



Request for Proposals (RFP)
Youth Employment Initiative (YEI) Project

Name of the RFP:
Short-Training-Course for youth coaches of the YEI project
partner organizations

Date of Issue: December 08, 2020
Closing Date for Application: January 08, 2021



SECTION ONE INSTRUCTIONS TO BIDDERS

Part I. GENERAL

A. The award of a Subcontract to procure the services related to this Request for Proposal (RFP) is subject to the availability of funds.

B. YEI project reserves the right to reject any and all proposals. No obligations either expressed or implied exist on the part of contractor (YEI project) to make an award for the work or for the cost incurred in the preparation of proposal in response to this RFP.

C. Proposal shall be submitted in accordance with the instructions set forth herein. Bidder shall submit its proposal in electronic version to lagagrolider@gmail.com

D. Questions regarding this RFP may be asked via e-mail to lagagrolider@gmail.com until **December 30, 2020** no later than 4.00 p.m CET. No questions related to this RFP will be answered after this date.

Part II. SCHEDULE

The Proposal must be delivered to YEI **no later than 4.00 p.m.(CET) on January 08, 2021** to the electronic address lagagrolider@gmail.com

B. YEI expects that assessment of offers and contractual procedures will be completed within the period of **January 09-14, 2021** and work will start on **January 15, 2021** to be completed as specified in the TOR.

Part III. ELIGIBILITY

Participation to this RFP is open to all individuals with professional certification as trainer and with experience relevant to tasks specified in the TOR.

Inability of the Bidder to prove the eligibility criteria will render Proposal non-responsive and ineligible for consideration.

Part IV. ALLIANCES PROHIBITED

Any alliance formed by the bidder after submission of the offer proposal is prohibited. Bidders also may not subcontract services to other individuals or legal entities.

Part V. SELECTION CRITERIA

Bidder shall assume that there is only one opportunity to submit a Proposal in response to this RFP. Therefore, careful attention is required in order to insure that all of the technical documentation and other information necessary to support the Proposal are included therein. The level of responsiveness to the details of this proposal as well as the overall quality and clarity of the proposal will be considered by YEI as an indicator of the work quality that the bidder is likely to provide during project implementation assuming award. The evaluation will result in a determination that the Bidder's Proposal is acceptable or unacceptable. When the Proposal is determined to be unacceptable, no further consideration will be given to the offer.



Proposals will be evaluated according to following criteria:

Criteria	Points
Technical Proposal	
Experience (total 30 points)	
• At least 2 years international experience in youth employment services trainings	15
• At least 2 years consulting/management experience with employment services for young people	15
Capacity (total 25 points)	
• Professional Certification as Trainer	15
• Fluency in English	10
Training Methods/Approaches (total 30 points)	
• Methods to deliver the training	10
• Balance between theory and practice and ways to be achieved	10
• Quality control and evaluation of the learning outcomes	10
Financial offer	
Price (total 15 points)	
• The lowest price	15
• Second lowest price	10
• Third lowest price	5
Total maximum points	100

After preliminary evaluation of offers, YEI reserves the right to enter into discussions/clarifications with pre-selected bidders in order to amend and/or complete their original offers.

Contract will be awarded to the most competitive offer, which is established by weighing technical proposal against price on a 80/20 basis.

YEI reserves the right to cancel this RFP procedure, should it not be satisfied with the quality of proposals.

Part VI. ALTERATION OR WITHDRAWAL OF APPLICATIONS

Bidders may alter or withdraw their application by written notification prior to the deadline for submission of proposals. No alteration will be considered after this deadline.

Part VII. ETHICS CLAUSES/CORRUPTIVE PRACTICES

Bidders must not be affected by any conflict of interest with other bidders or parties involved in the project. YEI reserves the right to suspend or cancel the tender procedure and/or contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Bidders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a



properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

The YEI reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud.



SECTION TWO PROPOSAL SUBMISSION FORM

Part I. LANGUAGE

The proposal should be submitted in English Language. All reports and deliverables produced under the subcontract shall be in English.

