

REQUEST FOR PROPOSAL (RFP) TRAINING AND DEVELOPMENT OF SMALL BUSINESS PLANS FOR BENEFICIARIES OF INCOME GENERATION ACTIVITIES (IGA'S)

About ESDC:

Economic & Social Development Center of Palestine (ESDC) is a Palestinian development-oriented NGO with vast experiences in the both development and humanitarian cooperation. Within the development cooperation, ESDC is a well-recognized at the national level for their work in developing and building the capacities of cooperatives and the cooperative sector. Not only does ESDC build the institutional capacities of cooperatives, CBOs and working groups, but also develops their capacities in natural resources management, agriculture and food security, and social economy. Institutional capacity of the cooperatives, CBOs and working groups is built and sustained through: updating strategic and business plans to coincide with their business, adapting proper production systems and developing their marketing capacities.

Purpose of this RFP:

ESDC in partnership with OXFAM and Tamer Institute for Community Education funded by Directorate-general for Development Cooperation (DGD), is implementing the project of " **Empowering communities to respond to conflict-induced protection risks and high food insecurity levels in six vast humanitarian crises**" that aims to promote transformative protection Approaches to address protection vulnerabilities and reduce livelihood risks for affected people in the Gaza Strip.

ESDC is seeking to commission a consultancy firm to provider services of "TRAINING AND DEVELOPMENT OF SMALL BUSINESS PLANS FOR BENEFICIARIES OF INCOME GENERATION ACTIVITIES (IGA'S)" according to conditions and requirements detailed in this Request for Proposal (RFP).

Please provide us with a sealed offer no later than Wednesday, 31/08/2022 at 02:00PM, by hand at the following address: ESDC: Gaza - the second port - opposite the Monetary Authority - Hajji building - the eighth floor

For inquiries, call: 02-2989909 / 08-2880221

We look forward to receiving a bid from you and thank you for your interest in our account.

Akram Altaher
General Director

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SECTION (1): INSTRUCTIONS TO BIDDERS

1 GENERAL INSTRUCTIONS

- In submitting a bid, the bidder accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this bidding procedure, whatever their own conditions of sale may be.
- Bidders are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this RFP.
- The Price must be EURO (€) exclude VAT; so the winner will be issue ZERO VAT invoice
- Failure to submit a bid containing all the required information and documentation within the deadline specified will lead to the rejection of the bid.
- The participation procedure in this bidding process requires submission of the 2 separate sealed envelopes - (one for Technical Proposal and one for Price Proposal).
- Language: All documents shall be submitted in English.
- All submitted documents shall be signed and stamped by authorized personnel.
- It is the responsibility of the bidder to ensure that offer is complete and meets ESDC's requirements.
- Failure to satisfy all aspects of the RFP Dossier may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully.

2 TIMETABLE

	DATE	TIME
Publication Date	21/08/2022	
Deadline for submitting bids	31/08/2022	02:00 pm

3 CONDITIONS OF BIDDING

3.1 Proposal presentation:

- The Consultancy firm will be expected to detail in their submissions indicating how they would undertake the required role and provide the following:
- A "one original copy" of Technical Proposal for providing the actions described above with estimated time assigned.
- A "one original copy" of Financial Proposal describing the costs assigned to the tasks.
- Supporting documents and qualification.
- ToR copy would be requested at ESDC Gaza office, Hijji Building, 8th floor, Habboush Street, Gaza city.

3.2 Financial offer Currency

All prices shall be expressed in expressed in EUR (€) excluding VAT

3.3 Bid validity

Bids shall remain valid for a period of **90 calendar days** after the deadline for receipt of bids or until they have been notified of non-award. In exceptional cases, before the period of validity expires, ESDC may ask bidders to extend the period for a specific number of days.

3.4 Bid Presentation

- When preparing price proposal, bidder shall be guided by the template in SECTION (3) – Price Proposal Form.
- Proposed financial offer should be inclusive of all costs required to deliver the assignment, including: transportation, per-diem etc.

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3.5 Compliance

Your basic offer shall be strictly in accordance with the technical specifications specified in the SECTION (2) -Terms of Reference.

ESDC reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

3.6 Costs of preparing bids

All costs incurred by the bidder in preparing and submitting the bid are not reimbursable. All such costs will be borne by the bidder.

3.7 Late Proposal

Bids received after the closing date will not be considered, unless in ESDC sole opinion there are exceptional circumstances which have caused the delay.

3.8 Bid Process

ESDC reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

In the interests of transparency and equal treatment and without being able to modify their bids, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. These requests can only be for clarification purposes, not for the correction of major details.

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence ESDC in its decision concerning the award of the contract will result in the immediate rejection of his bid.

