Quotation No. 42.2017

“Developing Capacities in Career Guidance & Counseling (CGC)”
Project Name: Enhancing Youth Employability in the Gaza Strip project – Phase II (EYEHII)

Implemented by: Islamic Relief Palestine

July 2017
1. Introduction

1.1 Background about Islamic Relief

Islamic Relief Worldwide (IRW) is an international aid and development charity, which aims to alleviate the suffering of the world's poorest people. It is an independent Non-Governmental Organization (NGO) founded in the UK in 1984. As well as responding to disasters and emergencies, Islamic Relief promotes sustainable economic and social development by working with local communities - regardless of race, religion or gender. Islamic Relief Worldwide (IRW) has consultative status with the UN Economic and Social Council, and is a signatory to the International Red Cross and Red Crescent Code of Conduct.

More information on IRW is available at: http://www.islamic-relief.org

Islamic Relief Palestine (IRPAL) IRPAL is an affiliate of Islamic Relief Worldwide, active in the Palestinian territories since 1998. IRPAL has its main office in Gaza city. It also has an office in Ramallah, West Bank. IRPAL supports the Palestinian people through three main programmes: Humanitarian, Community Development and Child Welfare & Education. IRPAL is working to improve the wellbeing of vulnerable people, deliver life-saving emergency aid, enhance education environment, reduce the humanitarian impact of conflict, empower communities to reduce poverty and protect communities from disasters.

More information on IRPAL is available at: http://irpal.ps/en/about-irpal/

1.2 Background about TVET in Palestine

The Palestinian National Authority (PNA) and namely the Ministry of Education & Higher Education (MoEHE) and Ministry of Labour (MoL) undertake the comprehensive reorganization of the Technical and Vocational Education and Training (TVET) sector. At present Technical and Vocational Education and Training (TVET) is carried out in separate types of institutions that are run by respectively the MoEHE (Vocational Secondary Schools and Technical Colleges) and MoL (Vocational Training Centers), with different skill-levels, different course-periods (9 months, 11 months or 24 months) and different curricula.

1.3 Background about the project

During the period of 2013-2016, Islamic Relief shared a common interest in developing TVET sector by implementing "Enhancing Youth Employability in the Gaza Strip-phase I" under the umbrella of the Palestinian National TVET strategy (revised 2010).

In order to continue contributing to the sustainability of market-driven TVET system, "Enhancing Youth Employability in the Gaza Strip Project - phase II (EYEII)" is implemented by (IRPAL) in partnership with the MoEHE and the MoL from December 2016 till May 2019.

EYE project- phase II shall achieve 3 main objectives:

a. TVET Centers of Competence operate efficiently, effectively and sustainably,

b. Enhanced Coordination and linkages amongst TVET stakeholders,

c. Enhanced effectiveness and sustainability of One Stop Shop (OSS) and Labour Market Information System (LMIS) services.
2. Statement of Work

Introduction:
One Stop Shop (OSS) is a global concept that describes an upgraded and advanced employment and training office, which provides high quality employment services and career guidance. OSS is one of 5 employment offices belonging to the ministry of labor that acts as middle point between supply and demand sides in the labor market. In February 2017 the MoL, with the support of IRPAL, has officially opened the first OSS in the Gaza strip. During Enhancing Youth Employability project (phase I), OSS staff received a comprehensive training to develop their competencies in order to maintain delivering the best quality services. IRPAL continues the capacity building and institutional support for employment offices and OSS staff based on real need through EYE II.

2.1 Mission Purpose
This task aims to enhance OSS staff capacities in career guidance and counseling.

2.2 Scope of Work
In order to provide high quality career counseling and guidance services, the consultant shall build the capacity of OSS staff through a two-phase process:

Ph.1 Training
The consultant shall design and deliver a modern adult training program that includes real situations and exercises covering, but not limited to the following topics:
1. Professional career guidance and counselling
   - Objectives of providing career counseling
   - Job analysis and career planning
   - Types of career counseling
   - Prepare professional career development plans
   - Skills for the career counselor
2. Evaluation tools for CVs of job seekers
3. Professional interviews: preparation, identification of skills to be measured, interview procedures
4. Communication skills and enhancing confidence of job seekers
5. Follow-up and feedback after finishing of counseling, guidance and professional planning
6. Entrepreneurship and business startup

Ph.2 Coaching
The consultant shall conduct coaching field visits (to employment offices and OSS) to supervise the practical application of skills gained from the training in the job place and closely supervise the delivery of high quality career guidance and counseling.

