

Terms of reference (ToRs) for the procurement of services below the EU threshold

Consultancy to Provide Technical Skills Training in Heavy Duty Machinery Operations with Certification for Regional and International Labour Mobility		Project number/ cost centre: G-012342-135.02
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
BMZ	German Federal Ministry for Economic Cooperation and Development
GEC	Ghanaian-European Centre
MELR	Ministry of Employment and Labour Relations
ToRs	Terms of reference

1. Context

1.0 Centre for Migration and Development (ZME)

The Programme “Centres for Migration and Development” (ZME) is a GIZ project whose global objective is to contribute to the management of migration, particularly regular migration, regional migration, and reintegration. Through its interventions, the program intends to contribute to the facilitation of regular labour migration to Europe and Germany, the economic and social reintegration of returnees on the one hand and to facilitate access to new development opportunities for the local population comprising of vulnerable and marginalised groups including women and young people.

One of the focal areas (interventions) of the Centre is the provision of reintegration assistance for returned migrants. This intervention is aimed at ensuring smooth reintegration of migrants due to perceived challenges returned migrants may encounter such as socioeconomic and livelihood. To help these migrants reintegrate, the Centre is rolling out technical skills training in heavy duty machine operation and commercial vehicle driving which would equip trainees/returnees with employable skills to enhance their livelihood.

This project seeks to build a shared commitment to long-term impact and workforce development. This initiative will represent a strategic partnership between the ZME and the Madina Technical Training Institute to deliver sustainable, skills-based training for unemployed youth and return migrants. This collaboration between the ZME and the Madina Technical Training Institute is to equip interested unemployed youth and return migrants with in-demand technical skills in commercial vehicle driving and heavy-duty machine operation. This initiative is designed to enhance participants’ employability by providing practical, industry-relevant training that meets both local and regional labour market needs. By strengthening their competencies, beneficiaries will be better positioned to access job opportunities within Ghana, across the sub-region through increased regional labour mobility, and even in international markets, thereby contributing to economic growth and workforce development.

Target Group

The project targets returned migrants (both voluntary and involuntary) and unemployed youth who have interest in acquiring technical skills in heavy commercial vehicle driving/heavy duty machine operation to enhance their chances of finding employment within Ghana or the sub region (regional labour mobility) and beyond. The GEC and the Public Employment Centres of

the Labour departments reserves the sole responsibility to refer beneficiaries to the service provider. The beneficiaries would be selected from the 5 towns to undergo the study.

Objectives

- To equip trainees with professional skills in heavy commercial vehicle driving as well as heavy duty equipment such as excavator, crane, backhoe, forklift, commercial passenger vehicle and wheel loader operations.
- To facilitate trainings of the beneficiaries in these skilled areas.
- To promote regional and international labour mobility in relevant sectors.
- Introduction to practical use of acquired skills through internships.

2. Tasks to be performed by the service provider

The assignment is to provide selected target group with technical skills in heavy commercial vehicle driving as well as heavy duty equipment operations. It is also expected to help them access new market opportunities where their acquired skills are needed most.

The consultancy encompasses the consultation and cooperation with the GEC/GIZ team and in accordance with these Terms of Reference, service provider shall execute the following:

- Facilitate training of 100 beneficiaries on the professional operation of heavy commercial vehicle and heavy-duty equipment operations. The training should be both practical and theoretical with focus mainly on practical sessions. There would be no mark-up costs in addition to the training costs provided by the training facility.
- To train Labour officers to assess and profile TVET institutions offering heavy duty equipment training to facilitate the creation and maintenance of a database of accredited and industry-relevant training providers in Accra, Kumasi, Tamale, Takoradi and Sunyani.
- To assess and provide training materials for heavy commercial vehicles (with a gross mass vehicle of more than 4.5 tons) for all selected training facilities.
- To assess and provide training materials for the operation of heavy-duty equipment training in excavator, dumper truck, wheel loader, crane, backhoe, roller, bulldozer, forklift and wheel loader for all selected training facilities.
- To provide Personal Protective Equipment (PPEs) such as overall attire, boots, reflectors amongst others to trainees after completion of training.
- Train beneficiaries in job interview etiquette
- Liaise and assist beneficiaries with internship opportunities with companies
- Assist beneficiaries on job placement search after their completion

- Develop a monitoring mechanism to assess beneficiaries' performance and progress of work. Travel days should not go beyond 15 days
- Submit an interim and final report during and at end of the project

Milestone	Date
Inception Meeting	After conclusion of contract
Provision of Training Centres	2 weeks after conclusion of contract
40 participants completion of training and receipt of licenses and certificates	3 months after conclusion of contract
Interim Report	3 months after conclusion of contract
40 participants completion of training and receipt of licenses and certificates	6 months after conclusion of contract
Submission of Interim report 2	6 months after conclusion of contract
20 participants completion of training and receipt of licenses and certificates	8 months after conclusion of contract
Final Project Report	8 months after contract conclusion

The project time frame is for 8 (eight) months.

