**ANNEXES 2 AND 7**

1. **REQUEST FOR PROPOSALS: Provision of Vocational Training to 500 Women and Adolescent Girls: GBVS-NHF-GfG-27316/5**
2. **REQUEST FOR QUOTATIONS: Supply of Start-up Kits for 500 Vocational Skills Trainees: GBVS-NHF-GfG-27316/20**

**Note:**

**The two bids must be jointly proposed/quoted for, with the price offer prepared separately then presented as a cumulated offer.**

**ANNEX 2**

**REQUEST FOR PROPOSALS: Provision of Vocational Training to 500 Women and Adolescent Girls: GBVS-NHF-GfG-27316/5**

Gibran Books and Values Society of Nigeria (GBVS) is implementing an educational and protection project in Gombi and Maiha LGAs of Adamawa State.

As part of our efforts to strengthen communities' resilience and support their well-being, Gibran Books and Values Society of Nigeria (GBVS) also looks for opportunities to improve the livelihood potentials for continued education and wellbeing for vulnerable women and girls.

Applications are invited for:

Title: Request for Proposals (RFP) for a Service Provider to conduct Vocational Skills Acquisition and Entrepreneurial Training in Target Communities of Gombi and Maiha LGAs, Adamawa State for the Girl Child’s Sickness is for the Girl Child (GforG) Project, Financed by the Nigeria Humanitarian Fund and implemented by Gibran Books and Values Society of Nigeria (GBVS)

**Location:**Adamawa,  
Employment Type: Contract

**Context and Background**

* GBVS is implementing the Girl Child’s Sickness is for the Girl Child (GforG) Project funded by the Nigeria Humanitarian Fund (NHF) in Gombi and Maiha local government areas of Adamawa State. In implementing the project, GBVS is collaborating with the Sirri Care Foundation (SIRRI CARE) in Adamawa State.
* The project focuses on reducing vulnerabilities among out of school and vulnerable children, especially girls, and young women, in Adamawa State, Nigeria. Eradication of child labor is one of the Sustainable Development Goals which Nigeria has subscribed to since 2015.
* Some of the causes of child labor are the level of poverty, low level of education, poor or no awareness about the impact of child labor, large family sizes with limited resources, low net income from farming and other sources of generating resources, and lack of life building skills. Children’s working conditions and overall situation vary greatly with different consequences.
* The severity of lack of education/skills describes the extent to which situation causes irreversible harm, which includes mental health, physical health, and negative impact on cognitive development, poor school attendance, impaired cognitive development, lower well-being, and poor learning.
* GforG seeks to intervene by working holistically with communities to help tackle the interconnected challenges and reduce the prevalence of out-of-school children among conflict-affected peoples in the targeted communities in Adamawa State.
* In addition, the project focuses on primary areas of responsibility, which mirror the UN’s international child protection system strengthening standards: with a focus on helping to reduce out-of-school children and support children at risk of child labor/recruitment by armed gangs and monitoring to help identify and remediate cases of gender-based violence (GBV) and support through the implementation of relevant Adamawa State Government vocational education guidelines.
* Therefore, the three outcomes of the project include solutions to the problems of supporting teachers, parents, and key community stakeholders’ sensitization activities, capacity building and strengthening for parents, and entrepreneurial activities/clubs for adolescents.
* This intervention can facilitate a greater understanding of gender issues, leading to grassroots change towards greater social equality.
* The goal of GforG is to significantly reduce the prevalence of out-of-school children, especially girls, and provide support for reducing GBV among conflict-affected peoples in the selected communities of Adamawa State. The intervention will be implemented in select communities in each local government (Kwambo’on in Maiha, and Gombi town. There will be 500 direct beneficiaries made up of women and girls.
* The GforG project to boost child protection and reduce GBV by supporting children and women in different vocational skills and entrepreneurial training seeks to engage a Service Provider (Consultant or Educational Institution) to conduct Vocational Skills Acquisition and Entrepreneurial training in targeted communities in Gombi and Maiha LGAs, Adamawa State for the GforG project in Nigeria.

