



[Call for offers
Project: Global Exchange and Training for
Youth Employment Services]

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10/25/2015

PART A Terms of Reference (ToR)

SUMMARY OF SERVICE REQUESTED

Title of this service A	Mapping the current situation in project targeted countries/regions (Germany, Macedonia, Chile, Philippine and Jamaica)
Expected Start and End date	December 2015 - February 2016
Title of this service B	Capacity building support package
Expected Start and End date	March 2016 – June 2016
Maximum <u>potential</u> budget for the whole life of the contract	≈ € 35.000
Project name (Global Exchange and Training for Youth Employment Services Agreement Nr - 2015 - 1910 / 001 - 001)	Awarded grant within the Erasmus+ Programme Key Action 2: Cooperation for innovation and the exchange of good practices

1. BRIEF BACKGROUND RELEVANT FOR THE SERVICE

CEFE Macedonia is an organization formed in 2008 in Skopje, Macedonia. We work with different target groups and organizations for promoting and raising entrepreneurship and self-employability skills. The organization is formed by CEFE trainers which met and participated in Training of Trainers in 1997 in Macedonia. Our main activities are trainings, consultancy and workshops.

The main goals of CEFE Macedonia are the following:

- To organize trainings and workshops in the field of entrepreneurship, raising the awareness of the importance of the self-employability;
- To offer business knowledge for expansion of already existing companies;
- To collect and elaborate expert literature in the field of methodology for training for adults;
- To collect and disseminate the comprehensive knowledge for the CEFE methodology (Creating Enterprises through Forming Entrepreneurs);
- To enable constant development of CEFE tools;
- To bridge the gap between demand for experiential training and qualified trainers;
- To facilitate, coordinate and implement projects in sustainable economic development;
- To encourage regional and international cooperation and exchange.

Our Clients and/or partners in trainings are: GTZ, Small and Medium Enterprise Developing Agency - Montenegro, Montenegro Tourism Association, Deutsche Telekom - Montenegro, MIKROSAM- Prilep, European Agency for Reconstruction and Development, Switzerland's Development Co-operation (SDC), CARE International, Dutch Government, Macedonian municipalities, National Enterprise Promotion, Agency-NEPA, GTZ-Serbia, GTZ- Montenegro, GTZ Bosnia and Herzegovina, GTZKosovo, Deutsche Ausgleichs Bank (DtA), SFARM-Sweden, FACE, MAAS, British Know How Fund/ESA, InWent - Germany, Council of Europe, CEED, American Refugee Committee (ARC), Interethnic Program Gostivar, DFID, Deutsche investitions und Entwicklungsgesellschaft DEG, Enterprise Support Agency - Ohrid, The World Bank, ALMAKO



Bank, Delta Baerenz-Cologne, Planco Consulting - Germany, Economic Faculty Podgorica-Montenegro, Bas Programme, The University of Novi Sad Faculty of Engineering, Economic Promotion Office of the German Federal State of North-Rhine Westfalia, USAID, Business Development Service, etc.

CEFE Macedonia as an applicant will have the coordinative role in the project, as well as being in charge of the management; the financial management of the project will be done in cooperation with CEFE International. CEFE Macedonia is successfully working from 2008 in the fields of promoting and raising entrepreneurship and self-employability skills. Our members of experts have organized over 100 business trainings according to the CEFE methodology, we are offering business knowledge for expansion of already existing companies and we are devoted to reduction of unemployment through regional and international cooperation and exchange.

2. OBJECTIVE AND EXPECTED RESULTS OF THE SERVICE

Through this ToR, CEFE Macedonia intends to conclude a contract for services A and B according to the activities of the project.

Due to the nature of the services required, CEFE Macedonia are seeking researchers and experts, which will ensure a strong output.

The service provider will be required to provide upon request the two main types of services described below which may also be closely linked.

SERVICE A: Mapping the current situation in project targeted countries/regions (Germany, Macedonia, Chile, Philippine and Jamaica)

In order to successfully deliver the project outputs for the service A for the specific activities of the project, CEFE Macedonia will need to assign 5 experts from: Germany, Macedonia, Chile, Philippine and Jamaica.

