

# **REQUEST FOR PROPOSALS**

*(PROCUREMENT OF SERVICES)*

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## **SERVICES FOR**

*Development of Industry-Oriented Training Curriculum for  
TVET (Technical and Vocational Education and Training) Reform in Libya*

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**Prepared by**

*IOM Libya*

*16 January 2022*



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IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones



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**Request for Proposals**  
 RFP No.: LY22-013

The International Organization for Migration (hereinafter called **IOM**) intends to hire **an agency to develop or reform, as required, Industry-oriented training curriculum, and conduct Training of Trainers (ToT) in the identified training institutes for the selected skills mentioned herein** for which this Request for Proposals (RFP) is issued.

IOM now invites Service Providers/Consulting Firms to provide Technical and Financial Proposal for the Services below. More details on the services are provided in the attached Terms of Reference (TOR).

Deliverables	
A.	A Business Case is to be developed and submitted by the consultant company to ensure that proposed qualifications meet the defined need in southern region, either as part of the local qualification strategy or in response to industry requirements. The business case to include findings of TVET sector status in the South of Libya.
B.	An inception report along with action plan for the consultancy (Assessment, Curriculum review and way forward for the six skills). Including, a detailed work plan, training package outline and list of resource materials.
C.	A complete industry-oriented curricula package (each training modules to be between 120 to 170 hours) including qualification handbook, faculty guide, practical guide, session plan, assessment guide and learners guide, for all six TVET trades in following skills: <ul style="list-style-type: none"> <li>• Construction: (2 Selected sub-skills based on Business Case Assessment)</li> <li>• Agriculture: (3 Selected sub-skills based on Business Case Assessment)</li> <li>• Entrepreneurship: (1 Selected sub-skill based on Business Case Assessment)</li> </ul>
D.	A detailed consultancy report – with clearly defined actions and outputs along with recommendation on how to incorporate the industry orientated curricula into the national TVET curricula.
E.	Developed Vocational Training materials and ToT packages (for each trade the ToT sessions should have two parts: one general ToT skills, and training methodology and tools and one content-specific, to include quality assurance and post-training testing). The developed curricula should be edited, designed, error free print ready version. Training report submitted, along with soft copies of detailed training modules in Arabic and English, participants’ feedback, and pre- and post- test assessment results.

The Service Provider /Consulting Firm will be selected under a Quality – Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- Section I. Instructions to Service Providers/ Consulting Firms
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Form
- Section IV. Terms of Reference

The Proposals must be delivered through e-mail to [iomlibyaproposal@iom.inton](mailto:iomlibyaproposal@iom.inton) or *before 31 January 2022*. No late proposal shall be accepted.

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers/ Consulting Firms.

### **Procurement Unit**

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

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## **Section I - Instructions to Service Providers/ Consulting Firms**

### **1. Introduction**

- 1.1 Only eligible Service Providers/ Consulting Firms may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm.
- 1.2 Service Providers/ Consulting Firms should familiarize themselves with local conditions and take them into account in preparing the proposal.
- 1.3 The Service Providers/ Consulting Firms costs of preparing the proposal and of negotiating the contract, including visit/s to the IOM, are not reimbursable as a direct cost of the assignment.
- 1.4 Service Providers/ Consulting Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.5 IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/ Consulting Firms.
- 1.6 IOM shall provide at no cost to the Service Provider/ Consulting Firm the necessary inputs and facilities, and assist the Firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and report (see **Section IV. Terms of Reference**).

### **2. Corrupt, Fraudulent, and Coercive Practices**

- 2.1 IOM Policy requires that all IOM Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:
  - Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
  - Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
  - Collusive practice is an undisclosed arrangement

between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;

- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### **3. Conflict of Interest**

3.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

### **4. Clarifications and Amendments to RFP Documents**

4.1 At any time before the submission of the proposals, IOM may, for any reason, whether at its own initiative or in response to a clarification amend the RFP.

4.2. Service Providers/ Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submitted to IOM at the address indicated in the invitation at least *[insert calendar days, i.e. seven (7) calendar days]* before the set deadline for the submission and receipt of Proposals . IOM will respond in writing or by standard electronic means to the said request and this will be made available to all those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

4.3 For this purpose, a pre-proposal conference will be held on *[insert date, time and venue of the conference]*. Attendance to the conference is optional.

