

DRC
Terms of Reference
(TOR)
For
Youth Employability Training in Tunisia

1. Who is the Danish Refugee Council?

Founded in 1956, the Danish Refugee Council (DRC) is a leading international NGO and one of the few with a specific expertise in forced displacement. Active in 40 countries with 9,000 employees and supported by 7,500 volunteers, DRC protects, advocates, and builds sustainable futures for refugees and other displacement affected people and communities. DRC works during displacement at all stages: In the acute crisis, in displacement, when settling and integrating in a new place, or upon return. DRC provides protection and life-saving humanitarian assistance; supports displaced persons in becoming self-reliant and included into hosting societies; and works with civil society and responsible authorities to promote protection of rights and peaceful coexistence.

DRC has been working in Tunisia since 2011 as part of a coordinated Libya-Tunisia program responding to regional instability following the Arab Spring revolutions. DRC has been one of the main implementing agencies providing services in Shousha refugee camp, as well as to refugees living in urban centres in southern Tunisia. From 2014 to 2021, DRC implemented a series of armed violence reduction projects aimed at enhancing community security and resilience in key border towns in Tunisia. In 2022, DRC North Africa has restructured itself and established a joint legal entity for Tunisia and Algeria investing skills and resources to continue to develop its existing portfolio and expand its services to migrants and other displacement affected populations in both countries.

2. Background

DRC Tunisia is currently implementing, as the country lead in Tunisia, the Youth Inclusion and Employment Project (YIEP) which is part of the Youth Employment Program of the Danish-Arab Partnership Program (DAPP) funded by the Danish Ministry of foreign affairs.

The Danish-Arab Partnership Program is Denmark's collaboration program with the Middle East and North Africa focusing on Morocco, Tunisia, Egypt, and Jordan. Globally the YIEP component during 2022-2027 phase is led by PLAN international, however, in Tunisia it will be implemented by DRC Tunisia as a country lead, GAME, and MS ActionAid.

The YIEP final outcome is:

Young women and men have enhanced employability, obtain wage employment and/or self-employment.

In order to achieve this result, the consortium is focusing on 5 different outputs:

- Output 1: Young people, in particular young women, have the knowledge, skills, and attitudes to plan and pursue their career paths as well as to engage with governance processes and duty bearers
- Output 2: Young people, in particular women, have market-responsive technical skills, knowledge of finding employment, and greater access to the labour market
- Output 3: Young people, in particular women, have entrepreneurial skills, business plans and are pursuing their own businesses
- Output 4: Young people, in particular women, increasingly know how to make strong business plans and obtain finance for entrepreneurs, and they are successful in doing so.
- Output 5: Young people, in particular women, influence and face a more enabling and conducive environment for them to pursue decent income opportunities

3. Purpose of the consultancy

The Danish Refugee Council (DRC) seeks a consultancy firm to organize a comprehensive training program aimed at enhancing employability skills among youth in Tunisia. The primary focus will be on resume writing, cover letter preparation, and interview techniques.

4. Objectives and deliverables of the consultancy

The main objectives of the consultancy are as follows:

- Conducting a comprehensive 1-day training program with three sessions: i) Resume Writing, ii) Cover Letter Writing, and iii) Interview Tips.
- Facilitating a minimum of 24 training sessions, ensuring coverage across all 24 governorates in Tunisia.
- Engaging with a minimum of 400 youth participants.
- Adhering to a budget constraint, ensuring that the total expenses do not surpass 125,000 TND.

5. Scope of work and Methodology

The consultancy firm is expected to:

- Develop and implement a standardized training module for the specified sessions: The consultant is required to develop a comprehensive and standardized training module encompassing three key sessions: Resume Writing, Cover Letter Writing, and Interview Tips. This module should be tailored to the needs of the Tunisian youth, considering diverse backgrounds, educational levels, and employment aspirations. The module should be structured in a way that allows for flexibility and engagement, ensuring participants gain practical skills applicable to their unique situations.
- Coordinate and conduct training sessions in each of the 24 governorates, taking care of all logistic aspects: The consultancy firm is responsible for the successful coordination and implementation of training sessions in all 24 governorates of Tunisia. This involves meticulous planning, scheduling, and execution to ensure a standardized and high-quality experience for participants in each location.
- Provision of Necessary Materials and Resources: To facilitate effective training delivery, the consultancy firm must provide all necessary materials and resources required for participants to engage actively and gain practical skills.