**Purpose and Objective**

* GBVS’s Nigeria program is seeking an experienced Consultant and/or Consultancy Company/Educational Institution to conduct Vocational Skills Acquisition and Entrepreneurial Training. The training aims to equip GforG project participants with vocational skills for a life-building skill for school children in entrepreneurial clubs and small business management expertise to support youth and women in income-generating activities for which there is market demand considering the target population, local community dynamics, and cultural preferences.
* The purpose of this training is to prepare children between 12 and 17 years and youths (female aged 18-29 with little or no formal education and living in rural and peri-urban environments) and adult women in the target LGAs in Gombi and Maiha in Adamawa state for a life-building skill for the children and youth and adults to be employed in and/or engage in profitable businesses that are suitable for and/or adapted to their local environments and marketplace.
* The training is expected to be completed within 6 months with the consultant available from July 2024 to February 2025, upon signing of the Contract.

Scope and Geographical Coverage:

* The Vocational Skills acquisition and Entrepreneurship training will be conducted about the skill set for a life-building opportunity for the children and for youth and adults for engaging with market demand, cultural environment, and the social or political processes that enable access to work and other livelihood opportunities.

**The Scope of the Assignment**

* The Consultant/Service Provider will carry out all training for the trades indicated below using best practices and adult learning methodologies. The training should be experiential and hands-on and offer participants the opportunity to work with relevant equipment/materials while acquiring the necessary skills/expertise in the relevant life-building skill and trade.
* The methodology should be gender-sensitive, and age-appropriate and include guidance on the use of training tools for the children and business start-up kits for youths and adults. The training methodology and plan should include a reasonable cohort size of no more than 50 participants to ensure effective skills/knowledge acquisition by participants.

Specific Objectives:

* Deliver the specific technical vocational and entrepreneurial skills determined by area-based potentials for identified beneficiaries. GforG Project identified specific skills to be deployed based on a needs assessment. The project plans to train 500 beneficiaries (School pupils - 100 Females), (200 female youths), and 200 older adults who will be trained in total in the two project target LGAs. Breakdown across the following trades:
  + 100 beneficiaries – Repair of mobile phones/tablets
  + 100 beneficiaries – Food seasoning (this entails masa/pasta making, groundnut processing, making curry powder, thyme, seasoning cube, and other spices for cooking.
  + 100 beneficiaries – Cosmetology/ Autogele/general tying/ Bead making
  + 100 beneficiries – Gardening and agro-processing
  + 100 beneficiaries – Cap and other items knitting with thread (this entails the use of thread and other accessories to make caps, pillows, key holders, table mats, and foot mats), Shoe and bag making and repairs

(The vocations are not limited to these. Proposals are welcome to include viable sustainable vocations for the Gombi/Maiha environments. In addition, successful vendors might be engaged in renegotiation based on final vocational choices at registration of the target trainees, who are currently in the process of being identified)

* Knowledgeable about all of the GBVS’s indicated entrepreneur and Vocational skills and expose beneficiaries to all areas of the skill, and trade as shall be in the scope of work such as repairs and maintenance of mobile phones, shoes & making/repairs, cosmetology (soap/perfume making), painting & paint making, waste to wealth, knitting with Thread, bead making, gardening, and agro-processing, Autogele/general tying, and demonstrating strong past technical Vocational Entrepreneurial Training (size of the markets, volume of sales, market integration/segmentation, supply and demand for products and services, etc.).
* Conduct training based on the beneficiaries' needs as indicated in a profile list provided by the GforG project. This profile list will include the time, length, and type of training to be provided to each beneficiary. Each beneficiary will receive a specific vocational/technical training module (grouped into cohorts of between 10 to 50 beneficiaries, for instance) while all beneficiaries will receive business skills training (which includes lessons on costing, marketing, financial record keeping, bookkeeping, and productivity) for the category of youth and adult while the school children will be trained on life-building skills such as goal setting, self-esteem and value setting.
* Conduct pre and post-training tests to ascertain beneficiaries’ level of understanding before and after the training. These tests should be constructed in consultation with the GforG project team.