### **5. Preparation of the Proposal**

5.1 A Service Provider/ Consulting Firm Proposal shall have two (2) components:

- a) the Technical Proposal, and

- b) the Financial Proposal.
- 5.2 The Proposal, and all related correspondence exchanged by the Service Providers/ Consulting Firms and IOM, shall be in *English*. All reports prepared by the contracted Service Provider/ Consulting Firm shall be in *English*.
- 5.3 The Service Providers/ Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

## 6. Technical Proposal

- 6.1 When preparing the Technical Proposal, Service Providers/ Consulting Firms must give particular attention to the following:
- a) Proposed professional staff must, at a minimum, have the experience of at least *three (3) years*,
  - b) For assignment of the staff, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
  - c) It is desirable that the majority of the key professional staff proposed is permanent employees of the firm or have an extended and stable working relationship with it.
- 6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 4 (Section II).
- a) A brief description of the Service Providers/ Consulting Firms organization and an outline of recent experience on assignments of a similar nature (TPF-1), if it is a joint venture, for each partner. For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
  - b) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TPF-4) Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last *three (3) years*.
  - c) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work plan (TPF-3).
  - d) A detailed description of the proposed methodology and staffing for training if the RFP specifies training as specific component of the assignment.
  - e) A description of the approach, methodology and work plan for performing the assignment (TPF-2). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work *schedule (TPF-7)*.
- 6.3 The technical proposal shall not include any financial information.

## 7. Financial Proposal

- 7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 (Section III).
- 7.2 The Service Provider/ Consulting Firm may be subject to local taxes on amounts payable under the Contract. Taxes shall be included in the sum provided in the Financial Proposal, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 7.3 Service Providers/ Consulting Firms shall express the price of their services in *EUR*.
- 7.4 The Financial Proposal shall be valid for *90 calendar days*. During this period, the Service Provider/ Consulting Firm is expected to keep available the professional staff for the assignment. IOM will make its best effort to complete negotiations and determine the award within the validity period. If IOM wishes to extend the validity period of the proposals, the Service Provider/ Consulting Firm has the right not to extend the validity of the proposals.

## 8. Submission and Opening of Proposals

- 8.1 The Service Providers/ Consulting Firms shall submit one electronic copy of the Proposal. The Proposals must be delivered through e-mail on or *before 31 January 2022*. *Any e-mail that is more than 10Mb should be divided and send as multiple e-mails due to server restrictions. Online file sharing methods can be also used to share the files in addition to the emails.*
- 8.2 E-mail subject of proposals should be "*LY22-013- 'Company Name'*" for easy tracking. Proposals without the reference number might be rejected by the e-mail servers.
- 8.3 Proposals must be received by IOM through *iomlibyaproposal@iom.int* e-mail address. Any Proposal submitted by the Service Provider/ Consulting Firm after the deadline for receipt of Proposals prescribed by IOM shall be declared "Late," and shall not be accepted by the IOM.
- 8.4 After the deadline for the submission of Proposals, all the Proposal shall be opened first by the Procurement Unit.

## 9. Technical Evaluation

- 9.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than twenty-one (21) calendar day after the deadline for receipt of proposals.
- 9.2 The Procurement Unit shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criterion, sub criteria and point system. Each responsive proposal shall be given a technical score (St). The proposal with the highest score or rank shall be



identified as the Highest Rated/Ranked Proposal.

9.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 70%.

9.4 The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria and sub-criteria:

	<u>Points</u>
(i) Specific experience of the Service Providers/ Consulting Firms relevant to the assignment:	[20]
(ii) Adequacy of the proposed methodology and work plan in response to the Terms of Reference:	
a) Technical approach and methodology	[25]
b) Work plan	[25]
c) Organization and staffing	[15]
Total points for criterion (ii):	[65]
(iii) Key professional staff qualifications and competence for the assignment:	
Total points for criterion (iii):	[15]

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

1) General qualifications	20%
2) Adequacy for the assignment	65%
3) Experience in region and language	15%
Total weight:	100%

The minimum technical score  $S_t$  required to pass is: 70 Points

9.5 Technical Proposal shall not be considered for evaluation in any of the following cases:

- a) late submission, *i.e.*, after the deadline set
- b) failure to submit any of the technical requirements and provisions provided under the Instruction to Service Provider/ Consulting Firm (ITC) and Terms of Reference (TOR);

## 10. Financial Evaluation

10.1 IOM shall notify the Service Providers/ Consulting Firms that have passed the minimum qualifying score.

10.2 The Procurement Unit shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.

10.3 The Procurement Unit will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.

10.4 The Financial Proposal of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula :

$$\mathbf{Sf = 100 \times F1 / F}$$

Where:

Sf - is the financial score of the Financial Proposal under consideration,

F1 - is the price of the lowest Financial Proposal, and

F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.80; F = the weight given to the Financial Proposal = 0.20; T + F = 1)

$$\mathbf{Sc = St \times T\% + Sf \times F\%}$$

The firm achieving the highest combined technical and financial score will be invited for negotiations.

