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**Terms of Reference**

**CALL for PROPOSAL**

**Strengthening Technical and Vocational Education and Training in South Sudan**

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| **Country** | South Sudan |
| **State/County** | 1. Central Equatoria- Kajo-Keji County 2. Greater Pibor Administrative Area (GPAA). |
| **Project Period** | Seven (7) Months |
| **Closing Date** | 29th March, 2024 |
| **Submission Via Email to** | [[Proposals.Juba-ED@unesco.org](mailto:Proposals.Juba-ED@unesco.org)](mailto:Proposals.Juba-CI@unesco.org) |

1. **Background.**

UNESCO South Sudan Office is implementing the Strengthening Technical and Vocational Education and Training (TVET) in South Sudan project, a four-years Swedish funded TVET programme. Aimed at reducing unemployment and boost livelihood amongst young women and men from poorer families through strengthening gender responsive governance, quality and relevance of the TVET system in South Sudan, including strengthening environment and climate change awareness and adaptation capacity to reduce vulnerability and incident of internal communal conflict. The core focus of the project is to strengthen TVET governance and equip key actors with sustainable capacities and tools to develop evidence-based policies and the related legal framework, while mobilizing at the same time private sector involvement in TVET governance, including in key economic sectors affected by climate change. Second, to improve the quality of TVET provision by reinforcing national capacities and institutions in charge of TVET teachers training design and implementation as well those responsible for TVET curricula development, adopting a gender transformative and greening lens. While the third component is to help TVET institutions develop labor market-responsive TVET, work-based learning and internship opportunities in conflict- affected remote locations through the provision of mobile TVET, micro-entrepreneurship skills programme and private-public partnerships at institution level, with a cross-sectoral focus on climate change mitigation.

1. **Project Outcomes:**

* Outcome 1: National inclusive TVET governance structures and evidence-based policies foster youth employment in South Sudan
* Outcome N°2: National TVET institutions, teachers and trainers are better equipped to provide quality, gender transformative and green TVET programmes”
* Outcome N°3: Young women and men in South Sudan have improved access to labour market and climate change responsive TVET opportunities

All the above three outcomes of the project are contributing to SDG 5 on gender equality that consequently contributes to combat discrimination and violence against women and girls, as well as destructive gender norms and values that fuel the conflict. The project contributes to achieving gender equality by improving access to TVET for girls and breaking through gender stereotypes concerning their role. The project will motivate female youth to participate in male dominated TVET sectors based on their capacity and interest. At least 50% of the targeted beneficiaries are female for this project (SDG 5).

1. **Project Activities:**

To facilitate the achievement of the above outcomes, partners are expected to provide detail methodology, approaches to implement the following activities:

**Outcome 1:**

Under outcome 1, the project aims to establish and strengthen an inclusive TVET governance mechanism in the country with active participation and engagement of private sector in the TVET governance body. Consequently, a TVET system that responds to the needs of the labour market will lead to skilled human resources, job growth and promote a decent work environment. The project activities will include but not limited to.

1.1.5 *Conduct capacity building training/ workshops (30 people per project areas) at the county levels for implementation of TVET*

1.3.3 *Reinforce the capacities on TVET-MIS development, data management, collection, processing, and dissemination, with respect to personal data protection*

1.3.5 *Conduct county level and AA level training for TVET-MIS officers from government and private training institutions (target areas)*

**Outcome 2:**

Under outcome 2 of the project, national TVET institutes will be better equipped to deliver TVET by strengthening the training of TVET teachers, increasing female teachers for TVET, reviewing and developing gender-aware curricula and teaching/learning materials that are also inclusive of green economy, climate change responsive and promoting peace and resilience in the community. The project activities will include but not limited to.

2.1.5 *Conduct ToT for 30 key implementers of TVET instructor/teacher policy at state level (target states)*

2.3.3 *Distribute curricula and teaching /learning materials to TVET centers/ institutes*

2.5.2 *Conduct ToT of 10 days in each state (25 TVET teachers per state)*

**Outcome 3:**

Under outcome 3 of the project, at least 5,000 out of school youth (50% female) will have access to TVET including functional literacy skills (contributing to SDG 4, 5, 8 13, and 16 and AU 2063 goal 13 and 18). This outcome contributes to promote sustainable livelihoods by offering environment friendly skills training to the conflict affected young people (50% female). The project activities will include but not limited to.

