**REQUEST FOR QUOTATION**

From:

|  |  |
| --- | --- |
| **NRC Addis Ababa Country Office**  3rd Floor Isaac Tower Airport Road (Between Ethio Supermarket & Shoa Supermarket) Bole Japan Addis Ababa PO Box 25612/1000 Ethiopia  <https://goo.gl/maps/C45nQBS81UfxY625A> |  |

Date: **23 April 2021**

**Subject: Consultancy for developing Life skills manual**

NRC Ethiopia wishes to contract qualified conultantes to under take **Consultancy for developing Life skills manual**

**Manner of Submission:**

Please submit your quotation by hand to the address listed above in a **sealed envelope** or to et.[tenders@nrc.no](mailto:tenders@nrc.no) before the deadline listed below.

Deadline for submission of quotations is **10 May 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item** | **Quantity** | **UoM** | **Delivery to** |
| **1** | **Consultancy for developing Life skills manual** | **1** | **Lump sum** | * Shire, Assosa, Addis Ababa and Gambella |

may and will vary depend on the actual requirements

**Technical specifications**

|  |  |  |
| --- | --- | --- |
| **#** | **Item** | **Specification** |
| 1 | **Consultancy for developing Life skills manual** | See the attached TOR below |

**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 | **Consultancy for developing Life skills manual** | Please Refer the attached TOR below | **1** | **Lump sum** |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |

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| Notes |
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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.**

|  |  |
| --- | --- |
| 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 FOR DEVELOPING LIFE SKILLS CURRICULUM IN ETHIOPIA**

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| --- | --- |
| Title of Assignment | **Developing Life Skills Curriculum for male and female refugee and host community youth of ages 15- 29 in Ethiopia** |
| Location | Ethiopia |
| Duration | 3 months |

**Background and Justification**

NRC commenced operations in Ethiopia in 2011 and has since been a leading humanitarian organization in providing lifesaving assistance, durable solutions, and building resilience amongst vulnerable displacement affected populations (refugees, IDPs and host communities). NRC’s Country Office is based in Addis Ababa and operates through seven area offices in Gambella, Dollo Ado, Shire, Assosa, Jijiga, Bule Hora and Addis Ababa. NRC works to improve the protection and living conditions of displaced and displacement-affected populations through Education; Shelter; WASH, Information Counselling and Legal Assistance (ICLA), Livelihood and Food Security (LFS) and Child Protection. Education has four strategic response areas, namely, Support to Formal Education, First Phase Education, Non-Formal Education, and Youth Education and Training.

Since 2011, and in collaboration with the Regional Education Bureaus (REBs), NRC Ethiopia has provided Youth Education and Training to the refugees and host community youth, which mainly contains Life Skills Training, Computer Literacy and vocational skills training. The refugee and the host community youth are baffled continuously by and at odds with their inner selves and other people with whom they regularly interact; as well as the environment around them. As they develop into adolescents and adults, they need to acquire the knowledge, skills, values and attitudes that will enable them to handle themselves and their environment successfully[[1]](#footnote-2). As a result, the youth require 12 core skills identified by UNICEF’s Life Skills and Citizenship Education[[2]](#footnote-3). NRC has framed those skills to address four cluster areas of skills for learning, skills for employability, skills for personal development and skills for active citizenship.

The Life Skills component of the training aims at developing the all-rounded personality of the participants of the training including the following: interpersonal communication skills, self-esteem, achieve a reliable basis for making informed choice, belief in a promising future with real opportunities, cultivate the inquiring and problem-solving habits of mind for lifelong learning, acquire the technical and analytic capabilities to participate in a world-class economy, become ethical persons, learn the requirements of responsible citizenship and respect diversity in our pluralistic society.