## **11. Negotiations**

11.1 The aim of the negotiation is to reach agreement on all points and sign a contract. The expected date and address for contract negotiation will be shared after the financial proposal opening.

11.2 Negotiation will include: a) discussion and clarification of the Terms of Reference (TOR) and Scope of Services; b) Discussion and finalization of the methodology and work program proposed by the Service Provider/ Consulting Firm; c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, and schedule of activities (manning schedule); d) Discussion on the services, facilities and data, if any, to be provided by IOM; e) Discussion on the financial proposal submitted by the Service Provider/ Consulting Firm; and f) Provisions of the contract. IOM shall prepare minutes of negotiation which will be signed both by IOM and the Service Providers/ Consulting Firms.

11.3 The financial negotiations will include clarification on the tax liability and the manner in which it will be reflected in the contract and will reflect the agreed technical modifications (if any) in the cost of the services. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.

11.4 Having selected the Service Provider/ Consulting Firm on the basis of, among other things, an evaluation of proposed key professional staff, IOM expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, IOM shall require assurances that the experts shall be actually available. IOM will not consider substitutions during contract negotiation unless both parties agree that the undue delay in the selection process makes such substitution unavoidable or for reasons

such as death or medical incapacity. If this is not the case and if it is established that staff were referred in their proposal without confirming their availability the Service Provider/ Consulting Firm may be disqualified. Any proposed substitution shall have equivalent or better qualifications and experience than the original candidate.

11.5 All agreement in the negotiation will then be incorporated in the description of services and form part of the Contract.

11.6 The negotiations shall conclude with a review of the draft form of the Contract. To complete negotiations, IOM and the Service Providers/ Consulting Firms shall initial the agreed Contract. If negotiations fail, IOM shall invite the second ranked Service Provider/ Consulting Firm to negotiate a contract. If negotiations still fail, the IOM shall repeat the process for the next-in-rank Service Providers/ Consulting Firms until the negotiation is successfully completed.

## **12. Award of Contract**

12.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the Service Provider/ Consulting Firm with the Highest Rated Responsive Proposal. Thereafter, the IOM shall promptly notify other Service Providers/ Consulting Firms on the shortlist that they were unsuccessful. Notification will also be sent to those Service Providers/ Consulting Firms who did not pass the technical evaluation.

12.2 The Service Provider/ Consulting Firm is expected to commence the assignment as soon as possible.

## **13. Confidentiality**

13.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider/ Consulting Firm who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider/ Consulting Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of IOM's anti-fraud and corruption policy.

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**Section II – Technical Proposal Standard Forms**

**TPF – 1: Service Providers/ Consulting Firms Organization**

*[Provide here brief (two pages) description of the background and organization of your firm/entity and each associate for the assignment (if applicable).]*

**TPF – 2: Description of the Approach, Methodology and Work Plan for Performing the Assignment**

*[The description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]*

**TPF-3: Activity (Work) Schedule**

<b>A. Field Investigation and Other Activities</b>														
No.	Activity/Work Description	<i>Duration</i>												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
1														
2														
3														
4														
5														

**B. Completion and Submission of Reports**

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

**TPF – 4: Format of Curriculum Vitae (CV) for Proposed Professional Staff**

Proposed Position: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Name of Staff: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Membership in Professional Societies: \_\_\_\_\_  
Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm]*      Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_  
Full name of authorized representative: \_\_\_\_\_

**Section III. Financial Proposal - Standard Forms**

**FPF-1: Financial Proposal Submission Form**

*[Location, Date]*

To: *IOM Procurement Unit*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

We acknowledge and accept the IOM right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the IOM as a result of this Proposal or not.

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers/ Consulting Firms (ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Consulting Firms, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:



## Terms of Reference

### **Background**

The International Organization for Migration (IOM), will work to lay out a comprehensive roadmap to harness the full potential of human capital by strengthening the capacity of Libyan vocational institutions, specifically in key economic sectors per carried out Labour Market Assessment<sup>1</sup> and entrepreneurial learning modules to boost self-employability skills among the youth population in Libya. An inclusive approach will be undertaken to facilitate equal opportunities for the youth among the host-communities as well as migrants and other vulnerable mobile populations by increasing access to vocational and entrepreneurial education and skills development opportunities and making a bridge to the private sector for a diverse and effective labour force.