3.9 Evaluation of offers

Overall evaluation of offers will be received based on the following weighting:

- Technical Evaluation: 70%
- Financial Evaluation: 30%.

(a) Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the following evaluation grid, The evaluation team should not have access to the bid price at this stage:

Experience with ESDC, Oxfam and/or other NGOs	15
Qualifications, skills or experience of key personnel proposed for the assignment	15
Meeting technical specifications (quality, methodology, etc..) OR Level of understanding of service required	30
Ability to meet delivery dates OR Reliability of plan proposed	10

Upon completion of the technical evaluation, only offers receiving score of 50/70 or more will be considered for further evaluation.

(b) Evaluation of financial offers

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 30.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 30 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

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3.10 Cancellation of the bid procedure

In the event of a bidding procedure's cancellation, bidders will be notified by ESDC.

Cancellation may occur where:

1. The bid procedure has been unsuccessful, namely where no qualitatively or financially worthwhile bid has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant bids exceed the financial resources available to ESDC.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will ESDC be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a bid, even if ESDC has been warned of the possibility of damages.

Bidders are requested not to contact ESDC during the bid assessment period, unless through the formal questioning mechanism outlined above or if they are an existing ESDC supplier, and then only in pursuit of existing ESDC business.

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SECTION (2): TERMS OF REFERENCE

1. Background:

The Economic & Social Development Center of Palestine (ESDC) in partnership with OXFAM and Tamer Institute for Community Education funding by Directorate-general for Development Cooperation (DGD), is implementing the project of " **Empowering communities to respond to conflict-induced protection risks and high food insecurity levels in six vast humanitarian crises**" that aims to promote transformative protection Approaches to address protection vulnerabilities and reduce livelihood risks for affected people in the Gaza Strip.

In partnership with Oxfam, ESDC is responsible to achieve the following result: (Income Generating Activities are supported with small grants, trainings, and coaching sessions.).

Under this result, the project will support the establishment or restore of 150 viable and economically feasible livelihood small businesses through providing capacity building, skills enhancement, seed funding, coaching and mentoring to vulnerable and marginalized women and youth following the community-based and sustainable livelihood approach.

ESDC is looking for Consultancy firm to Service to work with IGA's beneficiaries to develop their business plans and to carry out the scope of work according to the TOR of this assignment to achieve the set outcomes and outputs through the set activities.

This project will be implemented in Palestine – Gaza strip (North Gaza, Gaza, Middle area, South Gaza).

2. Assignment purpose:

ESDC identified a pool of 180 potential HHs who demonstrate some entrepreneurial behaviour, willingness and motivation to make a difference in their lives, but lack essential inputs and financial support to establish or restore a small IGA. The process of selection started by conducting a short but comprehensive livelihood mapping that evaluated the five livelihood capitals. Based on this mapping, selected HHs will be provided with training on business development services for promoting the personal capacity and develop simple small business plans with potential beneficiaries.

In coordination with ESDC and OXFAM the consultant firm will assess the potential business plans proposal from participants and select 150 business plans for IGA's that will be financed by the grant. The financial support will be provided through cash transfers on 3 instalments.

For this purpose of this project, ESDC seeks a consultant firm conduct the assignment.

3. Assignment Objective, Scope of work and deliverables:

3.1 Objective:

Under the supervision of project coordinator at ESDC, Consultancy firm will be fully responsible for providing business development services including (and not limited to) developing simple small business plans or livelihood plan with beneficiaries, Business training, Coaching and will jointly with ESDC determine the specific technical training needs and the cash needs.

3.2 Scope of Work (SoW):

The Consultancy firm is expected to fulfil the following:

- Develop training curriculum including materials, guides, tools, and templates that will be used in the capacity building program based on the needs of the small scale IGA's beneficiaries.
- Conduct business training for 180 IGA's on basic business development, financial management, marketing, communication skills, networking and sustainability.
- Determine the specific technical training needs and the cash needs based on the type of activities jointly with ESDC.
- Support the training participants to identify and develop potential business ideas through learning and individual or group coaching/mentoring activities.
- Making sure that the business ideas developed by participants are feasible.

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- Support the training participants to prepare a bankable business plan through individual or group (based on similar business idea) learning and coaching/mentoring activities.
- Assess and select potential business plan proposal from participants that will be financed by the grant (in coordination with ESDC and OXFAM)
- Follow up and coaching the small business.
- Reporting to Project coordinator.
- Preparation of needed plans (Business plans and feasibility studies).
- Preparation of needed reports (Training Reports, field visits reports, pre & post evaluation reports).