Part II. INFORMATION'S REQUIRED FROM PROPOSALS

Proposals from bidders should include at least the information listed below:

Basic Information

- Bidders full name:
- Official address:
- Contact Information (Telephone, Fax, E-mail)
- Contact Person:
- Professional Certification as Trainer (*Please submit a copy of your certification with the proposal*):

Technical Proposal

Bidders have to supply technical proposal

- Training content/syllabus
- Description of training methods/approaches
- Resume for the key Trainer in case of more than one engaged for tasks implementation (Key Trainer is responsible for overall management and quality of the training)
- Experience implementing similar activities in the course of the past 5 years:
- Two independent qualified professional references

Financial offer

Bidders have to supply financial offer copies (refer to Section One, Part I, paragraph C):

- A completed budget including direct and indirect cost supported with budget notes

The Financial offer must be presented in Euro.

The price proposed in this offer should be all inclusive (refer to the ToR);

YEI is exempt from VAT, thus the cost should be exclusive of VAT. The contractor is responsible for all other taxes and duties in compliance with the Law in the country the Contractor is coming from.



TERMS OF REFERENCE

Short-Training-Courses for youth coaches of the YEI project partner organizations

1. INTRODUCTION

The purpose of this consultancy is to develop a five-day ‘Training’ course for the Local Action Group AGRO LIDER, Association Tineri Pentru Comunitate and Assoziacione InCo, within the Youth Employment Initiative’ Project.

This training aims to help organizations design coaching supported employment services schemes for their own staff. This could include identifying training needs, making learning and development plans for their teams/organizations, putting in place support systems for coaching processes and evaluating these.

2. CORE COMPETENCIES AND TRAINING MODULES

The basic skills that the initial training shall cover as introductory knowledge for the new services of supported employment provided by youth coaches in the YEI project’ organizations. The processes and services defined by the YEI project are grouped into: i) professional skills, and ii) soft skills. Respective competencies and learning outcomes are described below:

i) Professional skills

- **Helping Skills** include the following key abilities/learning outcomes:
 - o Understand the role of supported employment services
 - o Understand the helping process
 - o Apply the empathy, respect and trust in helping process
 - o Understand and apply basic mentoring/coaching techniques to students and young people
 - o Recognize the use of affective, cognitive, and behavioral interventions in the helping process
 - o Demonstrate the ability to ask questions – open/close and direct/indirect
 - o Demonstrate the use of helping skills while conducting an intake interview

- **Identify, Understand, Analyze and Describe Labor Market Information** include the following key abilities/learning outcomes:
 - o Distinguish between data and information
 - o Understand and explain the differences between labor market, labor force, labor market trends;
 - o Collect, organize, disseminate, and provide up-to-date career, educational and training information



- **Develop Employability Skills** include the following key abilities/learning outcomes:
 - Demonstrate the ability to help a client identify strengths and weaknesses for given job/internship position
 - List the requirements for conducting an internship/job search
 - Guide a client through a job search process using non-online and online-based resources
 - Guide a client through a job search process using Internet-based resources
 - Explain how to locate potential employers through at least three traditional and at least three nontraditional methods
 - Describe the activities involved in successful networking
 - Demonstrate the ability to help a client complete job/internship application forms
 - Explain the purpose of an effective CV, motivation letter
 - Attract employers to offer internships to young people
 - Organize and support students and employers to maintain internships

- **Develop and deliver training programs** include the following key abilities/learning outcomes:
 - Demonstrate the ability to design, develop, and deliver short trainings to groups of clients on career guidance topics
 - Demonstrate the ability to design, develop, and deliver short trainings to groups of clients on how to on how to access career information; prepare application forms for an internship/job; effectively interview for an internship/job
 - Demonstrate the ability to design, develop, and deliver short trainings with guest speakers from companies and public institutions
 - Demonstrate the ability to develop training materials

ii) Soft-skills

- Leadership skills
- Team working skills
- Communication skills
- Presentation skills
- Networking skills
- Time management skills
- Negotiation skills
- Decision making skills
- Digital skills

The modular themes that corresponds to aforementioned competencies and learning outcomes shall be structured in one session with respective duration is introduced below:

Module 1. Helping Process and Communication Skills (1 day)

Module 2. Management, Planning & Monitoring and Leadership & Team working Skills (2 days)

Module 3. Career and Labor Market Information (0.5 day)

Module 4. Employability Skills and Time Management Skills (1 day)

Module 5. Establishing Partnerships and Networking Skills (0.5 days)



The training provider is assigned to perform the following tasks:

1. Develop the training content for the tailor-made modular courses for skills development of youth coaches according to aforementioned description of competences, learning outcomes and modular themes. The balance between theory and practice and ways to be achieved are very important for the quality of learning outcomes.

