

Our tender reference: **IRQ 1083-TND-004**

ID number of the tender in the eTender portal: 365307

Vocational training on Beauty and salon, automotive repair, and video making and editing.

1. Introduction

General Context

The Deutsche Welthungerhilfe e. V. (hereinafter also referred to as "Welthungerhilfe" or "WHH") is one of the largest private development cooperation and humanitarian aid organizations in Germany. Welthungerhilfe is a non-profit organization and is politically and denominationally independent. It fights for "Zero Hunger by 2030".

Objectives of the consultancy and expected outcomes

WHH aims to empower host community; IDPs and refugees including youths and women by providing the skills and knowledge, WHH plans to involve 40 participants in life skill trainings in (30 days in Sinjar and 10 days in Sinuni). To support the implementation of this activity, WHH is seeking institute or a company has a technical expert to deliver the life skills training courses as shown in the table below (according to management decision). Each life skill training course is included 10 participants, and WHH will be the responsibility of vendor to arrange the venue for the training and provide the refreshments. The trainings should be delivered in local language.

The training programme should include:

- Beauty and Salon: Practical sessions on hairstyling, skincare, makeup techniques, customer service, hygiene standards, and salon management.
- Automotive Repair: Practical sessions on basic vehicle maintenance, engine diagnostics, repair techniques, safety procedures, and workshop management.
- Video Making and Editing: Practical sessions on camera operation, lighting, sound recording, video editing software, storytelling, and project management.

2. Required Qualification of the (team of) consultant(s)

The applicants/service provider fulfilling the following conditions are eligible to apply:

1. Institute or provider approved by Ministry of Labor and Social Affairs.
2. Registered providers conducting vocational training courses. It would be advantageous to submit a letter of satisfactory performance from MoLSA.
4. Institute or provider should have been in existence and experience working for at least three years.
6. Institute or provider should spell out, among other things, the following:-
 - A. Specific measures in place to ensure respect of humanitarian principles, conflict

sensitivity, and inclusiveness, in terms of gender, age, disability, ethnicity and religion

is integrated into the trainings.

B. Background of the institute with reference to its experience in promoting, managing, and operating vocational training programs and capacity building.

C. The institute provides training courses domain related to the in-demand sectors.

D. The selected vocational training provider should provide necessary training. infrastructure such as instructional staff, tools & equipment, etc. and modern methodology of training.

E. Details plan for conducting training including resources like instructional, physical equipment, and learning materials.

F. Ability to work closely with WHH project staff and under stressful conditions.

3. Documents to be submitted:

Interested external service providers should submit their application through the E-tender portal eu-supply.com including the following:

- Signed and stamped Tender Document
- Duly filled, signed, and stamped Supplier Declaration (Annex I)
- Duly filled, signed and stamped Quotation Summary (Annex II)
- Duly filled, signed and stamped References (Annex III)
- Duly filled, signed and stamped ToR Term of Reference (Annex IV)
- Duly filled, signed and stamped Detailed Quotation (Annex V)
- Proof of professional registration and business tax identification is required.
- CV of the trainer(s)
- Detailed curriculum
- List of the name(s) of trainer(s) and the areas/topics they will cover (as per the curriculum outlined above)
- Please attach only your work-related contracts with your bid **(If contracts are not attached, points will not be considered)**

4. Timing

May 2024 –June 2024 (40 actual working session according to the attendance sheet)

5. Evaluation of submitted documents

Welthungerhilfe will evaluate bids received according to the following evaluation criteria:

- a. Price 40%
- b. Experience (Number of relevant contracts) 5%

1 Contract	2 Contracts	3 Contracts	4 Contracts	5 Contracts
1 Points	2 Points	3 Points	4 Points	5 Points

- c. Proposed curriculum 40% (please note that the proposed curriculum must be approved by the Directorate of Labor and Social Affairs – Ninewa)
- d. Technical Interview 15 %

- Please attach only the relevant contracts with your bid
- If contracts are not attached, points will not be considered.
- Providing more contracts will not increase the points.