*3.1.1 Identify market demanding skills sector for targeted location/Counties*

*3.1.2 Pre-service and in-service training to Instructors of Mobile TVET*

*3.1.3/4 Procurement of equipment, tool kits for TVET training/centers*

*3.2.1 Design and implement a profiling of young people in demand of TVET in priority geographical area*

*3.2.2 enrol and train youth (in 3 months mobilie TVET and 6 months institutions based TVET course) for a selected cohort of young people to be trained with a mix of skills (foundational, vocational, transferable including entrepreneurial and digital)*

*3.2.3/6. Implement training and provide grant support for self-employment (or start up kits for youth completing skills training*

*3.2.4 Formation and mobilization of youth peace club at the TVET and mobile-TVET centers.*

1. **Targets:**
2. **Central Equatoria State: Kajo-keji County**

* **120** out of school youth (50% female) will have access to three month mobile TVET) including functional literacy skills**.**
* 80 out of school youth (50% female) will have access to 6 months Institutions based TVET training, including functional literacy skills
* *30 key implementers of TVET instructor/teacher oriented on TVET policy*
* 300 stakeholders oriented and sensitised on TVET and policies.
* 25 teachers/ trainers/ Instructors trained.

1. **Greater Pibor Administrative Area**

* **80** out of school youth (50% female) will have access to three (3)month mobile TVET) including functional literacy skills**.**
* 40 out of school youth (50% female) will have access to 6 months Institutions based TVET training, including functional literacy skills
* *30 key implementers of TVET instructor/teacher oriented on TVET policy.*
* 300 stakeholders oriented and sensitised on TVET and policies.
* 25 teachers/ trainers/ Instructors trained.

1. **Expected Outputs/Deliverables:** The below deliverables will be further elaborated at contract award stage.

* Project implementation plan (according to the template provided by UNESCO)
* Monitoring and evaluation plan of the skills training courses and TVET teachers training
* Monthly update as per field monitoring including qualitative and quantitative assessment against intervention targets, challenges, and mitigation measures
* Quarterly narrative and financial reports on project activities implemented
* Visibility, and advocacy report on public awareness activities on the importance of TVET and access to employable skills training, especially for young people, and adolescent girls
* Training reports
* Documented follow-up of Risks (pre-identified + arising during implementation), with corrective measures.
* Annual financial and narrative report following UNESCO format to be agreed jointly with the selected partner
* Post distribution monitoring report after distribution of assets e.g. TVET equipment’s, training materials, start-up kits/funds etc.
* Final Monitoring and Evaluation Report (depending on contract value, an audited financial report of IPA actual expenses may be required

1. **Requirements:**

**6.1 Technical Proposal:**

* Please complete the Proposal form
* Proposal to include context and background analysis of the chosen area of intervention including TVET and youth livelihoods, security and conflict, gender, prevention of sexual exploitation and abuse
* Proposed implementation strategy for institutional based TVET, Mobile TVET and apprenticeship-based modalities. The mobile TVET shall be annex to satellite Technical or Vocational Institutions for support and monitoring.
* The technical proposal should include the proposed county coverage within the state and breakdown of benficiary by payam in the county. Please refer to the target beneficiaries for details direct and indirect beneficiaries.

**6.2: FINANCIAL PROPOSAL**

* Potential partners must fill out the Budget template (Annex 3), expressing the cost of the proposed project in US Dollars.
* Financial proposal should cover two and half years (2.5 years period.
* The budget should be prepared in sufficient detail to justify resource requirements, demonstrate cost-effectiveness and, as far as practicable, provide a breakdown of the resource requirements corresponding to the main periods for which cash transfers will be made to the implementation partner ( first payment should not exceed 33% of contract amount)
* Include partner’s contribution ( can be chosen by the partner for any budget component e.g. staff time, office rent cost; but should be measurable and expressed in USD value)
* The proposed budget will be the basis of the funding agreement if a grant is awarded.
* UNESCO reserves the right to negotiate the budget with preselected partners prior to the signature of the Implementation Partners Agreement, to ensure value for money.
* Budgets should be prepared for each activity and further broken down by budget line, to facilitate monitoring.
* The principle of IPA is that the cost covered by UNESCO in the budget annex should include only direct costs of activities. Overheads should be borne by the partner (can be part of partner’s contribution). Any high value lump sum cost which does not have a reasonable breakdown should be avoided .
* The partner must submit one financial proposal for entire State, a maximum of two (2) states per partner will be considered.

1. **Selection Criteria and Evaluation**

**Selection criteria:**

Partners who meet the criteria listed below will be reviewed for technical merit and financial management capacities and a ranked short list of applications will be prepared.