Primary assessment methods will include (but are not limited to the following):

* Consultative inception meeting with the GBVS team and other key GforG stakeholders to ensure a shared understanding of scope, methodologies, approaches, and tool
* Training: documents and reports
* The Consultant must keep the GBVS team regularly informed of progress on key issues that may require additional direction or suggestions for other key informants or reference materials.

The following is a list of deliverables required under the Consultancy. The final list will be agreed upon/approved in the Consultant contract:

* 500 beneficiaries trained
* Post-training evaluation report
* Pre and post-training tests conducted
* Test scoring sheet
* Training attendance sheets
* Documentary of training
* Recommendations of candidates for start-up grants based on good development of the bankable business plan
* To issue a certificate of training completion to all apprentices upon successful completion

**Roles and Responsibilities**  
GBVS’s roles and responsibilities would include:

* Identify the 500 trainees from the GforG Project target LGAs in Gombi and Maiha in Adamawa states.
* Provide the trainer with the details of the 500 identified trainees to be trained by the consultant/Service provider
* Pay the agreed fees into the Consultant’s bank account for the stated training period.
* To guide the trainer to deliver quality vocational skills and entrepreneurial training.
* To assist the trainer, in improving his/her business process through, and life building skills and business advisory services.
* To monitor the performance of both trainer and apprentice regularly during the training.
* Work with community and school leaders to secure safe venues for the training.

**Required Qualifications**  
GBVS seeks expressions of interest from Consultant(s) with the following skills/qualifications in conducting Entrepreneurial and Vocational Skills acquisition training. Key requirements of the Consultant(s) include:

* Advanced Degree in Education;
* Over 3 years of experience in supporting vocational technical training institutes in developing demand-driven vocational and employability skills training programs, including carrying out assessments of entrepreneurial standards for life skills building and occupational standards and facilitating the development of short-term training;
* Experience delivering international development projects in Nigeria (including design, implementation, and delivery of technical assistance, or monitoring and evaluation).
* Over 3 years of experience in multi-stakeholder collaboration with the private sector, government, and local communities in Northeast Nigeria;
* Strong expertise in gender equality, social inclusion, and environmental issues;
* Excellent oral and written communication skills in English and Hausa;
* Knowledge of effective training targeted at school children, adolescent, and adult learning techniques;
* Ability to prioritize or to change priorities quickly and frequently;
* Ability to work with an ethnically and culturally diverse population
* Ability to work both independently and as part of a team.
* Skill in effective group facilitation, mentoring, and life-building skills.

Management Arrangements and Follow-up:

* The GBVS Programme Manager will serve as the main point of contact for the consultancy with the GBVS Education Manager providing additional technical input.

Locations:  
The Entrepreneurial and Vocational Skills acquisition training will be conducted in communities within the following LGAs:

* Gombi town in Gombi LGA and Kwambo’on community in Maiha LGAs in Adamawa State

**Timing and Duration of Services**

* The Consultancy will be implemented from end of July 2024 to end of February, 2025. The estimated time for completion of training is 6 months in a cluster of 10 – 50 beneficiaries. Applicants must confirm their availability to start the assignment as soon as the Contract is signed,

**Evaluation Criteria**

* In assessing each Proposal, GBVS will allocate greater importance to the Technical Proposal (70%), while Financial Proposal will also be assessed (30%).
* The weighted technical score of a Technical Proposal will be calculated by multiplying the technical score of the respective Proposal with the technical weight (in percent).
* Weighted financial score of a Financial Proposal will be calculated by multiplying the ratio of the evaluated price of the lowest financial Offer to the evaluated price of the respective Financial Proposal with the financial weight (in percent).
* The overall score will be calculated by summing up the Technical and Financial score per Proposal and the Proposal selected for Award of Contract is the one that obtains the highest overall score.

**Part I: Technical Evaluation**

* The Technical Proposal must be presented in accordance with the RFP guidelines and should provide adequate detail as to the proposed methodologies and work plans, as well as the Applicant’s experience and resources to implement the services. Below is the outline of the value of each of the aspects of the technical proposal, with a maximum possible score of 80 points for evaluation of the Technical Proposal.