- The experts (researchers, trainers, data analysts) will identify and collect the best practices on employment programmes which they undertook
- The experts will deliver their output in the form of presentation and hand-outs at the expert meeting according CEFE Macedonia standards
- Best practice sample will be given by CEFE Macedonia, and the experts will match their identified best practises according that document
- The goal of the best practices will be to show specific and measurable dimension to the document (value for money, programme offer vs. satisfaction of beneficiaries, number of people employed after the programme etc..) given in the sample by CEFE Macedonia
- This activity will comprise of 6 working days (3 on and 3 off site) + 1 day travel

SERVICE B: Capacity building support package

CEFE Macedonia will require expert support in the following area comprised of:

- Designing of Compendium (aprox. 1000 pages)
 - Assigned experts will: Match and upgrade concepts for coping with the problem of youth unemployment, as well as with development of entrepreneurship (given in the best practises on the expert meeting);
 - Design draft Capacity Building Support package. The experts (curricula developers, trainers, teachers, business consultants) will work on development of Capacity Building Support Package that will include: developed and updated training modules, resource materials and tools for fostering young's people competences;



- Set directions for preparation of a compendium/manual for trainers/advisers with all modules, exercises and hand-outs (including newly developed);
- Based on the research possible modules content will be made: Employability skills, Entrepreneurial competences, Green Business, Rural Development, Follow-up services, Integration of self-employment and business start-up into vocational training and higher education;

3. SPECIFIC ACTIVITIES

Activities of the Contractor related to SERVICE A AND B

The Contractor shall efficiently organise online project meetings and events, taking into account their specific needs as per the ToR and in all cases ensuring that all logistics are organised to a high standard and in a timely manner to allow for smooth implementation and ideal working conditions.

4. HOW SERVICES WILL BE CONTRACTED UNDER THE CONTRACT FRAMEWORK

A contract is a legal agreement between two parties - in this case, CEFE Macedonia and 'the Contractor'. It acts as the basis for possible future purchase of services A and B by CEFE Macedonia. The contract contains, among others, the scope of services that can be purchased by CEFE Macedonia, contractor's activities, methodology, timing and fees to be respected by the Contractor.

At no stage in the process is CEFE Macedonia legally bound to issue payment. Therefore CEFE Macedonia has no legal commitment to the contractor in case the agreement is not reached on the budget, or an activity is cancelled, etc.

No legal commitment exists on behalf of either party until the contract is counter-signed by the contractor and has been received by CEFE Macedonia.

In the course of contract implementation, the contractor should bear in mind that any changes in the nominated staff and/or changes in the methodology described in the contractor's technical proposal, must be communicated to CEFE Macedonia for approval.

The Contractor shall also ensure that any member of his personnel working in the context of this Contract, including the personnel at the local office, fulfils all legal obligations with respect to social security contributions, insurance and fiscal regulations.

5. BUDGET

- The maximum budget available is € 35,000.
- The total budget for each assignment will be that agreed between CEFE Macedonia and the contractor in the mutual signed contract.

6. MONITORING PROGRESS

The contractor will maintain regular communication with CEFE Macedonia, in English online communication services, phone and email, as necessary to ensure clarity on the progress of the service.

Upon request, during the life of the contract, the contractor will provide to CEFE Macedonia brief ad-hoc progress reports as requested by CEFE Macedonia.

7. PAYMENT PLAN

1. Payment will be made upon successful completion of the service A or B in accordance with the ToR and specific contract signed between CEFE Macedonia and the Contractor for final approved documents provided to CEFE Macedonia.

Timetable

The timetable for this ToR procedure and signature of the resulting contract(s) is as follows:

	Date	Comments
ToR launch date	25.10.2015	
Deadline for submission of Offers	15.11.2015	
Evaluation of CVs	20-25.12.2015	
Notification of award	12.2015	



3. Preparing for ToR: required documents

3.1 Selection documentation

The applicants must have the following technical and professional capacity to perform the contract:

- A minimum of three years' experience in developing this type of services (service A) as described in the terms of reference.
- A minimum of five years' experience in developing this type of services (service B) as described in the terms of reference.
 - a. All interested Applicants must submit a CV (max 2-3 pages)
 - b. Referent list of previous projects experience or similar assignments undertaken in previous years, including information on contract value, contracting entity/client, project location/country, duration, main activities and objectives
 - c. Financial offer for service A or B

All documents must be submitted to CEFE Macedonia evaluation committee according the Deadline for submission of CVs in the time table

Supporting Documentation

All applicants must provide if needed a full set of documents for each of the following two services, which the evaluation committee of CEFE Macedonia will assess after evaluation of CVs.