The second component of the training, which is the major focus, is vocational skills training. Selection of the trades in the vocational skills training is made in line with market assessment ensuring that there is a substantial match between supply and demand side of the labour market in both the host communities and refugee camps for each area of vocational skills. Currently, there are 15 trades with several sub-skills for employment selected, based on labour market assessment and Ethiopian Occupation Standards. They are (1) Metal Work, (2) Furniture Making, (3) Building Construction, (4) Electrical Building Installation, (5) Electronics, (6) ICT, (7) Food Preparation, (8) Garment Making (with sub-skills of Basic Apparels, Weaving and Embroidery), (9) Beauty Care/Hair Dressing, (10) Leather Products, (11) Plumbing, (12) Accounting/Bookkeeping, (13) Gypsum work/ finishing works of construction, (14) Making mops and brooms and (15) Carpet Making.

Evidence shows that the combination of technical and life skills is crucial to developing positive attitudes and behaviours, fundamental competencies in communication and leadership, and mutual understanding between diverse groups. In displacement contexts, it can include the application of life skills in specific risk situations and in situations where young people need to be empowered to promote and protect their rights. According to NRC’s draft guidelines for life skills youth programming, refugees and host community youth require thirteen sets of transferable life skills to enable them to adapt to and deal effectively with the demands and challenges of everyday life. Therefore, NRC is looking for a qualified consultant to develop a curriculum for training for refugee and host community male and female youth ages 15 to 19 on life skills. The syllabus and training materials will cover the thirteen skills: 1) critical thinking, 2) problem solving, 3) creativity, 4) negotiation, 5) decision-making, 6) communication 7) cooperation, 8) self-management, 9) resilience, 10) empathy, 11) respect for diversity, 12) participation, 13) positive parenting skills. The life skills curriculum should be adaptive, depending on social background and gender.

A positive youth development approach is expected to be used as the basis for analysis of needs and any product development. NRC has interpreted and used positive youth development framework that was developed by USAID [here](https://www.youthpower.org/positive-youth-development-pyd-framework)

**The objective of the consultancy**

The main objective of this consultancy is to develop a curriculum for life skills training for Ethiopia, covering the above mentioned thirteen skills for use in the classroom and to be digitized. The developed curriculum should contain two documents; training manual, facilitators guide and TOT materials.

**Methodology**

* Develop a detailed work plan. The plan should be discussed and agreed with NRC.
* Desk review of NRC’s Life Skills framework and draft life skills guidelines, Ethiopia’s existing life skills training materials, life skills curriculum from other NRC’s country offices and identify areas to add, change, or eliminate related to context, methodologies, and learning outcomes
* Probe available local needs assessments and publications, including reports of labour market surveys and gender analyses to understand youths’ motivations and potentially skills employers’/market actors feel, are essential, interests, needs, and skills-gaps related to life skills.
* Analyse how life skills are framed and understood at the country level.
* Undertake three focus group discussions (FGDs) for a maximum of ten youth (50% females) in four area offices (Addis Ababa, Shire, Gambella and Assosa) using a participatory approach. One group for youth who haven’t enrolled for vocational skills training; one for those who are currently taking courses and the last group for VST graduates. The purpose of the FGD with the different groups is to help to understand their situation and motivation in attending the life skills programme. These consultations explore potential risks to male and female youth and help to modify the programme to prevent and mitigate the identified risks to be incorporated into the curriculum.
* Undertake key informant interviews with youth civil society organizations/umbrella and TVET instructors to get a feel of how youth learn, understand the current skills, opportunities and constraints surrounding the provision of life skills. It will also inform the development of facilitator’s guidance.
* Develop context-specific learning objectives/harmonize the ones in NRC’s draft guidelines for life skills youth programming based on the consultations.
* Conduct curriculum adaptation workshop with staff from NRC, partners, youth representatives, employers, community leaders, ministries of labour, and TVET centres to provide their feedback and validation, including identifying strengths, weaknesses, and areas for improvement. This will include TOT process and a follow up monitoring, mentorship and coaching.
* Draft the curriculum following NRC’s draft guidelines for life skills youth programming to ensure high impact and quality curriculum
* Gender and inclusion review of the curriculum draft to ensure integration of:
* Gender and inclusion issues as content and exercises;
* Learning experiences supportive of gender‐sensitive and disability-friendly perspectives, attitudes, and skills;
* Gender-sensitive and disability-friendly language, images, writings, and processes within the curriculum
* Ensure male, female and youth with disabilities are participating and providing inputs at all stages of the curriculum development processes.
* The curriculum developed must keep in mind the application of skills – ensuring that life skills are not just taught in the classroom but are applied in real-world situations for learning to take place.
* Share final curriculum materials to NRC in soft copies.

