SAM visit <https://sam.gov/content/home>

**ii. Language**

Offerors shall provide all proposal documentation in English.

**iii. Offeror's Understanding of the RFP**

In responding to this RFP, Offerors accept full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to TM as necessary to gain such an understanding. TM reserves the right to disqualify any Offeror who demonstrates less than such understanding. Further, TM reserves the right to determine, at its sole discretion, whether Offerors have demonstrated such understanding. Such disqualification shall be at not fault, cost, or liability whatsoever to TM.

**iv. Source and Nationality (USAID)**

The USAID authorized geographic code for the procurement of goods and services under TM's contract is Code 937 (the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source). A current list of eligible countries and further information on Source and Nationality may be found at [www.usaid.gov/ads/policy/300/310](http://www.usaid.gov/ads/policy/300/310). Offerors must agree that no services will be rendered through a Offeror in any foreign policy restricted country or any designated "prohibited source".

**10. Additional Terms and Conditions**

**i. Coverage & Participation**

Transparency Maldives (TM) reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation prior to the award without prior notification at any time without any liability or obligation of any kind or amount.

**ii. Service Providers' Understanding of the RFP**

In responding to this RFP, service providers accept full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to TM as necessary to gain such an understanding. TM reserves the right to disqualify any Service Provider who demonstrates less than such understanding. Further, TM reserves the right to determine, at its sole discretion, whether Service Providers have demonstrated such understanding. Such disqualification shall be at not fault, cost, or liability whatsoever to TM.

**iii. Good Faith Statement**

All information provided by TM in the RFP is offered in good faith. Individual items are subject to change at any time. TM makes no certification that any item is without error. TM is not responsible or liable for any use of the information or for any claims asserted there from.

**iv. Communication**

Verbal communication shall not be effective unless formally confirmed in writing by a TM staff in charge of managing this RFP process. In no case shall verbal communication govern over written communication. Formal Communications shall include, but are not limited to:

- Questions and inquiries concerning this RFP must be submitted in writing to [procurement@transparency.mv](mailto:procurement@transparency.mv)
- Service providers shall recommend to TM any discrepancies, errors or omissions that may exist within this RFP. With respect to this RFP, service providers shall recommend to TM any enhancements, which might be in TM's best interests.

**v. Non-Disclosure Agreement**

TM reserves the right to require any respondent to enter into a non-disclosure agreement.

**vi. Costs**

The RFP does not obligate TM to pay for any costs, of any kind whatsoever, which may be incurred by a Offeror or any third parties, in connection with the proposal development.

**vii. Intellectual Property**

Offeror shall not use any intellectual property of TM including, but not limited to, all logos, registered trademarks or trade names of TM, at any time without the prior approval of TM, as appropriate.

**viii. Modification and Withdrawal of RFP**

TM reserves the right to modify by written notice the terms of this RFP at any time in its sole discretion. TM also reserves the right to withdraw this RFP at any time—with or without statement of cause—prior to actual award.

**ix. Multiple Awards and No Obligation to Award**



TM may accept any item or group of items of a proposal, unless the offeror qualifies the proposal by specific limitations such as “all or none”. TM reserves the right to make an award on any item for a quantity less than the quantity proposed, at the unit prices proposed, unless the Offeror specifies otherwise in the proposal. Proposals will be evaluated on the basis of advantages and disadvantages to TM and USAID in making multiple awards or awarding less than full quantity. TM reserves the right to issue more than one award. TM may reject any or all offers or not award a contract under this RFP if such action is in the best interests of TM, its Client, or the Host Country. TM may also waive informalities and minor irregularities in offers received, should such actions be in the best interest of TM, its Client, or the Host Country. The issuance of any contract resulting from this solicitation is subject to the prior approval from TM’s client.

**x. No Liability**

TM reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.

TM shall not be liable to any service provider, person or entity for any losses, expenses, costs, claims or damages of any kind; or

Arising out of, by reason of, or attributable to, the Service Provider responding to this RFP;

As a result of the use of information, error or omission contained in this RFP document or provided during the RFP process.

**11. Entire RFP**

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

**ANNEX 1: COST PROPOSAL**

Offerors are required to fill out the following cost breakdown. Unit prices are required in the case of discrepancies between unit price and total price, the unit price will be taken as a reference basis in the evaluation.

Pricing must be in US Dollars

**RFP Title:**

**Date:**

**A: Cost Breakdown per Deliverable**

Deliverable	PRICE (All Inclusive)

*\*This shall be the basis of the payment tranches.*

**B: Cost Breakdown by Component**

No.	Activities	Quantity	Rate	No. of Days	Total Amount
A	Program Costs				
Subtotal A					
B	Administrative Costs				
Subtotal B					
C	Total A+B				
D	GST (6%) if applicable				
E	Grand Total (C+D)				

*N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.*

Name:

Designation:

Signature:

**ANNEX 2: PREREQUISITES CONFLICT OF INTEREST AND FRAUD REPORTING STATEMENT**

**Conflict of Interest**

TM's subcontractors, grantee and vendors at all levels have an obligation to disclose all personal relationships and financial interest related to the Project, as these can consist of real or potential conflicts of interest. Non reporting can result in termination of the agreement/contract or disqualification from this solicitation and being blacklisted for future solicitation opportunities.

By signing this Pre-requisite certification, the Offeror agrees to certify that

1. you do not have any real or potential conflict of interest with this project; OR you have disclosed any existing or potential conflicts of interest, including any close familial, or financial relationships with TM (including staff and members) and other offerors submitting proposals for this solicitation; and as part of your submission;
2. you will update this disclosure promptly if relevant circumstances change and report to the relevant TM's Point of Contact; these would include personal, professional or financial relationship with TM and any other offerors submitting proposals; and
3. you understand that not reporting any real or potential Conflict of Interest can result in the disqualification of the proposal, or in suspension/termination of the agreement/subcontract or purchase order.
4. The prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
5. All information in the proposal and all supporting documentation are authentic and accurate.

**Fraud Reporting**

TM employees and agents are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business.

Should any person demand/request consideration in exchange of this solicitation or promises successful selection, in exchange for consideration, or to report any potential violations against this solicitation, please contact [ethics.committee@transparency.mv](mailto:ethics.committee@transparency.mv).

Signature:

Date:

Name:

Title/ Position:

Entity name:

(For firms/organizations only)

Address:

***End of RFP***