

REQUEST FOR INFORMATION (RFI)

RFI Reference: LY24-017		Date: 30 October 2024																	
Title of the RFI	Market Survey for Provision of Enhancement Skills Training (YESS) in Misuratah																		
UNSPSC code(s)	N/A																		
Closing date for receipt of the RFI	03 Nov 2024 If any doubt exists as to the time zone, refer to http://www.timeanddate.com/worldclock/ .																		
Address RFI response by e-mail to the attention of:	IOM Libya Supply Chain Unit																		
E-mail address:	iomlibyaproposal@iom.int																		
OBJECTIVES OF RFI																			
To verify the price competitiveness of IOM’s current long-term agreement within the local market with the current local market and assess the local current market capacity. Additionally, to identify and provide an opportunity for new qualified Service providers to work with IOM Libya.																			
DESCRIPTION OF REQUIREMENTS																			
<table border="1"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Unit cost USD</th> <th>Total cost USD</th> </tr> </thead> <tbody> <tr> <td>Development of inclusive curriculum and learning manual, training and capacity building materials.</td> <td align="center">3</td> <td></td> <td></td> </tr> <tr> <td>Conduct training courses per pax, in accordance with the TOR (Annex 1)</td> <td align="center">100</td> <td></td> <td></td> </tr> <tr> <td>Conduct and Organize a Job Fair</td> <td align="center">1</td> <td></td> <td></td> </tr> </tbody> </table>				Description	Quantity	Unit cost USD	Total cost USD	Development of inclusive curriculum and learning manual, training and capacity building materials.	3			Conduct training courses per pax, in accordance with the TOR (Annex 1)	100			Conduct and Organize a Job Fair	1		
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SPECIFIC INFORMATION IOM IS EXPECTING TO RECEIVE																			
<ul style="list-style-type: none"> - Price Estimate for the above-mentioned requirements - Technical Proposal in Accordance to Annex 1 “TOR “ - Any Additional Training to be proposed by the service provider 																			
NOTE																			
For any Additional inquiries, please send your query to iomlibyaproposal@iom.int no later than 02 Nov 2024																			

Term of Reference: Provision of Skills Enhancement Training Services
Youth Employment One Stop Shop (YESS) center

Introduction:

The International Organization for Migration (IOM) is committed to enhancing youth employability and improving livelihoods in Libya by addressing the gap between the skills youth possess and those demanded in the labour market. To tackle this, IOM has initiated the Youth Employment One Stop (YESS) Centers established in Tripoli, Benghazi and Sabha, focusing on equipping young people with essential skills for employment. The centres offer skill training programs selected based on insights from the Labour market Assessment (IOM, 2021) and continues engagement with the private sector through Focus Group Discussions (FGDs). The YESS centers act as a community service center for upskilling youth to enhance their competitiveness in finding decent jobs thereby enhancing their livelihood opportunities and foster social cohesion and community development over time.

Currently, IOM in collaboration with the government bodies and private sectors, is in the process of establishing a new YESS center in Misrata. As part of this effort, IOM is looking for a competent private sector entity with the capacity to deliver a variety of technical, vocational and soft skill training programmes to unemployed youth in Misrata.

General Objective:

The general objective of this assignment is to provide various vocational and soft skills training programmes for unemployed youth, who fall under certain criteria in Misrata. This is with an aim to upskill youth and enhance employment and livelihood opportunities as well as reducing the profound mismatch between acquired and required skills in the labour market in Libya.

Target groups:

A total of 100 youth¹ beneficiaries from diverse backgrounds and locations, who are unemployed with limited access to financing that includes also mobile vulnerable populations, internally displaced persons (IDP), people with special needs and female participants.

Note: IOM is responsible for the selection of youth in coordination with competent government entity if needed so, who will need to be trained in different skills. The service provider (SP) is expected to provide necessary support in the selection process of the youth, including testing competency level prior to be enrolled in various training programmes and carry out monitoring exercise post-training phase per programme needs.

Scope of work

The Service provider will have the following tasks:

- Service provider shall support the YESS team in enrollment process, after the YESS team has carried out registration, and individual career counseling of interested youth in YESS training services.
- To provide a full training package for each selected topic to enhance youth capacity to navigate better for employment opportunities. Each youth will be trained based on individual interest from the available list of skill training programmes.
- Each training programme:
 - ✓ Should be given for three to seven weeks, minimum 40hrs and maximum 100hrs for both vocational and soft skills training programmes.
 - ✓ Should be guided by a standard learning manual.
 - ✓ Should have a learning materials and equipment that trainees can practice with.
 - ✓ should involve more than 75% practical session.
- If the minimum training hours for certain skill training is less than 40 hrs , the service provider is expected to provide evidence /proof from the relevant sector council specifying the minimum hour is needed for the training. In such cases the service provider is expected to complement the training with on-the-job training to fulfill the minimum hour requirement. The SP is responsible for identifying the private sector for the on-the-job training.
- The service provider shall ensure that each skill training workshop targets a minimum of 10 youth and maximum of 20 youth depending on the capacity and facility of the workshop.