4. Deliverables:

- a) **Inception report:** to be prepared no later than one week from the starting date of the assignment, includes an action plan, methodology, and tools At least 7 business training sessions on basic business development, financial management, marketing, communication skills, networking and sustainability for project beneficiaries of IGA's, (5 training days per session), (5 training hours per day).
- b) **Training Material:** to be prepared no later than one week from the starting date of the assignment, covering but not limited the topics (basic business development, Simple small business plans, financial management, marketing, communication skills, networking and sustainability).
- c) **Business training:** 7 training sessions will be implemented for 180 participants include (25 participants per session/ 5 training days per session /5 training hours per day)
- d) **Business plans and feasibility studies:** To be delivered no later than one week from the end date of each training sessions for the participants in the session.
- e) **Training & Field visits reports:** To be delivered no later than two weeks from the end date of each session including the attendance sheet, pre & post evaluation and the report of onsite visit for the potential beneficiaries including the technical training recommendation for each potential BNF.
- f) **Evaluation Business plans:** The consultancy firm will be evaluating the proposed business plans for participants that will be financed by the grant (in coordination with ESDC and OXFAM) no later than two weeks from the end of each training session.
- g) **Report of Technical coaching support:** To be delivered no later than two weeks from the end of implementation of 150 onsite visit for the confirmed/ selected beneficiaries that will be implemented after receive the third instalment of the grant (One visit per IGA's)
- h) **Final report.**

5. Methodology:

The training will be conducted through participatory process, where participants will be supported by the Expert of the consultancy firm to propose their own businesses ideas to work on and to increase their knowledge upon. At the end of the training, participants will have not only understanding of the concepts of business start-up management, but also will produce a business plan /feasibility study under closed supervision provided by the Expert.

6. Time Frame:

The assignment will commence upon signing the contract with the consultancy firm and will end by the satisfactory submission of the deliverables outlined in the TOR. The expected duration of the consultancy services will be 9 months (starting from October 2022).

7. Requirements for the Consultancy Firm:

a) **General Principles:**

By agreeing these ToR the consultancy firm meets the following conditions:

- Have proven substantial similar experience in provision of services as stated in the scope of work above.
- Have the resources, ability and technical expertise to provide the required assignment and implementation plan.
- Submit a full technical proposal and implementation schedule.

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- Submit a detailed financial proposal (in Euro) in accordance with the ToR and the Technical Proposal submitted covering all expected costs including transportation. The payment schedule will be discussed and detailed during contract preparation.
 - Attachment of company profile/CV showing qualifications and previous experience in similar assignments (At least 3 CVs to the work team).
- b) Qualifications, Experience and Team Composition:**
- The Firm will employ adequate staff with appropriate professional qualifications in small business start-up management within several years in consultancy domain.
- c) Expert Requirements:**
- At least 5 years' experience in capacity building and implementing micro-business trainings/workshops.
 - Extensive experience (at least 5 years) of directly related experience in the fields of Business Planning, Marketing, business coaching/mentorship, pricing analysis, economic empowerment.
 - At least 5 years' experience working in providing business advice and/or developing business plans.
 - Knowledge of business environment in Gaza Strip is a must.
 - Experience in variety of sectors will be an advantage.
- d) Other requirements:**
- Demonstrated high level of professionalism and ability to work independently and in high pressure situations under tight deadlines.
 - Excellent inter-personal communication skills including experience of facilitation of trainings/workshops and presentation.
 - Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of project management.
 - Ability to participate and work in teams.

8. Logistics Issues:

ESDC will be responsible to provide training hall & hospitality, coordinating the session's days, documenting the session process, and documenting the attendants. The consultancy firm will use its lap top or any devise could be needed, and will be responsible for own transportation.

9. Relationships and Responsibilities:

The consultancy firm will plan, coordinate, and consult with ESDC Project coordinator throughout the assignment period. The consultancy firm is responsible for the planning and delivery of the small Business Development skills training program to the Income Generation Activities (IGA's) beneficiaries (GBV survivors and the vulnerable HHs). The consultancy firm shall follow and maintain best practices in the implementation of the activities to ensure that the project's results are delivered and achieved, and to contribute to enhancing the learning within the team.

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Appendix A : (Price Proposal Form)

Task	No. of units	Unit cost	Total EURO
Business training sessions on basic business development, financial management, marketing, communication skills, networking and sustainability for pro the beneficiaries' candidate of IGA's	7 Sessions (5 training days per session /5 training hours per day)		
Business plans for establish or restore IGAs include onsite visit for the potential beneficiaries (One visit per IGA's)	180 business plans		
Conduct Technical coaching support (onsite visit for the confirmed/ selected beneficiaries (One visit per IGA's)	150 Visits		
Total Lump Sum (all inclusive) in EURO – in Numbers			
Total Lump Sum (all inclusive) in EURO – in Words			

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