6. Deliverables

The firm is responsible for:

- Successful organization and execution of 24 training sessions including all logistic.
- Submission of a detailed report summarizing the training outcomes and participant feedback.
- All the participant lists of the youth who attend the training.

7. Duration, timeline, and payment

- All training sessions must be conducted between December 10 and December 25, 2023.
- The consultancy firm will receive two installments: the first, not exceeding 20% of the total contract value upon contract signature, and the second upon successful completion of the task.

8. Proposed Composition of Team

The consultancy firm should provide details on the team members who will be involved in the training program, highlighting their relevant experience and expertise.

All trainer CVs must be shared with DRC team before the training take place.

9. Eligibility, qualification, and experience required

Relevant Experience:

- Demonstrated experience in organizing and conducting employability skill training programs, particularly in the areas of resume writing, cover letter preparation, and interview techniques.
- Proven track record of successfully implementing similar projects, preferably targeting youth empowerment.

Expertise in Youth Development:

- Specialized knowledge and expertise in youth development, employability skills, and career guidance.
- Previous engagement in projects focused on enhancing the employability of youth in diverse cultural and socio-economic contexts.

Capacity to Cover Multiple Locations:

- Ability to coordinate and conduct training sessions across various governorates in Tunisia, demonstrating logistical capabilities to ensure effective program delivery in different regions.

Budget Management Skills:

- Experience in managing projects with strict budget constraints, ensuring efficient use of resources without compromising the quality and impact of the training.

Proven Consultancy Track Record:

- A strong consultancy background with successful completion of similar assignments, supported by positive references or testimonials from previous clients or collaborators.

10. Technical supervision

The consultancy firm will report to the project manager.

11. Location and support

The training sessions need to take place in all 24 governorates in Tunisia.

12. Travel

No specific travel requirements are anticipated, as the training sessions will be conducted locally within the designated governorates. However, if you think you will need to travel please mention this in your offer.

13. Submission process

Interested applicants who meet the required qualifications and experience are invited to submit the following documents to rfq.tun@drc.ngo no later than Tuesday 05-12-2023, 17:00 Tunis time (GMT+1):

- CV(s) of consultants with details of qualifications and experiences indicating documentation of relevant assignments undertaken and full correct details of three professional referees.
- Technical proposal that summarizes understanding of the assignment including the proposed methodology and examples of similar previous experience.
- Annex A Financial proposal providing cost estimates of daily consultancy fees.
- Annex B DRC General Condition of Contract signed copy.
- Annex C Supplier Code of Conduct signed copy.
- Annex D Supplier Registration form, completed and signed.

If you believe it is necessary, you may submit additional documents to provide a clearer explanation of your technical or financial proposal.

14. Evaluation of bids

- DRC will evaluate the proposals and award the assignment based on technical (70%) and financial (30%) feasibility.
- DRC reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder. Only those shortlisted will be contacted for an interview with the panel to ensure their understanding of the consultancy assignment
- The proposal will be evaluated using the following criteria:

	Criteria	Points Scale	Total Weightage
1	Ability to coordinate and conduct training sessions across various governorates in Tunisia, demonstrating logistical capabilities to ensure effective program delivery in different regions.	1-20	20%
2	Demonstrated experience in organizing and conducting employability skill training programs, particularly in the areas of resume writing, cover letter preparation, and interview techniques.	1-20	20%
3	Proven experience in delivering training on job searching methodologies.	1-20	20%
4	Specialized knowledge and expertise in youth development, employability skills, and career guidance.	1-10	10%
5	Financial offer	1-30	30%