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| Description: Description: Description: NRC logo**Call for Consultancy**NRC Addis Ababa Area office funded by «Swiss» is seeking to engage consultants to provide :**Training on Group dynamics, Entrepreneurship and Small Business Management** **reference: «PTN/2021/001»****BIDDING DOCUMENTS**The TOR documents will provide all relevant information in detail, specifications, quantities, delivery location, date, time, and place for the submission of the Tender, and can be obtained either:**From** the NRC website: <https://www.nrc.no/procurement/>**Or** bidders can pick-up in person the RFQ documents from Logistics Department from Monday to Friday 08:30 to 15:00 at the following locations:* Addis Ababa Country Office – 2nd Floor, Adika Building, Woreda 03, Bole Sub-city, Addis Ababa

**Closing date for submitting the bid is** **25 January 2021 at 16:30**. All times are local and follow the Gregorian calendar. All bids submitted after that date will be rejected.**TENDER PROCESS.** All interested and eligible firms are requested to submit their offers by hand **and not by email** in sealed envelopes to the address specified in the tender pack. Submissions can be made by DHL or any other express courier. Note that all bidders are required to sign a bid submission register upon submission. The register can be signed by a company representative or courier. Enquiries need to be made in writing via email et.tenders@nrc.no |

**REQUEST FOR QUOTATION**

From:

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| **NRC Addis Ababa Area Office**2nd Floor Adika Building (Besides Saro Maria Hotel)Woreda 03Bole Sub-cityAddis Ababa[https://goo.gl/maps/8PuX44Dnmqq](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgoo.gl%2Fmaps%2F8PuX44Dnmqq&data=02%7C01%7Cdaniel.bettega%40nrc.no%7C152d97a014f24dab4f5008d6faf90c84%7C3f86d1b42c6b4b1ab2ae6f5e950bca1e%7C0%7C0%7C636972344917369390&sdata=4uZl6xnlJeey0kPuyEDIzFIWoDpG%2FjnJHgvrv8rSnN8%3D&reserved=0) | **NRC Ethiopia**Country OfficeEt.tenders@nrc.no |

Date: 10th January 2021

**Subject: Consultancy service :**

**Call for Training on Group dynamics, Entrepreneurship and Small Business Management.**

**Manner of Submission:**

Please submit your quotation by hand to the address listed above in a **sealed envelope**.

Deadline for submission of quotations is 25 January 2021 before 16:30 promptly. **Companies who do not submit their quotation by this deadline will not be considered**. All bids delivered to NRC **MUST** be registered on submission. Your quotation should clearly indicate the following:

* Net price after deduction of discounts.
* Validity of the offer (3 months preferred)
* Lead time in days for requesting the service.

**Documents to be submitted with the bid:**

1. This RFQ completed, signed, dated and stamped/ signed on every page
	1. Requirements
		1. Technical specifications
		2. Quantities
	2. Financial offer
	3. Conditions of quotation
	4. Ethical standards
	5. Bidding form and declaration
2. Business license registration certificate (Commercial registration)
3. Tax Identification Number (TIN) registration certificate (Tax registration)
4. Value Added Tax (VAT) registration certificate (if VAT is to be charged)

**REQUIREMENTS**

The office of the Norwegian Refugee Council invites your company to make a firm offer for the following services/ goods:

**Quantities**

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| --- | --- | --- | --- | --- |
| **#** | **Item** | **Quantity** | **UoM** | **Delivery to** |
| 1 | Call for trainers | 120  | Trainees | Addis Ababa |

\* Quantities may and will vary depend on the actual requirements

**Technical specifications**

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| --- | --- | --- |
| **#** | **Item** | **Specification** |
| 1 | Call for trainers | Refer the TOR |

**FINANCIAL OFFER**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Specification** | **Quantity** | **UoM** | **Lead time (days)** | **Unit price (ETB) Excl. VAT** | **VAT rate** | **Unit price (ETB) Incl. VAT** | **Total (ETB) Incl. VAT** |
| 1 | Call for trainers  |  | 120 | Trainees |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |

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| Notes |
| **Please use Separate Envelope for Financial and Technical Proposal of each Lot.** |
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**Quote validity \_\_\_\_\_\_\_\_\_\_\_ months** (3 months preferred)

**CONDITIONS OF QUOTATION**

Payment will be made within 30 days of receipt of goods, by bank transfer/cheque only.

