



## **Skills Development Programmes Promoting Gender Equality and Decent Employment in Textiles and Services Sectors**

### **Request for Proposals**

#### **Terms of Reference**

##### **1. Background**

*Promoting Gender Equality for Decent Employment (GE4DE)* is a CIDA funded project being implemented by the ILO which aims to improve and enhance gender equality and decent employment by raising awareness amongst employers and workers and developing the skills of rural and urban women and men in the Textiles and Services sectors.

This project will take a holistic approach to skills development that involves pre-training and post-training support, and links training to decent employment and increased incomes.

##### **2. Request for Proposals**

Organisations are requested to submit proposals of which ILO will provide maximum funding of USD 30,000. Applicants are welcome and encouraged to contribute towards the project in cash or kind, and show this contribution in the budget accordingly. The proposals should be of a duration of up to 12 months.

We are looking for implementing partners that can provide high quality, market relevant training, and that are familiar with competency based training and assessment. Training should focus on creating linkages with employers to show access to work place based learning, industry experienced trainers and job placement.

The geographic focus should justify the availability of employment opportunities in the proposed areas.

Training can be exclusively for women, or women and men, in which case at least half of the intended beneficiaries must be women. Inclusion of people with disabilities would be appreciated.

You are required to submit your proposal in the prescribed format. The form has been divided into two parts, the technical component and the financial component. Part A, the technical component, has two parts, section 1 looks at the organisational profile and Section 2 looks at the elements of the project proposal. Part B, the financial component, is the budget. Details about the strengths we will be assessing in each section are given below along with a list of indicative activities. Please note that these activities are only given as an example, it is not necessary that your proposal must include all or any of them.

Proposals must be submitted by 25 April 2011. Two hard copies are to be submitted and one soft copy.

##### **3. The Organisation's Profile**



Your organisation must have at least three years experience in skills development for employment with. The project's success will depend greatly on your experience in designing and delivering training to a standard that satisfies employers and trainees and leads to productive employment and improved income levels.

#### **4. The Project Team**

It is important to have a strong team and give evidence that they have the skills and experience to manage the proposed project and deliver its different components. You must also show you have people on the team who have good understanding of training materials development, competency based learning, training and assessment and gender mainstreaming, with at least three years experience in their field of expertise. Curriculum vitae of all people involved in the project implementation must be attached.

#### **5. Training Design, Delivery and Evaluation**

The proposal will be assessed on the description of activities in the three components of an integrated skills development programme i) pre-training mobilisation, ii) training delivery and iii) post-training support. Selected partners will be given an orientation to the integrated skills development programmes and gender sensitive training design and delivery.

##### **3.1 Pre-Training Mobilisation and Awareness Raising**

These activities should demonstrate that there is demand for the skills for which you will provide training in the identified locality in particular and that you have the ability to mobilise people, especially women and girls and their families, to take advantage of employment opportunities.

##### **Indicative Activities**

- Identify intended beneficiaries and villages/communities/districts where you will work
- Gendered socio-economic profile of beneficiaries/location
- Social mobilisation and awareness raising focusing particularly on girls and young women
- Skills Needs and Employment Opportunities Assessment

##### **3.2 Training Design and Delivery**

Please describe the training venue, trainer(s) and qualifications, duration and structure. The training should preferably be short cycle training, though it can be designed as a modular training course, where shorter courses build upon each other to form a progressively higher portfolio of competencies. Training courses must be designed on the principle of competency based learning and assessment and your trainers' and experts qualifications must reflect this understanding and application of competency based training. This section will be assessed on your experience and understanding of competency based training and access to good training facilities and trainers.

##### **Indicative Activities**

- Design training curriculum and training materials. Curriculum must be competency based and be supported by some evidence of quality assurance.



- Include a component of workplace based training.

Training on workers' rights and any other supplemental training such as entrepreneurship skills and soft skills such as teamwork and time management.

### 3.3 Post-Training Support

Please describe how you would try and secure their employment, under terms and conditions which meet ILO's standards of Decent Work. **For example; at the end of the training, it will be ensured that women will have equal access to social security benefits and safer working conditions.**

#### Indicative Activities

- Assess and provide post-training needs. Though it would be difficult to describe precisely what those needs might be, it would be good to give an indication based on past experience, of the post-training needs that are likely to emerge - for instance access to microfinance for those wishing to set up small enterprises, developing links with industry trade unions for those accessing waged employment - and show how you will provide them, either yourself or through other partners.
- Promote links with employers to secure graduates' employment
- Conduct an assessment after three months of employment to gauge levels of employee satisfaction and also identify further training needs
- Develop a database of graduates
- Conduct an assessment after three months of employment to gauge levels of employer's satisfaction and also identify further skills and training needs

You will also be asked to provide details on any special measures you might take to ensure that the training venue and methodology responds to women's needs and promotes gender equality. For instance, you might consider keeping training times such that women are able to attend easily or providing childcare facilities.

### 7. Part B: Budget

The maximum funding available for this RFP is the Pakistani Rupee equivalent of USD 30,000, calculated on the date of submission of the proposal. Please show your calculations in Pakistani Rupees. Costs of training delivery can include the cost of providing transport to trainees, exposure visits etc. Any contribution in kind or cash by your organisation or other partners is appreciated and should also be shown. Such 'other' contributions may take the *total* value of the project beyond USD 30,000, but that is the maximum funding which ILO is committed. Administrative costs (indirect costs) should not exceed 20% of the total budget.

### 8. Submission and Timelines

You may submit an offer, using the prescribed submission forms to the ILO Office in Pakistan provided your company is qualified, able and willing to deliver the services as specified. Please note that your



offer must also include a signed copy of the Certification to be submitted by a Bidder in an ILO Competitive Bidding Procedure, included in the application form.

Participation in this RFP indicates acceptance of the terms and conditions provided. Failure to comply with the provisions of this RFP may render a proposal ineligible for consideration. Submission of an offer does not create any obligations for the ILO of any kind.

For this request, offers by fax or E-mail are not admissible. Bidders must submit their offer strictly in compliance with the procedures described hereafter.

For this invitation to bid you are requested to submit your offer (one original and two copies) in a sealed envelope.

1. The offer should be duly dated, signed and clearly identified as requested, to be receivable.
2. Your offer should reach us at the latest on 25 April by 16:00 hours
3. The Bidder shall seal the Bid in one outer and two inner envelopes, as detailed below.

For the purpose of identification, you are requested to cut and stick the label below and place it visibly on the outer envelope of your package, to avoid that it is opened by mistake.

**The National Project Coordinator  
Promoting Gender Equality for Decent Employment (GE4DE)  
ILO Office for Pakistan  
ILO Building  
G-5/2, Islamabad  
Pakistan**

**NOT TO BE OPENED BEFORE: 25 April at 16:00 hours**

Both inner envelopes shall indicate the name and address of the Bidder. The first inner envelope should be labelled "Technical Component" and will include the Part A of the form – the technical component –

Promoting Gender Equality for Decent Employment  
GE4DE 1-2/11 Request for Proposals for Skills Development



with the copies duly marked “Original” and “Copy”. The second inner envelope should be labelled “Commercial Component” and should include Part B of the form – the Budget.

Note: If the inner envelopes are not sealed and marked as per the instructions in this clause, the ILO will not assume responsibility for the Bid’s misplacement or premature opening.

Proposals will be assessed by an ILO Appraisal Committee and organisations shortlisted by the end of April 2011. Shortlisted organisations will be invited for a second round of appraisal and then final implementing partners will be selected and notified by the middle of May, 2011.