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| --- | --- |
| **Technical Evaluation (70 Points)** | |
| **Criteria** | **Possible Points** |
| Previous experience of the Applicant(s) in providing training to children, youth and women in the identified trades in Northeast or any part of Nigeria   * Applicant (Company / Individual) should have a minimum of three years of experience providing entrepreneurial and vocational training in the identified trades. * Applicant trainers must all be fluent in relevant languages of targeted participants (Generally Hausa). * If Applicant is a Consultancy Company or Educational Institution, the CVs of key proposed trainers should indicate a minimum of three years and above of experience providing training in the specific subject matter(s) and local language fluency. | **30** |
| Proposed methodology for carrying out training Should:   * Be experiential and hands-on; * Offer participants the opportunity to work with relevant equipment/materials while acquiring the necessary skills/expertise; * Be gender-sensitive; * Be age appropriate; and include guidance on the use of business start-up kits. * Include a reasonable training cohort size of no more than 50 participants to ensure effective skills/knowledge acquisition by participants. | **20** |
| Proposed workplan - to be evaluated on feasibility, clarity, appropriateness and GforG milestone to ensure all trainings completed within the timeframe of the Consultancy (Note 500 participants to be trained in 6 months in 2 LGAs in cohorts of 50 maximum participants) Participants are expected to be trained in their respective communities or LGAs at the farthest. | **15** |
| General presentation of proposal (Compliance with proposal templates, font type & size. | **5** |
| **Total possible score** | **70** |

* Technical Proposals are considered responsive and eligible to move on to Financial Proposal review if they achieve a technical score of at least 65 % of the total possible points for the Technical Proposal (score of 55 points or above). Non-responsive Technical Proposals will be rejected at this step and Applicants’ submissions will not be included in the pool of submission eligible for Financial Proposal review.

**Part II: Financial Evaluation**

* The review of the Financial Proposal will assess the Applicant’s Financial Proposal’s cost competitiveness and reasonableness. Cost proposals will be assessed to determine if the overall costs proposed are realistic for the work to be performed; if the proposed costs reflect an understanding of the requirements of the work to be performed; and if the costs are consistent with the Technical Proposal. The Financial Proposal shall have a weighted score of **30%** in calculating the total scores awarded to each Applicant.

**Technical Proposal**  
The Technical Proposal should not exceed 20 pages and must be written in 12-point, Times New Roman, single-spaced with standard A4 margins. Failure to comply with these formatting guidelines will result in the Applicant receiving zero (0) points under General Presentation. The Technical Application should follow the outline detailed below and include:

* Eligibility documents (that do not count toward the page limit):
  + Three past performance references, including contact information, for similar work previously implemented in any part of Nigeria;
  + Proof of registered physical presence in Nigeria with valid contact information (physical address, telephone number and e-mail);
  + For individual consultants:
    - Copy of Income Tax Clearance Certificate for 2022 or 2023
    - Copy of Valid means of Identification (Driver’s license, National ID card or Voter’s card)
  + For registered consultancy companies/educational institutions:
    - Copy of Nigeria Corporate Affairs Commission (CAC) registration;
    - Copy of Tax Clearance Certificate for either 2022 or 2023; and
* Summary of experience of the Consultant(s) in conducting similar assignments (2 pages maximum)
* Proposed methodology for conducting training for the indicated Enterprenuerial and Vocational skills (not exhaustive) such as the following: (total 10 pages maximum):
  + Repairs and maintenance of mobile phones
  + Shoe and bag making/repairs
  + Cosmetology
  + Food Seasoning (this entails making of curry powder, thyme, seasoning cube and other spices for cooking)
  + Waste to wealth (this entails the use of waste materials like tailoring waste, polythene, CD plates etc, to make Cloth masks, foot mats, bags, purse, table mat, basket mat)
  + Knitting with thread (this entails the use of thread and other accessories to make bags, pillows, key holders, Teddy bears, table mats, foot mats)
  + Bead making
  + Gardening and agro-processing
  + Autogele/general tying
  + Tie & dye, etc
* Propose an appropriate plan, timeline, including all stages for vocational and entrepreneurship development training and cost to deliver training per participants/skills and guarantee date of completion; (3 pages maximum)
* Curriculum Vitae of the proposed key personnel (4 pages maximum in all)