Suppliers must be able to provide NRC with formal invoices and pre-numbered receipts. If the supplier is exempt from this requirement for any reason they are required to submit the relevant exemption documentation formally recognised from the relevant authorities.

All suppliers doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

NRC aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers will be required to allow NRC to inspect goods for suitability before contracting.

**ETHICAL STANDARDS**

NRC as a humanitarian organization expects the suppliers and contractors to have high ethical standards. Any organization supplying goods to NRC valued at over USD$10 000 in one year must sign this declaration. This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

NRC staff may perform checks to verify that these standards are adhered to. Should NRC deem that the supplier fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with NRC may be terminated.

Anyone doing business with Norwegian Refugee Council shall as a minimum;

1. Comply with all laws and regulations in effect in the country or countries of business, AND;
2. Meet the ethical standards as listed below, OR;
3. Positively agree to the standards and be willing to implement changes in their organization.
4. **ANTI-CORRUPTION AND COMPLIANCE WITH LAWS AND REGULATIONS:**
	1. The supplier confirms that it is not involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organization or other illegal activity.
	2. Where any potential conflict of interest exists between the supplier or any of the suppliers’ staff members with any NRC staff member, the supplier shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
	3. The supplier will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
	4. The supplier shall be registered with the relevant government authority with regard to taxation.
	5. The supplier shall pay taxes according to all applicable national laws and regulations.
	6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.
5. **CONDITIONS RELATED TO EMPLOYEES:**
	1. No workers in our company will be forced, bonded or involuntary prison workers.
	2. Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.
	3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
	4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
	5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child’s opportunity to complete his/ her education.
	6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
	7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
	8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
	9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
	10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
	11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
	12. Workers shall be provided with at least one day off for every 7-day period.
	13. All workers are entitled to a contract of employment that shall be written in a language they understand.
	14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
	15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
	16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
	17. No Deductions from wages shall be made as a disciplinary measure.
6. **ENVIRONMENTAL CONDITIONS:**
	1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
	2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
	3. National and international environmental legislation and regulations shall be respected.
	4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

**BIDDING FORM & DECLARATION**

To: Norwegian Refugee Council

Sir / Madam,

We offer to execute the Services in accordance with all requirements of the current Request for Quotation, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

**We understand that you are not bound to accept the lowest or any bid received.**

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| Name of Signatory: | Date of Signing: |
| Title of Signatory: | Name of Bidder: |
| Signature & stamp: | Email of Bidder: |
| Tel N°: |
| Address: |

|  |  |
| --- | --- |
| Bank name (to be used for this contract) |  |
| Account number |  |

1. **ELIGIBILITY REQUIREMENTS**

**To be considered eligible – it is compulsory to submit the following document with your bid;**

* 1. Business license registration certificate (Commercial registration)
	2. Tax Identification Number (TIN) registration certificate (Tax registration)
	3. Value Added Tax (VAT) registration certificate (if VAT is to be charged)



**Terms of Reference (ToR) for Training on Group dynamics, Entrepreneurship and Small Business Management.**

1. **Introduction**

Norwegian Refugee Council (NRC) is a non-governmental, humanitarian organization with 60 years of experience in helping create a safer and more dignified life for displacement-affected people. NRC assists refugee and vulnerable Ethiopians within the sectors of Shelter, Education, WASH, Food Security and Livelihood, and Information, Counselling and Legal Assistance (ICLA).