3. Place of Assignment

The assignment would be carried out in Takoradi, Tamale, Sunyani, Kumasi and Accra

4. Concept

In the bid, the service provider is required to show how the objectives defined in Chapter 0 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the service provider must describe the project management system for service provision.

Technical-methodological concept

Strategy: The service provider is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the service provider presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 0).

Cooperation: In executing this assignment, the service provider interreacts with relevant actors in the project implementing areas/communities. The service provider should therefore indicate the strategy for establishing and then cooperating with the relevant actors

Processes: The service provider should provide a detailed implementation plan. This should include work steps, milestones, and schedules

Other specific requirements

The project must be implemented with reference to greater equity in the delivery of the assistance and promote “do-no-harm” service delivery

Project management of the service provider

The service provider is required to explain its approach for coordination with the GIZ project in this case the GEC.

- The service provider manages costs and expenditures, accounting processes and invoicing in line with requirements of GIZ
- The service provider reports regularly to GEC/GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018
- A detailed personal assignment plan (who, when, what work steps). Also, service provider must provide a backstopping strategy including office staff to perform administrative backstopping

In addition to the reports required by GEC/GIZ in accordance with AVB, the service provider adheres to the following with regards to reporting:

The work report is to be submitted in English, by e-mail and hard copy (with photographs and diagrams). The service provider shall maintain proper documentation processes, monitoring and evaluation, and quality assurance through a standard template.

Reports should always be based on the relevant targets and indicators and focus on the impact/results achieved. GEC shall monitor and supervise the work and review progress of the work, provide regular technical support, and feedback and provide support for engaging stakeholders/actors as and when required. As a result, the selected training service provider will be required to keep close and constant touch with the GEC through the focal person for organizing meetings, consultation, and coordination support regarding this task.

The service provider is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

5. Personnel concept

The service provider is required to provide a team lead who is suited for his position to perform the range of tasks involved.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, identifying the need for short-term assignments within the available budget and planning their assignments.
- Regular reporting in accordance with deadlines
- Screening of trainees
- Identification and screening of training environment
- Coordination and carrying out field visits together with GIZ and Labour Officers
- Referral of trainees to training facility
- Build capacities of Labour Officers to assess TVET institutions offering heavy duty equipment training and support the development of a training provider database.
- Overall project monitoring
- Plan and prioritize work duties as well as work competently under pressure and tight deadlines.
- Produce high quality outputs and in a timely manner.
- Maintain positive relationships with training centres and beneficiaries

Qualifications of the team leader

- 2.1.1. Education/training: A master's degree in a relevant field
- 2.1.2. Language / Reporting: Excellent report writing and communication skills in English and good knowledge of Twi and any other local languages
- 2.1.3. General professional experience: At least 10 years of professional experience in project coordination/ management
- 2.1.4. Specific professional experience: At least 10 years professional experience in mobilising and training youth and professionals in the TVET sector
- 2.1.5 Leadership/management experience: At least 5 years' experience in a leadership/management position for a similar role
- 2.1.6. Experience working with multinational/ development cooperation/ global projects
- 2.1.7 Others: Experience with TVET systems & certifications, such as the Ghana National TVET Qualifications Framework and/or the German Vocational Training Systems and the DIHK Certifications is an added advantage.

Select an element

The service provider must provide a clear overview of all proposed team members and their individual qualifications. CVs of team leader and other team members must be provided.

6. Costing requirements

Assignment of personnel

Team leader: On-site assignment for **20** expert days

The service provider is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 0 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	20	20	
TRAVEL COSTS				
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment for domestic experts	1	8	8	Per Diem costs for expert who would have to travel to another region other than their duty stations. A maximum of 8 days per consultant. Per Diem of up to GHS 225 cannot be exceeded for travel days (8 hours- 23 hours).
Per-diem allowance in country of assignment for domestic experts	1	15	15	Per Diem costs for experts who would have to travel to another region other than their duty stations. A maximum of 15 days per consultant. Per Diem of up to GHS 450 cannot be exceeded for full days (24 hours)
Overnight allowance in country of assignment for domestic experts	1	15	15	Accommodation costs for expert who would have to travel to another region other than their duty station. A maximum of 15 nights per consultant.

Travel expenses (Car Rental and Fuel)	15days	1	15	Car rentals should not surpass 15 days. Travel within the country of assignment, transfer to/from airport etc. GIZ would not be responsible for the rental of cars in principal location of business for the consultant.
Travel Subsidy	100			A lump sum rate of 1,000 Ghana Cedis for each training beneficiary for the training period.
Other costs	Number	Price	Total	Comments
Facilitation Fees	100			Training fees for 100 beneficiaries. It includes: Registration Fees, training fees, Licenses and Certification.
PPEs	100			PPEs to be provided

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 5 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based on the costing requirements exactly. In the contract the service provider has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses etc.). The price bid will be evaluated based on the specified lump sum price. For our internal costing and any further commissions, please also provide the daily rate which the prices are based on. A breakdown of days is not required.