¹ Youth: The United Nations, defines 'youth', as those persons between the ages of 15 and 24 years.

- Based on the new emerging Labour market demands, the service provider shall develop at least three Curriculum and training manual development for new skills identified as highly demanded in the labour market.
- The service provider shall develop pre and post(knowledge/skill) assessment questions for all courses delivered at the training center and share them with IOM well ahead of time.
- The service provider shall run pre and post (knowledge/skill) assessments and share the report on a regular basis based on agreed frequency.
- The service provider shall collaborate with IOM M&E teams to run satisfaction and behavioral surveys.
- Based on the findings and recommendation received from the satisfactory and pre and post assessment surveys, the service provider shall make necessary adjustments on the variety of services available at the training center (like venue, refreshment, and others) and the skill trainings (approach, content, and others)
- The service provider is responsible for adjusting the type of skill training to be delivered in its workshop depending on the labor market need of each city as well as its workshop capacity. Please refer to annex I list of potential training courses per sectors.
- In collaboration with IOM, organize at least two job fairs during the agreement period. The service provider is responsible for renting a venue (if needed), inviting relevant private sectors, arranging coffee and launch breaks, preparing visibility materials and other components of the job fare event.
- The SP is expected to take the lead in contacting private sectors whenever there are workshops/events that require the participation of these private sectors. The SP is expected to share list of private sectors relevant to the skill trainings delivered at the YESS center to IOM. To engage with the audience in a constructive dialogue, using interactive tools and applying the principles of communication to achieve the training objective.
- To follow up with each participant and provide them with career path and employment related services and placement. This includes, in collaboration with IOM, identifying, compiling and communicating with private companies who are interested in collaborating for internship and job placement opportunities. The service provider is encouraged to sign a memorandum of understanding for job internship opportunities with a minimum of 3 private companies.
- Provide the trainees with the needed skills toolkit to practice with during the training.
- Facilitate/provide a co-working space where the youths can practice their skills gained from the training during their spare time.
- Conduct evaluation of the training (both pre- and post-training), assess objective achievements and document lessons learned.

Extra Notes:

- Training provider has to carry out all logistical (venue, coffee breaks, refreshments, supplies, printed materials, visibility materials (at least one roll up banner per workshop), certificates, and stationery) arrangements for training sessions and these needs to be indicated in the financial proposal
- Select a training location, with IOM approval, and will be responsible for rental (if needed), ensuring there is adequate space for training and activities, workshop facilities, and working internet.
- The service provider shall provide youth with training materials (hard and soft copy), learning videos (as needed) , and individual workshop facilities for practical training. If a group practical session is required, the max number of trainees in one group shouldn't exceed five participants.
- The training provider should provide office at the training center that can accommodate 2 to 3 IOM YESS team inclusive of free wifi access, desktop printer, office table and chairs and office water dispenser.
- The training provider is expected to provide a dedicated workshop (minimum four) for YESS skill training and a co-working space with facilities like chair desks, computers, wifi and other for youths to use for free.
- The training provider to agree with IOM on details of payment modality including minimum hrs that each trainees must complete for the service provider to claim payment.
- IOM will do a physical visit of the training workshop before awarding the contract.
- The training venue should be suitable for the number of YESS participants in terms of location, capacity as well as facilities.
- Follow-up attendance of trainees and document signed attendance sheet for each training course provided, to be shared with IOM accordingly.
- Provide reports (including signed attendance list) after completion of training sessions. Payment for each completed course shall be made upon submission of report with relevant documents.
- Provide a final report after completing the work with recommendation and lesson learnt.

Methodology and Approaches:

- The skill training should prioritize those skills required in the labour market and youth interest.

- The training should include the skills that will help participants to perform their tasks and enhance their job opportunity more efficiently.
- A participatory and trainee-cantered approach should be employed. Trainers shall try to avoid long theoretical sessions but use skill-based training methodology. More than 75% of the skill training should be practical.
- A framework training programme and key training materials will be developed/ tailor-made by the training provider (based on the need of the target group) and under supervision of IOM.
- Behavioural science designed approach should be employed. The training provider will be offered special training on the Behavioural science topic by IOM.

