

Terms of Reference (ToR) Industry Skills Development – 11742

Title:	Livelihood Support towards Early Recovery and Resilience – Phase II
Location :	Mingkaman, Awerial County
Application Deadline :	31 July 2019
Type of Contract /Targeted Sector:	Carpentry & Joinery
Post Level :	National / Local Contractor
Languages Required :	English Language
Starting Date :	05 August 2019
Expected Duration of Assignment :	30 days (5 th August 2019 – 5 th September 2019)

Introduction

The purpose of this Terms of Reference is to provide a framework agreement for planning and apprenticeship for 20 youths trained on carpentry and joinery under project Ministry for Foreign Affairs (MFA) Livelihoods, Finnland Government 11742, Livelihood support towards early recovery and resilience – Mingkaman. This apprenticeship is meant to provide practical training, delivered through an already skilled and experienced worker/contractor who is willing and capable of delivering training to the apprentice.

Background and description of the project activity

In 2018, 20 youths/trainees were trained on carpentry and joinery. They were selected from within the community through the youth leader. After completion of the first phase of training, which involved 3 months of face to face training in theory and including some practical work, the next phase will involve rehabilitation of 2 primary schools so as to put the skills learnt into practice.

A BoQ (Bill of Quantities) was established as part of the initial training for the proposed repair works and the materials were procured. At the same time, a start-up kit to be used by the trainees has already been procured and will be distributed as part of the last phase of training.

Objective of apprenticeship

The objective of the apprenticeship is to provide practical apprenticeship and on the job guidance for 20 trainees, building upon skills training and theoretical knowledge delivered in 2018. By exposing the trainees to a real and practical scenario in the job market, it is hoped that the practical knowledge will help the trainees to conceptualize and put to use the skills they have learnt. FCA is particularly hopeful that successful completion of the contract will lead to a model for further expansion of the informal apprentices in the similar current and future projects that FCA shall implement.

Key Activities of Contractor

- Develop a work plan together with the trainees
- Monitor and supervise the implementation of activities as per agreed work plan.
- Register all apprentices in the record book/database of Apprenticeship
- Deliver workplace based training to the trainees based on the flexible format and training content
- Assess trainees based on competence and give a report.

Key role/activities of FCA

- Support Skills Training through regular field visit, supervision and monitor training site(s)
- Follow up trainees who are on apprenticeship and ensure that they (trainees) attend and complete the training program.
- Liaise with State and other relevant authority in support of training program at field level.
- Documentation of success stories and lesson learns for further improvement and replication.
- Sensitize and mobilize local community and other informal work places, on future informal apprenticeship training opportunities.

Key deliverables:

1. Detailed work plan
2. Assessment report for each trainee
3. Final implementation and assessment report

Schedule and reporting

- First report (Detailed Work plan):
Agreed work plan to be submitted within (1) one weeks of contract signing.
- Second Report (Assessment report for each trainee):
To show progress of trainees submitted within (3) weeks of contract signing.
- Third report: Final implementation and assessment report:
To show repair work done at each school as well as an assessment of each trainee based on competence, to be submitted (5) weeks of contract signing.
- The Contractor reports to FCA Programme Manager or Project Officer.

REMUNERATION:

The contract will be processed and negotiated in accordance with FCA's standard procedures for procurement, service and works contracts.

GENERAL GUIDELINES FOR PREPARING PROPOSAL.

- FCA will fully cover transport cost (flight - Juba to Mingkaman) and accommodation in Mingkaman.
- Feeding/perdiem will be the responsibility of the contractor
- Proposal should include 15% tax.

HOW TO SUBMIT THE PROPOSAL.

E-mail submission will be accepted (To email; Procurement.Ssuko@kua.fi and CC Edison.Munene@kua.fi) but consultants are encouraged to submit their proposals to the RFQ Drop Box at Finn Church Aid (FCA) Security office in located at Juba Na Bari Area, Bilpham Road by CoB 31st July 2019.

Note: Proposals received after the deadline will not be considered.