### **Upgrade technical training curricula:**

IOM will continue to support the Ministry of Labour and Rehabilitation (MoL) in upgrading its TVET centres, with special focus on the southern region. This will widen soft-skills and hard-skill training opportunities for youth and increase their chances of securing employment opportunities particularly in the private sector. For this, a mapping out exercise to be carried out on current available public and private TVET centres in the South of Libya, specially in Sabha. This is to identify sub-skills in mainly construction and agriculture economic sectors. This finding will lead to develop industry oriented TVET curricula and ToT training to rollout the modules in a selected TVET centre.

### **The objectives:**

- Supporting TVET Institutions to provide high standard, relevant and effective TVET training to youth and migrants.
- Increased access to TVET programs, particularly for youth and migrants.
- Improved quality and relevance of the TVET system.

### **Request for Proposals**

The International Organization for Migration (hereinafter called IOM) intends to hire an agency to develop, reform, as required, Industry-oriented TVET curricula and conduct Training of Trainers (ToT) sessions in the identified training institutes for the selected skills mentioned herein for which this Request for Proposals (RFP) is issued.

IOM now invites Service Providers/Consulting Firms to provide Technical and Financial Proposal for the Services below. More details on the services are provided in the attached Terms of Reference (ToR).

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<sup>1</sup> IOM, 2021, Labour Market Assessment Libya:  
[https://libya.iom.int/sites/g/files/tmzbd1931/files/documents/20210811\\_LMA%20Collated%20Report%20ENG.pdf](https://libya.iom.int/sites/g/files/tmzbd1931/files/documents/20210811_LMA%20Collated%20Report%20ENG.pdf)

## Deliverables:

1.	A Business Case is to be developed and submitted by the consultant company to ensure that proposed qualifications meet the defined need in southern region, either as part of the local qualification strategy or in response to industry requirements. The business case to include findings of TVET sector status in the South of Libya.
2.	An inception report along with action plan for the consultancy (Assessment, Curriculum review and way forward for the six TVET skills). Including, a detailed work plan, training package outline and list of resource materials.
3.	<p>A complete industry-oriented curricula package (each training modules to be 120 to 170 hours) including qualification handbook, faculty guide, practical guide, session plan, assessment guide and learners guide, for all six TVET trades in following skills:</p> <ol style="list-style-type: none"> <li>I. <b>Construction:</b> (2 Selected sub-skills based on Business Case Assessment)</li> <li>II. <b>Agriculture:</b> (3 Selected sub-skills based on Business Case Assessment)</li> <li>III. <b>Entrepreneurship:</b> (1 Selected sub-skill based on Business Case Assessment)</li> </ol> <p>Examples of sub-skills that were defined as priorities in the past:</p> <ul style="list-style-type: none"> <li>- <b>Construction:</b> <ul style="list-style-type: none"> <li>• Mason (special finish)</li> <li>• Construction welder</li> <li>• Chargehand – Structural/ preconstruction</li> </ul> </li> <li>- <b>Agriculture:</b> <ul style="list-style-type: none"> <li>• Plantation/ Cash crop cultivation</li> <li>• Landscaping, Gardening and Urban Farming</li> <li>• Deep Sea Fisher/primary processor</li> </ul> </li> </ul> <p>* The consultation company can validate the sub-skills if still a priority, otherwise, we are open to new priority sub-skills.</p>
4.	A detailed consultancy report – with clearly defined actions and outputs along with recommendation on how to incorporate the industry orientated curricula into the national TVET curricula.
5.	Developed Vocational Training materials and ToT packages (for each trade the ToT sessions should have two parts: one general ToT skills, and training methodology and tools and one content-specific, to include quality assurance and post-training testing). The developed curricula should be edited, designed, error free print ready version. Training report submitted, along with soft copies of detailed training modules in Arabic and English, participants' feedback, and pre- and post- test assessment results.

## **Responsibilities and Accountabilities**

As part of the engagement, the consultant agency shall perform the following activities:

- Examine available local needs assessments and publications (focus on southern region), including reports of labour market assessment, labour market information system feasibility study, available labour force surveys and gender analyses to understand rationales, interests, requirements, and skills-gaps.
- Mapping out current available public/private TVET centres mainly in the South of Libya, identify sub-skills. And conduct a thorough technical review of the existing curricula, including content analysis of each of the selected sub-skills presently in use in Libya, which view of identifying a key area for improvement for employment enhancement.
- Develop or reform, as required and design an industry-oriented training module for the selected six TVET skills. The curriculum should follow the international standard to ensure extensive impact and excellence. The curriculum should adhere to the prevailing international qualification standards, assessment requirements and recommendations and should contribute to the national TVET curriculum, which is presently being used in Libya. The modules should be in Arabic and English.
- The content should be developed keeping in consideration the experimental learning techniques whereas the theoretical part should focus on real-time job-related activities, interactive knowledge sharing and problem sharing techniques and practice is on skill practice, field visits and apprenticeship.
- Under the content development for each sub-skill, the consultant company/agency will be required to develop full training package which include:
  - Qualification handbook
  - Faculty guide / Trainer notes
  - Trainee booklet
  - Session plan
  - Presentation
  - Assessment guide whereas a learner's guide for each sub-skill.
  - Pre and post-test
  - Implementation plan/strategy for the TVET centre to rollout new curricula.
- To conduct an in-depth review of the draft of the developed curriculum to make sure that **gender** issues are integrated into the content and exercises. The content created should be encouraging of gender-sensitive assessments, terminologies, illustrations, writings, and processes within the curriculum.
- To ensure the support to get necessary confirmation and acceptability of process and content from relevant stakeholders, including ministries, TVET implementing partners, and other relevant stakeholders.
- To manage, and **deliver six ToT** training sessions required for the master trainers of the selected institutions (identified TVET institutes) on the use of enhanced curriculum, teaching practices, and additional educational materials according to the developed training areas:
  - Construction 10 -12 trainers

- Agriculture 10 -12 trainers
  - Entrepreneurship 10 -12 trainers
- Organize, develop, and deliver training programme on entrepreneurial learning and methodology for the master trainers of the selected institutions (identified TVET institutes)
  - Identify list of workshop tools required to be in place as well as classroom requirements to deliver developed TVET curricula.
  - The consultant will work to coach of TVET instructors/trainers of the TVET institution and to deliver relevant training sessions to students. The TVET instructors/trainers must practice those knowledge and skills front of and with support from the ToT master trainer in order to evaluate them and give the necessary feedback and coaching if needed.
  - Submission of on progress report at the middle of the program comprising the salient features of the training activity under this program, suggestions and recommendations emerging from the participants, compilation, and an analytical note of the evaluation sheet (pre-evaluation and post evaluation) submitted by the participants
  - Submission of final report comprising the salient features of the training activity under this program, suggestions and recommendations emerging from the participants, compilation and an analytical note of the evaluation sheet (pre-evaluation and post evaluation) submitted by the participant.
  - Advise on effective training delivery methods to IOM for each part of the proposed learning topic with a specific time frame. The methods used will be relevant, effective, varied, simple, and captivating.

**The following work will be required from the selected Vocational Training provider:**

- Develop a detailed work-plan and training outline: The work plan shall identify the timeline, methodology, list of key source materials, and draft structure of the revised training package.
- Provide tools and raw materials required for the training, in addition to safety equipment and uniforms necessary for the training and any other applicable provisions.
- Ability to measure and report on the effectiveness of the trainers and implement additional training or coaching when necessary.
- Provide trainees upon completion of the course with toolkits relevant.
- Provide description and the list of toolkit instruments for each course/skill.
- The Vocational Training curriculum in Arabic must be approved by the relevant Ministries and issued certificates must be accredited by the relevant local authority.

### **IOM's responsibilities:**

- Monitor and supervise the work of the contractor and review progress of the work.
- Provide inputs to questionnaire for pre-test and post-test assessments as well as to training modules.
- Provide technical assistance/feedback as necessary.
- Provide support for engaging stakeholders and organizing training programmes.

### **Required Qualifications and Experience**

- A team composed of qualified content developers with advanced University Degrees in Education.
- Experience and expertise in the subject matter on the sectors or/and sub-skills identified for enhancement.
- Demonstrated considerable experience in quantitative and qualitative data collection and analyses.
- Research experience relevant to the analysis of technical and vocational skills education and training programming/management of training institutions in similar environments.
- At least seven years of experience in the area of development of education and vocational qualifications, or related field, with focus on training design and implementation
- Proven experience of working with the government agencies, ministries, or international/UN organization in the area of education and/or vocational qualifications.
- Experience in coordinating with different stakeholders and facilitating discussions at the national and regional level
- Experience in the Libyan context will be preferred.

### **Languages:**

- The technical team needs to be fluent in English (oral and written)
- Working knowledge of Arabic among technical team members is a MUST.

### **Ownership of outputs and data**

All reports and data prepared by the contractor in connection with the services performed under these terms of reference document shall be the sole property of IOM and shall not be used by the contractor in connection with any other activity.

### **Time-frame**

The contractor will implement all the activities under this ToR in 10 months spread over the period from 20<sup>th</sup> Feb to 20<sup>th</sup> Dec2022.