NRC Addis Ababa Area Office (formerly called Urban Programme), which is being run since 2014, provides assistance to refugees and host community members in Addis Ababa through Livelihood, Education, WaSH, Protection and ICLA Program. The Office has been delivering inclusive assistance by targeting refugees from all nationalities to provide livelihood support (injecting business start-up capital), and significantly contribute to achieve self-reliance. Besides, those vulnerable community members who are hosting, living in harmony and sharing all their resources with the refugees are included to benefit from the program. As a result, the assistance will enable beneficiaries to diversify income sources and allow them to lead to a more dignified living condition.

Therefore, as part of intervention, Norwegian Refugee Council (NRC) Addis Ababa Area Office would like to conduct a training on Entrepreneurship and Micro-Business Management through hiring a qualified consultant, both for the targeted refugees and host community members.

**Objective of the training**

The general objective of the training is to help micro entrepreneurs (urban refugees and host community) establish a business or improve their existing business, by teaching a set of core business skills. However, specifically the training aims:

To equip trainees (both refugees and host community) with entrepreneurial knowledge/skill, and contribute for the improved income generation to be self-reliant

To promote transferring the acquired knowledge/skills through experience sharing, demonstration, etc., and also build their confidence to run their own business

To enable members acquire basic skills in leadership and management of a group.

 To install the spirit of good communication habit essential for building cooperation, unity and trust in a group.

To enable members value and respect decision made collectively

 To enable members to state the importance of record keeping and identify types record to keep in a group.

**Methodology of the Training Delivery**

The consultant will apply multiple techniques to properly deliver the required training for urban refugees (both registered and OCP holders) who reside in Addis Ababa. In order to achieve the objectives of the training, the consultant (s) is expected to use various types of methodologies (like introduction with beneficiaries, group discussion & experience sharing, result-based demonstration, etc.). Getting feedbacks on daily basis will constructively contribute for the improvement of knowledge transfer.

**Key deliverables**

Performance report after delivery of the required training.

Photos and video taken during training.

Time frame

The overall consultancy is expected to take a maximum of 8 days with the possible starting date of February 1st 2021.

Information Sharing and Communication

NRC will manage and supervise the course of the training, in consultation with stakeholders. The line of communication to the consultant (s) will be the NRC Livelihood team and Area Office Manager.

**Training participants**

30 trainees from host community (one session) and 90 refugees (three sessions) of all nationalities (a total 120 trainees)

Training location

Targeted host community and refugees will attend the training in a selected hotel.

Key Deliverables

Training manual

Training Report

Requirements (Qualifications of the Consultant)

An advanced degree in Economics/Agricultural Economics, Business Management, Communications, International Development, Mixed Migration or any related field.

Practical experience of working in refugee and/or IDP programming or related contexts would be an asset.

The Consultant (s) should have expertise & demonstrated experience on similar assignments, i.e. Training delivery on entrepreneurship, business planning & management, proposal formulation, etc.

Ability to speak various languages (such as Amharic, Tigrigna, Arabic, French, English, etc.), and understanding of the cultural diversity of refugees

Ability to interact with host government, partners and/or others as required for this consultancy

Strong organizational, analytical and reporting skills, presentation skills, attention to detail, and ability to meet deadlines.

**5. Application Process and Submission Requirements**

Qualified and interested applicants are requested to take the ToR for this consultancy from the NRC logistics department

Submit a detailed technical proposal that clearly demonstrates a thorough understanding of this ToR and how the training will be delivered. The technical proposal should outline the detail timeframe.

Submit a clear and detail financial proposal for the consultancy, quoted in ETB

Provide company profile that demonstrates the company’s competency in undertaking similar consultancy services and detail curriculum vitae if the applicant is an individual or a group of individuals outlining their qualification and experience

Any other relevant documents that are relevant to this consultancy

All applications should be sent in hard-copy in a sealed envelope to: NRC Ethiopia Addis Ababa area Office, Addis Ababa, Bole Sub City, besides Saro-Maria Hotel, on Adika Building (2nd Floor) –before 25th January 2021 at 16:30 and a subject line: “Technical and Financial Proposal for Consultancy on Entrepreneurship and Small-Business Management Training.” Note that technical and financial proposal must be submitted in a different envelope.