Deliverables:

Task	Detailed requirements	Deliverables	Target	Delivery Timeline
Development of inclusive curriculum and learning manual, training and capacity building materials	<ul style="list-style-type: none"> -identify key skills required suggest minimum three skills that are highly demanded at each location - curriculum and learning manual outline detailing learning objectives, duration and structure of the program ,target audience , entry requirements, trainers requirements and learning outcomes 	<ul style="list-style-type: none"> - Curriculum and learning manual developed - training Assessment Tools developed 	At least for 3 skills	The exact date for the development of the curriculums TBD.
Development of pre and post (skill/knowledge) assessment online tools	<ul style="list-style-type: none"> - Detailed pre and post assessment questions - Online pre and post assessment tool 	For all the skill trainings delivered at the center and new curriculums developed		The online tool for Pre and post assessment question to to be prepared

				before delivery of any skill training
Conduct training courses	<ul style="list-style-type: none"> - Each training sessions be given for a 40 hrs and maximum of 120 hrs. Each training should target 10 to 20 youths - The training provider should conduct pre and post(knowledge/skill) assessment in each round training session 	Attendance sheet and training report, M&E reports and pictures shared for each training sessions	100	One month before the end of contract duration
Conduct a job fair	<ul style="list-style-type: none"> - The job fair is expected to accommodate 100 graduates/job seekers 	Attendance sheet and job fare report and pictures	1	Date for each Job fair to be

	<p>and 15 to 25 employers</p> <ul style="list-style-type: none"> - Arrange a venue to conduct the job fair that can accommodate the indicated number of graduates/job seekers and companies - Contact different private sectors and invite to attend the job fare - A report should be submitted after the job fair clearly indicating achievements and suggestion/recommendation that needs improvement for future 			decided during the actual implementation period
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Requirements

a) General qualifications:

- Minimum 7 years of experience in conducting trainings in the field of human development, economic development, entrepreneurship training and TVET.
- Access to a large pool of local expert trainers, of which min. 30% should be women.
- Fully equipped workshop with a capacity of 10 to 20 youths.
- Previous experience working with Libyan governmental entities, national and international institutions and/or donor-funded projects is an advantage.
- Having a signed MoU for job internship opportunities with a minimum of 3 private companies is advantageous.
- Training provider shall provide CV of required management and technical experts who possess experience in skills development training programs.
- Training provider should be able to provide evidence that it has been registered and accredited by the Ministry of Labour and Rehabilitation (MoL) or other public entity that authorizes legitimacy of the training provider.

- Demonstrated capacity in reaching objectives and indicators.
- Fluency in Arabic and English, offering capacity building in French is an advantage.

b) Specific Qualification:

- Demonstrated experience of interactive and innovative training approaches engaging different types of target groups.
- Previous exposure to Behavioral-science design methodologies is considered an advantage.

c) Regional Experience / Knowledge of Region and Target Groups

- Demonstrated experience in delivering training to migrant communities.
- Demonstrated capacity in reaching out and mobilizing large numbers of beneficiaries to the target communities.
- Demonstrated experience and capacity to cater to the knowledge gaps of the target group and react to the local needs while maintaining the standard training modules.
- Good understanding of labour migration policies and existing good practices, within the North African context.

Selection and payment process

Budgets should be prepared in LYD or USD. Budgets should be realistic, inclusive of all project costs.

Payment will be made after submission of reports and other relevant documents after completion of each training session.

The final payment will be made after submission of the final report (percentage of payment to be determined) and the satisfactory surveys that will be received from each trainee.

Annex I: List of skill trainings

S/N	Sector	Skill training
1	Electricity	<ul style="list-style-type: none"> • Mobile electrical generator maintenance training, • Car maintenance, • Solar panel and energy, • General mechanic and automobile maintenance, • Electricity training • Refrigerator maintenance training
2	Agriculture	<ul style="list-style-type: none"> • Maintenance of electrical generator and water pumps • Reverse Osmosis (RO) System • Agricultural machine maintenance • Gardening, • Vegetable production
3	Construction	<ul style="list-style-type: none"> • gypsum pane(board) and decoration • Plastering • Painting • Ceramics , • Polyvinyl chloride works (ceiling , window and door) • Air conditioning maintenance
4	Woodwork	<ul style="list-style-type: none"> • Carpentry
5	Metal work	<ul style="list-style-type: none"> • Metal work (door and windows)
6	IT and photography	<ul style="list-style-type: none"> • Digital marketing, • mobile phone maintenance, • Photography • graphic design, • IT and computer skills (Basics and advanced) • Administrative skills
7	Language	Arabic and English

9	Others	<ul style="list-style-type: none">• Sewing,• sales and marketing skills,• Cosmetology skills• barberry and hair dressing,• Barista,• Ticketing• bakery, and• cooking
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