**Ethical Standards and Confidentiality**

* Gibran Books and Values Society of Nigeria (GBVS) prioritizes respect for and the protection of the rights of people we serve and those supporting in the process. Therefore, prospective consultants will indicate processes for ensuring the safeguarding and protection of children and vulnerable adults or groups during the study. This will also include the protection of personally identifiable information and data of trainees during and after the training.
* The consultant is required to respect strict confidentiality vis-à-vis third parties, for any information relating to the assignment or collected on its occasion (no reproduction/dissemination of reports or documents is allowed). Failure to comply with this clause will result in immediate termination of the assignment. This strict confidentiality remains the rule, without limitation, after the end of the assignment.

**Application Closing Date**  
18th July, 2024; 4:00 PM

**How to Apply**  
Interested and qualified candidates should express their interest by submitting detailed Technical and Financial proposals to: [**gbvsprocurement@aol.com**](about:blank) using the Title as the subject of the email.

Alternatively, deliver proposals to GBVS address at: **Otnam Plaza, Opposite FGC Maiduguri, Bama Road, Maiduguri, Borno State**

**Application Documents**

* The Technical Proposal(between 10 and 20 pages) should sufficiently explain a deep understanding of the Terms of Reference. This must include:
  + Details of the capacity and qualifications of the consultant (or consulting firm) with previous experience undertaking similar tasks.
  + Explanation of the proposed approach and methodology for the training and coaching/mentoring sessions,
  + A proposed work plan presented in a Gantt chart.
  + Team composition and level of effort of each proposed team member.
* The Financial Proposalwith a detailed cost breakdown should include the following:
  + Consultancy fees/cost.
* Curriculum Vitae(s**)** of at least one key member of the team detailing their relevant experience.

**Note:**For inquiries about this consultancy send an email to: gibarn.book.vals@gmail.com

**PRICE OFFER FOR VOCATIONAL TRAINING**

### GIBRAN BOOKS AND VALUES SOCIETY OF NIGERIA

### PROVISION OF VOCATIONAL TRAINING

### GUIDE TRAINING PRICE OFFER

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| **SN** | **DESCRIPTION** | UNIT | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
| 1. | Provide Training for Vocation 1 (Specify) | Person | 50 |  |  |
| 2. | Provide Training for Vocation 2 (Specify) | Person | 50 |  |  |
| 3. | Provide Training for Vocation 3 (Specify) | Person | 50 |  |  |
| 4. | Provide Training for Vocation 4 (Specify) | Person | 50 |  |  |
| 5. | Provide Training for Vocation 5 (Specify) | Person | 50 |  |  |
| 6. | Provide Training for Vocation 6 (Specify) | Person | 50 |  |  |
| 7. | Provide Training for Vocation 7 (Specify) | Person | 50 |  |  |
| 8. | Provide Training for Vocation 8 (Specify) | Person | 50 |  |  |
| 9. | Provide Training for Vocation 9 (Specify) | Person | 50 |  |  |
| 10. | Provide Training for Vocation 10 (Specify) | Person | 50 |  |  |
|  | **TOTAL** |  |  |  |  |

**Invitation to Tender - Supply of Start-Up Kits for 500 Vocational Skills Trainees at GBVS Nigeria: GBVS-NHF-GfG-27316/20**

P**reamble**  
GBVS is pleased to invite qualified suppliers to submit bids for the Supply of Startup kits for trained women and girls in communities of Gombi and Maih LGAs of Adamawa state, Nigeria. The successful suppliers will sign a Purchase Contract with GBVS for a period of three (3) weeks delivery time. Items price will be fixed for the period of this contract and delivery locations be within Adamawa State.

The suppliers will be engaged using an approved Purchase Contract which will contain information about the item’s specifications, Delivery time and location, payment term, et cetera.  
  
It is GBVS decision to hold competitive bid for selection of vendors/suppliers who will be engaged to carry out the supply of the required items. GBVS believe that competitive bids are the only way to fairly select the best company for the job while ensuring good prices and preventing collaboration and corruption. Vendor/Supplier will be engaged using a Purchase Contract which will spell out the obligation of both parties and well as other terms and condition which will be attached as annexes.