The international good practices that don't require specific adjustments in country specific labor market conditions will be considered as an advantage.

Prior starting with the training, the developed training content will be reviewed and approved by the YEI' project staff.

2. Conduct one tailor-made modular course for skills development of youth coaches according to approved training content by YEI.

The target group for this training consists of 6 youth coaches (maximum 10) from three civil society organizations within the YEI project partnership

The training shall be conducted in English language, and the training handouts distributed to participants shall also be in English language and useful during the training and for posttraining use.

The training course shall be conducted in Krushevo, North Macedonia in duration of 5 days (Monday-Friday).

3. The deliverables additionally include

- Finalized training overview for review by the YEI project' partner organizations with clear aims, objectives and key learning points for each session
 - List key reference documents or sources relating to each session
 - List key activities expected in each session
- Develop draft materials for review by the YEI project' partner organizations including:
 - Training path
 - Session Briefs
 - Drafts of Power points, guideline content, handouts, resource materials

4. Submit to YEI a brief progress report (max. 3pages) upon completion of the training session.

IV. OTHER REQUIREMENTS

Timeframe and Deliverables

The YEI project' staff expect that work will start on **January 15, 2021** to be completed as specified in the following timeframe.

The training provider can engage more than one trainer (or one key trainer and one assistant) if needed to fulfill the timeframe and to ensure qualitative deliverables.

The work detailed in the terms of reference is for €4000 ((incl. costs that may arise for travelling and stayovers)) which will be paid after the objectives are met and approved by YEI project partner' organizations. The work is to be completed in its entirety by 15th May2021, inclusive of all preparation, travel, reporting, etc.

See detailed timeframe below, with deadlines to be confirmed after the signing of the contract:

Activity

-Agree ToR and signed agreement

TBC

-Submission of draft course overview to be quality assured by

TBC



Erasmus+





the YEI project partner organizations	
-Submission of the draft materials to be quality assured by the YEI project partner organizations	TBC
-Revision of materials based on feedback by the YEI project partner organizations	TBC
-Submission of the final draft of materials	30.04.2021
-Delivering of the training course	30.04.2021
- Submission of the report and recommendations	15.05.2021

Logistics

In performing task, the training provider will be in charge for organizing the logistics on his own for engaged trainer/s and cover related costs, such as transportation, accommodation, and catering.

Whereas, all other logistics related to this training such as transportation of participants, venue, and catering, will be organized and covered by YEI, therefore shall not be part of the offer.

Communication and Reporting

Throughout implementation of tasks, the training provider shall keep close communication will YEI's responsible staff. Potential problems in the relationship shall be openly addressed while ensuring that discussions will not undermine effective implementation of tasks.

All communication of the training provider with public, including the media appearances should be closely coordinated with YEI.

A brief progress report (max. 3 pages) shall be submitted to YEI's responsible staff upon completion of the training, whereas recommendations for the newly trained youth coaches on how to continue develop their youth coaching skills shall be summarized in a separate report upon completion of the training.

Required Qualifications

- At least 2 years international experience in youth employment services trainings
- At least 2 years consulting/management experience with employment services for young people
- Professional Certification as Trainer
- Fluency in English

YEI Responsible staff: Marina Tosheska - Project Coordinator
E-mail: marina_tosheska@yahoo.com

December, 8 2020



REFERENCES AND DECLARATION:

Please supply the name and address of two referees. These should not be relatives or purely personal friends. One reference should be from an organization where you were responsible for delivering some courses.

1st Referee –

Name

Job title

Organization

Address

Contact email

Contact tel

2nd Referee

Name

Job title

Organization

Address

Contact email

Contact tel

I declare that the information given on this form is correct to the best of my knowledge.

I consent to the YEI project' staff checking any information that I am unable to verify personally.

Signed:

Date:





