# **Data Sheet & Scope of Work**

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| **1** | Introduction & Overview | NGO Labyrinth is pleased to announce the opportunity for qualified training service providers to submit proposals for vocational training services. In partnership with certified providers, the training programs will adhere to national certification requirements, fostering skill development and employability among prisoners and former prisoners. |
| **2** | Purpose of the Service | The purpose of this tender is to invite proposals from eligible training service providers to deliver vocational training in specific fields, including **Tailor, Central Heating Installer, Pastry Chef, and Makeup Artist.** The objective is to address the demand for skilled professionals in these domains, providing participants with the necessary skills and knowledge for successful employment. |
| **3** | Brief Description of the Required Supplies | NGO Labyrinth seeks comprehensive training programs in **Tailoring, Central Heating Installation, Pastry Making, and Makeup Artistry**. The selected training service provider should demonstrate expertise in developing and delivering a tailored curriculum, ensuring participants receive theoretical knowledge, practical experience, and industry-relevant skills. |
| **4** | Objective and Scope | The primary objectives of the training services include equipping participants with the skills and knowledge required for employment in their respective fields. The scope of work outlines responsibilities, deliverables, and expectations for training **20 individuals (expected: 5 for Tailoring, 5 for Central Heating Installation, 5 for Pastry Making, and 5 for Makeup Artistry)** over a period from **01 February to 15 March 2025**. The training should adhere to industry standards and regulatory requirements. |
| **5** | List and Description of Expected Outputs to be Delivered | * List and Description of Expected Outputs to be Delivered: * Curriculum Development * Training Facilities and Materials * Qualified Trainers * Assessment and Certification * Progress Reporting * Compliance and Accreditation |
| **6** | Location of work | Prishtina |
| **7** | Expected duration of contract | 2 Months |
| **8** | Target start date | 01 February 2025 |
| **9** | Estimated completion date | 15 March 2025 |
| **10** | Language of Proposal | English/Albanian |
| **11** | Pre-proposal conference | N/A |
| **12** | Travels Expected | Required  Not Required |
| **13** | Names and curriculum vitae of individuals who will be involved in completing the services | Required  Not Required |
| **14** | Currency of Proposal | EUR |
| **15** | Value Added Tax on Price Proposal | must be inclusive of VAT and other applicable indirect taxes  must be exclusive of VAT and other applicable indirect taxes |
| **16** | Bid Security | Required  Not Required |
| **17** | Financial Standing | Required  Not Required |
| **18** | Validity Period of Proposals (Counting for the last day of submission of quotes) | 60 days  90 days  120 days  In exceptional circumstances, Labyrinth may request the tenderers to extend the validity of bids beyond what has been initially indicated in this ITT. The bid shall then confirm the extension in writing, without any modification whatsoever on the bid. |
| **19** | Partial Quotes | Permitted  Not Permitted |
| **20** | Payment Terms | Delivered at Place [DAP] |
| **21** | Type of Contract to be Signed | SERVICE CONTRACT |
| **22** | Labyrinth will award the contract to: | One and only one Service Provider  One or more Service Providers, depending on following factors: |
| **23** | Annexes to this ITT | Invitation to Tender (ITT)  Instruction to Bidders or Consultants  Data Sheet and Scope of Work  Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest  Technical and Financial Submission Form  Template of Proposed Contract |
| **24** | Deadline for Submission of requests for clarification | See Timetable at the Instructions to Biders or Consultants |
| **25** | Documents to be submitted: | A technical and Financial proposal  Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest *(See section 4)*  Additional Annexes: Copy of registration certificate and Fiscal & Unique Number certificate from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business;  Additional Annexes: Joint Venture/Consortium/Association Information agreement if is permitted.  Additional Annexes: . List of clients and reference letter.  Curriculum Vitae (CV) – Company of and 5. Curriculum Vitae (CV) - Trainers/Experts  Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, certifications, awards, references and citations received by the Bidder, if any. |
| **26** | Qualification Requirements: | * Extensive experience and track record on surveys and data analysis * Administrative and managerial capabilities needed. * Demostrate legal entities, companies, CSO’s or partnerships effectively established in Kosovo. * A minimum of 5 years of experience of the consultant or entity in producing large-scale data for Kosovo * A minimum of 5 years of experience as a researcher in similar tasks * Excellent coordination, communication, and reporting skills * Excellent presentation skills * Excellent and proven experience in drafting reports in English language. |
| **27** | Award Criterias | * Experience and expertise in providing similar training programs 20p. * Accreditation from relevant institutions 20p. * Qualifications and experience of trainers/experts 20p. * Cost-effectiveness and transparency of the proposed budget 20p. * Demonstrated ability to meet the specified training schedule 20p. |

**Scope of Work**

1. **Background:**

NGO Labyrinth is seeking proposals from qualified training service providers for the provision of training services in the following areas: **Tailoring, Central Heating Installation, Pastry Making, and Makeup Artistry.**

In our pursuit of enriching the professional landscape, Labyrinth is specifically interested in proposals for training services in these domains. These fields have been carefully selected to address the growing demand for skilled professionals and align with our commitment to fostering expertise in vital sectors of the workforce.