All service providers will receive a final notification via the tender platform Registration is free of charge for participating companies. The bid must be submitted exclusively on this platform.

6. Payment Terms:

Payment shall be made in **IQD (Iraqi Dinar)** currency only.

Payments due by the respective Contracting Authorities shall be made to the **bank account under the company's name or by cheque to the company's name only** mentioned on the Quotation Summary (Annex II) of the tenderer and confirmed in the Contract.

The contractor is in charge of covering the bank fees. **WHH WILL NOT PAY EXTRA FOR BANK FEES.**

Payment shall be made by Cheque or Bank Transfer against documents (CAD) within twenty (20) working days from the receipt of the correctly signed and stamped documents stated in Article 9. at WHH in Duhok.

The exact payment conditions will be negotiated with the WHH Office in Duhok and fixed in the contract.

Consultants will be responsible for covering all expenses related to travel, accommodation, and communication. Welthungerhilfe will process the payment after the successful completion of the final program evaluation assignments.

7. Participation:

Interested service providers must submit their documents via Welthungerhilfe's electronic tender portal. Bids that reach us by other methods cannot be evaluated.

To participate in this tender, you must register in the tender portal. The one-time registration allows you to participate in all tenders of Welthungerhilfe. Registration is free of charge for participating companies and individuals. The bid must be submitted exclusively on this platform. For more information on how to register in the tender portal and how to navigate through the portal, please see our Quick Guide:

→ [Welthungerhilfe Quick Guide.pdf \(eu-supply.com\)](#)

8. Bid opening, examination, and evaluation of the bids

In the public procedure WHH will sift and evaluate incoming offers. The selection of a contracting party shall not be made solely on the basis of the lowest bid price, but on the basis of the best overall price-performance ratio.

9. Communication:

All communication, including questions and answers, will be handled through the tender portal. Questions about the tender must be written in English and submitted in the tender portal via the "Own tender - bidder questions and answers" module. By clicking on "Submit bidder question", you can ask a question that will be sent to the awarding authority. Questions require a subject and a worded, non-personalized question that can then be submitted to the Procurement Office. Questions submitted by other means cannot be answered.

10. Expected date of the start of the tender:

Deadlines for submitting and responding to questions can be found on the tender portal. The deadline for submission of tenders can also be found on the tender portal.

11. Validity of the bid

All bidders are bound by the prices of their bids for at least 60 calendar days after the closing date of the tender. The bidder can only withdraw his bid within the bidding period by written declaration.

12. Language

The procedure, the preparation of the offer and the execution of the contract shall be carried out in English.

13. Currency

All prices shall be quoted in Iraqi Dinar (IQD).

14. Confidentiality

Welthungerhilfe will send tender documents to the service provider in this connection. Confidential information about Welthungerhilfe may be passed on to the service provider on the occasion of the sending of the tender documents and the subsequent discussions as well as the conclusion of the contract. Against this background, both parties agree: (1) The service provider undertakes to treat all confidential information received from Welthungerhilfe in connection with the invitation to tender and the discussions as strictly confidential, including vis-à-vis third parties. (2) Upon termination of the contract, both parties undertake to return all documents made available to the other party without being requested to do so.

15. Confidentiality

The contracting authority (WHH) will send the external service provider tender documents in this connection. On the occasion of the sending of the tender documents and any subsequent discussions as well as the conclusion of a contract, confidential information about the contracting authority may be disclosed to the partner. Against this background, the parties agree on the following:

Each party undertakes to treat all confidential information which it receives from the other party in the context of the tender and any discussions in strict confidence, including vis-à-vis third parties.

This agreement shall enter into force upon receipt of the tender documents and shall continue to apply for the duration of the discussions, any future cooperation and for a period of two years after termination of the discussions or cooperation. Upon termination of the agreement, the parties undertake to return any documents disclosed to the other party without request.

16. Awarding authority and contracting entity:

Deutsche Welthungerhilfe e. V.

Duhok, Malta

The tender is also valid without a handwritten signature.