2.3 Target Group
The training will target the OSS staff. In addition, this training will be effectively and efficiently exploited to benefit the other 4 employment offices divided into two groups; each group consists of 20 trainees from five employment offices in the MoL. The coaching will be received through 3 field visits to each employment office.
3. Deliverables

- Detailed plans and timeframes of groups distribution and sessions breakdown for the capacity building programs
- Training matrix
- Advanced training manual that comprehensively covers all training topics of career guidance and counseling: The training material should be designed using modern adult learning techniques including real life situations, examples, exercises and simulation to counselor roles.
- A schedule of coaching visits to the employment offices.
- Practical cases and applications for training at employment offices.
- Trainee’s assessment after ending the coaching.
- Bi-weekly progress report that demonstrates the status of achievements
- End of mission progress report that includes a detailed description for tasks, achievements and assessment.

4. Time Frame

This task should be implemented during **July - Augustus 2017** with maximum **23 working days**.

<table>
<thead>
<tr>
<th>Item</th>
<th>Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation and reporting</td>
<td>2</td>
</tr>
<tr>
<td>Training delivery (each group 3 days)</td>
<td>6</td>
</tr>
<tr>
<td>Coaching and follow up (each office 3 days)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

5. Reporting

The consultant will work closely with IRPAL TVET related staff.

6. Profile of the Consultant

This call for consultancy is open for individual consultants. The consultant should reflect a combination of related qualifications and professional experience in career guidance, counseling, job analysis, CVs assessment, professional interviews and communication skills.

The consultant should have the following qualifications and experience:

- Preferably a master degree in management, social science or relevant qualifications.
- A proven experience and practice in coaching.
- At least 5 years of professional experience in the relevant topics (career guidance, counseling, job analysis, CVs assessment).
- Ability to share knowledge and building the capacity.
- Competent in English language (the final report shall be written in English).
7. Proposals submission

Interested consultants are welcomed to submit their technical offers, including the CVs, and financial proposals, each in a separate sealed envelope to IRPAL-Gaza office. No financial information shall be contained in the technical offer envelope.

7.1 Technical Proposal

Content of Technical Proposal

The Technical Proposal shall clearly include, but not necessarily be limited to the following items (to facilitate the technical evaluation of proposals):

- Introduction (including the consultant’s understanding of the context of the required assignment).
- Qualifications and relevant experience of the consultant (attach CV).
- Proposed approach and methodology for conducting the assignment with preliminary time schedule.

7.2 Financial Proposal

- The financial proposal shall show all the direct costs related to the implementation of the assignment while other operational costs such as communications, ...etc. can be implicitly included.
- The price shall be in (ILS) per working day (8 working hours-5 days a week)
- Please use the following table, and do NOT add any additional budget lines, to facilitate evaluating and comparing the financial offer.
- IRPAL projects are exempted from VAT, so the consultancy firm shall provide zero VAT stamped invoice and source deduction certificate

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Total Cost (ILS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost of the assignment</td>
<td></td>
</tr>
</tbody>
</table>

8. Evaluation of Proposals

- The evaluation of proposals (Technical and Financial Proposals) and selection of the consultant will be made using the Quality and Cost Based Selection with a total score calculated out of 100%, of which 70% is the weight of the Technical Proposal and 30% is the weight of Financial Proposal
- Only the Technical Proposals will be opened on the submission date. Financial Proposals will be opened after the technical evaluation is completed.

8.1 Evaluation of the technical proposal

The evaluation of Technical Proposals will be out of 100 marks according to following criteria:

<table>
<thead>
<tr>
<th>#</th>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultant qualifications</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Experience in relevant tasks</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Experience in career guidance and counseling</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>Experience in training and coaching</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>Knowledge in OSS and employment offices operatory</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
8.2 Evaluation of the Financial Proposal
The financial proposals would only be opened for the bidders who pass with a score of 70 out of 100 in the technical offers. IRPAL is not restricted to least prices.

8.3 Proposals Submission Date and Address
- Please submit your proposals by 20/07/2017 (3:00 pm at the latest) at the following address: Islamic Relief, Palestine Filed Office Al- Dawli building 2, 26A Medhat Al-Wehidi St., Rimal South.
- Following submission, IRPAL may engage in further discussion with applicants concerning quotations in order to ensure mutual understanding and an optimal agreement.
- For any issues relating to the quotation or its contents please email directly to procurement@irpal.ps
- Any Proposal received after the due date will be rejected.

9. Contract
IRPAL will be responsible for all contractual matters relating to this assignment.

10. Method of Payment
Financial payment shall be made once on the consultant’s pre-agreed bank account after receipt of all the deliverables and related documents, including the end of mission report.