The ideal training service provider should possess expertise in delivering comprehensive training programs for Tailoring, Central Heating Installation, Pastry Making, and Makeup Artistry. This partnership aims to establish training modules that not only meet industry standards but also reflect the practical needs and aspirations of individuals seeking proficiency in these areas. If your training company has a demonstrable history of success in similar endeavors and is ready to contribute to the development of impactful training programs, we invite you to submit your financial offer.

1. **Scope of Work:**

**1. Introduction:**

The purpose of this scope of work is to outline the responsibilities, deliverables, and expectations for the training services to be provided in the areas of Tailoring, Central Heating Installation, Pastry Making, and Makeup Artistry. A total of 20 individuals will undergo training, with expectation of 5 participants for Tailoring, 5 for Central Heating Installation, 5 for Pastry Making, and 5 for Makeup Artistry.

**2. Objectives:**

The primary objectives of the training services are to equip participants with the necessary skills, knowledge, and practical experience required for successful employment in their respective fields. The training should adhere to industry standards and regulatory requirements.

**3. Duration and Schedule:**

The training program will span a period from **01 February to 15 March 2025**, with sessions scheduled from Monday to Friday, running from **09:00 to 15:00 O'clock**. The schedule should be designed to accommodate comprehensive coverage of the curriculum and provide ample time for practical exercises.

**4. Curriculum Development:**

The training service provider is responsible for developing a detailed and comprehensive curriculum for each area - Tailoring, Central Heating Installation, Pastry Making, and Makeup Artistry. The curriculum should cover theoretical concepts, hands-on practical exercises, and real-world applications. It should also be tailored to the specific needs of the participants and align with industry best practices.

**5. Training Facilities and Materials:**

The provider must ensure access to suitable training facilities equipped with the necessary tools and equipment for practical training sessions. All training materials, including textbooks, manuals, and any required software, should be provided by the training service provider.

**6. Qualified Trainers:**

Qualified and experienced trainers must be assigned to each training area. Trainers should possess expertise in the respective fields and have a proven track record in delivering effective training programs. Their qualifications and CVs should be submitted for approval before the commencement of the training.

**7. Assessment and Certification:**

The training service provider is responsible for designing and implementing an assessment process to evaluate the participants' understanding and proficiency. A certification process should be in place, and participants who successfully complete the training program should be awarded certificates that are recognized and accredited by relevant institutions.

**8. Progress Reporting:**

Regular progress reports should be submitted to Labyrinth to provide insight into the participants' development, challenges faced, and any adjustments made to the training program.

**9. Compliance and Accreditation:**

The training services must comply with relevant regulations and industry standards. The provider is responsible for obtaining any necessary accreditations from recognized institutions in each training field.

**10. Cost Proposal:**

The training service provider should submit a detailed cost proposal, outlining all expenses associated with the training services. This should include fees for trainers, materials, facilities, and any additional costs.

Labyrinth is VAT exempted; therefore, all costs associated with the training services should be budgeted without the inclusion of Value Added Tax (VAT).

**11. Timeline:**

A detailed timeline outlining key milestones, training sessions, assessments, and certification processes should be provided.

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

* Experience and expertise in providing similar training programs 20p.
* Accreditation from relevant institutions 20p.
* Qualifications and experience of trainers/experts 20p.
* Cost-effectiveness and transparency of the proposed budget 20p.
* Demonstrated ability to meet the specified training schedule 20p.

**Qualification Requirements:**

* Extensive experience and track record on surveys and data analysis
* Administrative and managerial capabilities needed.
* Demostrate legal entities, companies, CSO’s or partnerships effectively established in Kosovo.
* A minimum of 5 years of experience of the consultant or entity in producing large-scale data for Kosovo
* A minimum of 5 years of experience as a researcher in similar tasks
* Excellent coordination, communication, and reporting skills
* Excellent presentation skills
* Excellent and proven experience in drafting reports in English language.

**APPLICATION AND SUBMISSION INFORMATION**

Applications shall be submitted in English.

Applications (including the financial proposal and supporting documentation of references of previous similar work) should be submitted in electronic copy to the Labyrinth.

Applications must be submitted no later than 4:00 pm local time, on 24 March 2025, by email labirintipr@gmail.com with the subject line: 01-2025 TRAINING SERVICES FOR TAILOR, CENTRAL HEATING INSTALLER, PASTRY CHEF, MAKEUP ARTIST.

**Applications Documents:**

1. A technical proposal outlining the understanding of the assignment and tentative methodology. Provide an overview of your company, including its history, mission, and previous experience in delivering training programs.
2. **Accreditation Certificate:** Detail any relevant accreditations your company holds from recognized institutions in the respective training fields.
3. Copy of registration certificate and Fiscal & Unique Number certificate from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business.
4. **Curriculum Vitae (CV) - Company:** Submit a detailed CV outlining your company's expertise, key personnel, and successful training programs.
5. **Curriculum Vitae (CV) - Trainers/Experts:** Provide CVs for each trainer or expert who will be involved in delivering the training programs. Highlight their qualifications and experience.
6. **Cost Proposal:** Clearly outline the cost structure for each training program, including any additional fees or expenses. Specify if there are any variations in costs among the different training services. Labyrinth is VAT exempted; therefore, all costs associated with the training services should be budgeted without the inclusion of Value Added Tax (VAT).
7. **Additional Annexes:** List of clients and reference letters.