**Key Deliverables**

* Curriculum adaptation workshop
* Life skills curriculum containing a training manual (main text) and facilitator’s guide (soft and hard copies)
* A maximum twenty-page narrative report detailing the process, experiences and challenges encountered in carrying out the assignment and recommendations for the way forward using NRCs report format which will be provided

**NRC’s Responsibility**

* Provide transport to and from the field
* Provide necessary information, project documents and reports regarding implementation of youth education and training programs
* Support in facilitating consultation meetings with the relevant stakeholders (ARRA & UNHCR) and government bureaus and offices
* Ensure contacts in areas of the assessment and the team visits

The terms and conditions of service will follow NRC terms for consultancy and payment. Payment will also be made according to the finance procedures of NRC.

**Timeframe**

* The assignment will take ninety working days. This consultancy is taking place in Ethiopia. The consultant will be required to visit NRC’s four area offices, i.e. Shire, Assosa, Addis Ababa and Gambella.

**Modalities of the consultancy**

NRC anticipates bringing on board a consultant between May – July 2021 (maximum of three Month). The consultant will do a desktop review at home before travelling to Ethiopia.

All travel and accommodation to and from Addis Ababa will be organised and covered by the consultant. Also, the consultant will cover national visas (if applicable), per diem and insurance. NRC will only cover travel cost to and from the field.

**Payment schedule:**

The following payment schedule will be applied to the consultancy:

* 20% of total service contract upon submission of inception report and work plan
* 80% upon completion of the final approved curriculum materials and narrative report to NRC.
* Ethiopia 30% withholding tax for international consultancy will apply.

**Consultant Qualification**

The assessment is expected to be carried out by consultant(s) preferably a legally registered firm. Specifically, the consultant (s) should have:

* Master’s degree in Curriculum Development, Education, Business Management, Business Administration, Development Studies, Development Economics, Agricultural Economics and the related field of studies with over eight years of experience.
* Value add would be a consultant who has experience using participatory methodologies and working with youth.
* At least five years of developing training guidelines, training manuals, strategies, or policies related to youth or community development.
* Knowledge of VST and entrepreneurship
* Have strong interpersonal skills and communication skills.
* Have the ability to deliver quality products
* Good report writing skills and ability to meet deadlines

**Additional information**

The consultant will be responsible for completing online UN basic and advanced security in the field and will sign NRC’s Code of Conduct and follow NRC’s security procedures in Addis Ababa. The consultant will also follow NRC’s Child Safeguarding Policy.

**Application procedure:**

Interested applicants who meet the required qualifications are invited to submit their expression of interest online on NRC website: <https://www.nrc.no/procurement/> until May 10, 2021. The expression of interest should include:

* Resume or CVs of the study/consultancy team members with details of experience, qualifications, telephone number and names of three references.
* A technical proposal that summarizes understanding of the ToR and the proposed methodology
* Financial proposal providing relevant cost estimates for the consultancy work

1. West Nile private sector development promotion centre limited. Life skills training for youth, trainer’s manual. [↑](#footnote-ref-2)
2. UNICEF’s Life Skills and Citizenship Education in the Middle East and North Africa: Conceptual and Programmatic Framework: A Four-Dimensional and Systems Approach to 21st Century Skills [↑](#footnote-ref-3)