**Items Description**

The items to be supplied shall be dependent on the vocations as per the provisions of RfP above: **Provision of Vocational Training to 500 Women and Adolescent Girls: GBVS-NHF-GfG-27316/5. Any vendor bidding to conduct the training shall also be required to bid for the supply of start-up kits. Any vendor that bids for either bid alone shall thereby be disqualified, and their bids for the items voided.**

**Specific Eligibility Criteria**

In keeping with GBVS’ guiding principle for procurement, GBVS Uses only responsible service providers that possess the ability to perform successfully under the terms and conditions of a proposed procurement. In addition to the ability to perform, GBVS also consider minimum standards of responsibility to determine which Service provider(s) GBVS will do business with. These standards include:

* Being eligible business under applicable laws and regulations of the Federal Republic of Nigeria
* Having a satisfactory record of performance and business and ethics based on information available to GBVS or shareable with GBVS

Below are set of supplier’s eligibility criteria that form part of the above mentioned standards

* The business must be registered and incorporated under the laws of Nigeria with corporate Affairs Commission (CAC)
* The business must be registered with CAC and FIRS and has a Tax Identification Number (TIN) and EFCC SCUMUL certificate
* The business must have a valid address
* The business is not bankrupt or in the process of going bankrupt
* The business/owners have not been convicted of an offence concerning professional conduct
* The business/owners have not been guilty of grave professional misconduct (proven by any means that GBVS can ascertain).
* The business has fulfilled obligations related to payment of taxes
* The business is not guilty of serious misinterpretation in supplying information
* The business is not in situation of conflict of interest
* The business does not employ personnel below the legal working age.
* The business provides basic social right and fair working conditions to the employees.
* The business/Owners are not on any list of sanctioned parties issued by the United States Government and/or United Nations and European Union.

### PRICE OFFER FOR START-UP KITS

### PROVISION OF START-UP KITS TO BENEFICIARIES OF VOCATIONAL TRAINING

### GUIDE PRICE OFFER

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| **SN** | **DESCRIPTION** | UNIT | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
| 1. | Provide Start-Up Kits to beneficiaries of Vocation 1 (Specify) | Person | 50 |  |  |
| 2. | Provide Start-Up Kits to beneficiaries of Vocation 2 (Specify) | Person | 50 |  |  |
| 3. | Provide Start-Up Kits to beneficiaries of Vocation 3 (Specify) | Person | 50 |  |  |
| 4. | Provide Start-Up Kits to beneficiaries of Vocation 4 (Specify) | Person | 50 |  |  |
| 5. | Provide Start-Up Kits to beneficiaries of Vocation 5 (Specify) | Person | 50 |  |  |
| 6. | Provide Start-Up Kits to beneficiaries of Vocation 6 (Specify) | Person | 50 |  |  |
| 7. | Provide Start-Up Kits to beneficiaries of Vocation 7 (Specify) | Person | 50 |  |  |
| 8. | Provide Start-Up Kits to beneficiaries of Vocation 8 (Specify) | Person | 50 |  |  |
| 9. | Provide Start-Up Kits to beneficiaries of Vocation 9 (Specify) | Person | 50 |  |  |
| 10. | Provide Start-Up Kits to beneficiaries of Vocation 10 (Specify) | Person | 50 |  |  |
|  | **TOTAL** |  |  |  |  |

**Concluding** **ANNEXES 2 AND 7**

### GIBRAN BOOKS AND VALUES SOCIETY OF NIGERIA

### PROVISION OF VOCATIONAL TRAINING AND START-UP KITS TO 500 WOMEN AND GIRLS IN GOMBI AND MAIHA LGAs OF AWAMAWA STATE, NIGERIA

### GUIDE PRICE OFFER

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| **SN** | **DESCRIPTION** | UNIT | **QTY** | **UNIT PRICE** | **TOTAL PRICE** |
| 1. | Provide Vocational Training to 500 Women and Girls Over 6 Months Period each | Person | 500 |  |  |
| 2. | Provide Start-Up Kits to beneficiaries of Vocation 2 (Specify) | Person | 500 |  |  |
|  | **TOTAL OFFER PRICE** | | | |  |