**Mandatory Criteria YES/NO**

1. Documented experience in TVET or vocational training and/ or evidence of delivery of similar intervention in the last 2 years in the target areas (proof: copies of MoUs, Partnership agreements/donors’ letters or similar)
2. Organization has a geographical and operational presence in the State for which proposal is made (proof: project office etc).
3. One technical proposal but financial proposal are developed for each state separately in case of partner applying for two state.
4. Capacity of implementing projects of 100,000 USD and above in last two years, by proof of implemented projects with budgets > $50,000
5. Providing signed form 7-9A – Partner identification form 2 latest audited financial reports of the company’s annual accounts i.e. 2021 and 2022 (clean audit opinion, if the company is subject to annual audit)..
6. Not-for-profit legal status provided (national registration), entity must exist since a minimum 2 (two) years.
7. In kind and/or financial Contribution is provided to show some form of shared costs, comparative advantages.
8. Policies and Safeguards for cash management are in place (i.e., financial policy, segregation of duties, payment to third parties/individuals are preferably done in mobile phone/bank accounts/digital means)

The above means that companies not demonstrating the above capacities will be disqualified.

**Desirable criteria:**

1. Alignment to SDG 4, 5, 8 13, and 16 and AU 2063 goal 13 and 18, UNESCO TVET strategy, and government of South Sudan education strategy.

**Evaluation Criteria:**

Below are indicative scores of technical / financial evaluation :

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| **S/N** | **CRITERIA** | **Possible score/weight** |
|  | **Technical Proposal** | **700** |
| **A** | **Qualifications, capacity and experience of the organization relevant to the project within specific State the partner is applying.** | **250** |
| **1.1** | The partner has relevant **technical experience** in implementing TVET and education projects in South Sudan (proven track record of capacity of implementing projects of 80,000 USD and above in last two years in target area, by proof of implemented projects with budgets > $30,000 in TVET (formal and non-formal) and education, in particular TVET experience attracts more points. | **Mandatory**  **(additional 100 points)** |
| **1.2** | Organization has a **geographical and operational presence** in the State/County for which proposal is made e.g. evidence of project office and/or community-based presence.  **(50 additional points to reflect the importance of presence as compared to other partners)** | **mandatory (50 additional points)** |
|  | Partner has **strong policies** in place: protection from sexual exploitation and abuse PSEA (15 points), personal data protection (15 points); cash management safeguards (20 points). | **50** |
|  | Partner has **financial capacities/ clean audit opinion** on corporate accounts (mandatory). 50 additional points for financial strengths (annual revenue, limited debts, positive annual results) for the partner as compared to other partners | **Mandatory (50 additional points)** |
| **B** | **Proposed methodology, risks and implementation plan** | **250** |
| **1.3** | A clear/realistic **work plan** relevant to the work assignment, proportional to targeted number of beneficiaries, and carefully considers timelines required to, prepare and implement activities in line with the project timeline, including engagement of all project stakeholders and a sound communication plan | **50** |
| **1.4** | Partner proposed **identification of risks** and a sound risk mitigation plan for the implementation of the Strengthening TVET in South Sudan project (Organization highlighted specific barriers/risks and mitigation strategies to ensure the full participation of women and girls and children with disabilities in all interventions ( 50 points). The partner openly considers risks (50 points) and proposes safeguards against such risk including: fraud, corruption, theft, misuse of funds and assets, “ghost participants or beneficiaries” | **100** |
| **1.5** | Alignment to SDG 4, 5, 8 13, and 16 and AU 2063 goal 13 and 18, UNESCO TVET strategy, and government of South Sudan education strategy | **30** |
| **1.6** | Organization provided a plan for engagement of all project stakeholders and a sound communication plan | **20** |
| **1.7** | Review of **budget annex** as part of partner’s financial reporting capacity: clear budget breakdown by main cost elements. Costs are direct costs, in line with national standards and market prices (20 points). Partner’s contribution is mandatory (no minimum amount is set), but higher contributions get additional 30 points depending on its value. | **50** |
| **C** | **Key personnel against the required qualification below (Ref: Proposal, CVs of personnel)** | **200** |
| **1.9** | A clear project management structure with ToRs for each position is presented, e.g., qualified key project personnel (incl. CVs) who should contribute directly to the implementation of the project  The partner will specify for each key position if the personnel is permanent staff or will be hired for this project | **50** |
|  | Project Coordinator/Manager | **50** |
|  | Project Officer | **50** |
|  | Finance Officer/Assistant | **50** |
|  | **Total technical proposal:** | **700** |
|  | **Financial Proposal (cost of IPA).** | **300** |
|  | **TOTAL** | **1000** |

1. **List of documents to be submitted by the partner:**
2. UNESCO Partner Identification Form (Annex 2) -signature required
3. Budget template/Financial Proposal (Annex 3) including the logo of the partner
4. Application form/technical proposal Form (Annex 5 signature required
5. of the authorized representative at the bottom
6. Official Certificate of Legal Status registration
7. CVs of relevant positions
8. Proof of past experience