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| Description: Description: Description: NRC logo**Call for Consultancy**  NRC Addis Ababa Area office funded by «NMFA,» is seeking to engage consultants to provide :  **Teachers Training**  **reference: «PTN/2020/021»**  **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** **26 October 2020 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](mailto: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 03  Bole Sub-city  Addis 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 Office  Et.tenders@nrc.no |

Date: 06th October 2020

**Subject: Consultancy service :**

**Call for Teachers Trainers.**

**Manner of Submission:**

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

Deadline for submission of quotations is 26th October 2020 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 | Call for trainers | 150 teachers | training | Addis Ababa |

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

**Technical specifications**

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

**C**

**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 teachers trainers |  | 150 | teachers |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |

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| --- |
| Notes |
| **Please use Separate Envelope for Financial and Technical Proposal of each Lot.** |
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|  |
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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 (ToR) for Teachers Training: External Consultancy**

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 refugees 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, which is being run since 2014, provides assistance to refugees and host community members in Addis Ababa through Food Security and Livelihoods(FSL), Education, Protection, School WaSH and ICLA. The Office has been delivering inclusive assistance by targeting refugees from all nationalities and vulnerable host community members who are hosting, living in harmony and sharing all their resources with the refugees*.* Specifically, urban refugees and host community members have been receiving services like conditional and unconditional cash support, short term small business management training, information counselling and legal assistance, vocational skill training in collaboration with other private training institutions, cash for education, language training, water sanitation and hygiene related support to public schools etc.to mention some.

Schools are closed soon after COVID-19 was declared as a global pandemic by WHO. According to MoE COVID-19 response plan, over 26 million students from 38,000 schools are affected by the disruption. This has impacted the provision of formal education, slowed down the rate of literacy ability among students, exposed children to different kinds of abuse and psychosocial problems. On that note, NRC has started supporting public schools to help them improve hygiene and COVID-19 mitigation measures and WASH facilities to allow safe operation of schools during the pandemic. As part of our intervention and as per the MoE’s COVID-19 response plan, we have planned to provide capacity building training to teachers and other school community members in order for them to meet the minimum school reopening procedures.

Therefore, Norwegian Refugee Council (NRC) Addis Ababa Area Office would like to conduct a training for public school teachers and other school community members by hiring qualified consultants or group of trainers.

1. **Objective of the Training**

The primary goal of the teachers’ training is to help teachers update their knowledge, skill and help them provide good quality instruction. Likely, the focus is on the areas that will help achieve quality education by improving the capability of public school teachers.

1. **Contents of the Training**

The teachers’ training topics are broad depending on the existing needs of teachers which is adjustable from time to time. It ranges from supporting teachers manage their classroom, make them informed on the current trends of education globally and in Ethiopia particularly and responsive to the current pandemic and other crisis. The selected trainers should do secondary data analysis to look for additional and essential training topics.

This training has health related topics in that selected trainees will be trained on a simplified case definition and alert notification procedures including registration and reporting about the symptoms of COVID 19, psychosocial and mental health support. Also, awareness raising regarding WaSH, water, sanitation and hygiene, practices among school community members is part of this training.

1. **Training Participants**

The training participants are 150 teachers and school management committee members from 32 public schools that are found under Bole,Yeka and Nifas /Silk Lafto sub cities. The teachers’ training is planned to be given before the opening of schools.

1. **Training Methodology**

This session involves lecturing, role plays, games and elicitation to promote a participatory and learner centred approach. Warm–ups or energizers at the beginning of a topic or anytime during the training would be used to enhance interaction. Also, emphasis will be given to practice and application of knowledge and skills learned.

1. **Duration and Venue of the Training**

This training will take a maximum of five days for each group. Each group will be divided into different clusters to allow prevention against the pandemic. It is also a whole day training. NRC will arrange the training venue and refreshment. This is summarized below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Group of trainees | Unit | No. of units | Training Sessions | Frequency |
|  | Teachers | Person | 150 | Session one:50 teachers | 5 days |
| Session two:50 teachers | 5 days |
| Session three:50 teachers | 5 days |

1. **Reporting Requirements**

The consultant is expected to submit the training manuals before the start of the training. Also, draft report is expected at the end of each session. Having incorporated the comments from NRC staffs, the final report should be presented. Quality in terms of language, formatting, citation, relevance of information etc.is expected from this report. Also, realistic findings and recommendations are required so that the results of the training are shared and lessons are learned and documented.

1. **Minimum Expertise Required**

* The group of consultants or trainers should be composed of experts who have specialised in each of the separate training areas.
* Minimum Master’s degree in the field of education, educational planning and management and good understanding of the current trends in education
* Proven international and national experiences in designing teacher training manuals and training teachers
* At least B.S.C degree in Public and environmental health and related fields
* Minimum 7 years of demonstrated experience in the fields mentioned above
* Strong analytical skills and
* Demonstrated report writing and presentation skills