

## Data Sheet & Scope of Work

1	Introduction & Overview	NGO Labyrinth is pleased to announce the opportunity for qualified training service providers to submit proposals for vocational training services in collaboration with the Centre for Vocational Education in Montenegro and The Agency for Vocational Education and Training from Kosovo. The initiative aims to conduct 10-15 vocational trainings in each country, focusing on occupations such as kitchen assistant, locksmith, ceramicist, carpenter, and more. 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 Cooker Assistant, Electrician, and Water and Wastewater Engineer. 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 Cooker Assistance, Electrician, and Water and Wastewater Engineering. The selected training service provider should demonstrate expertise in developing and delivering 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 15 individuals (3 for Cooker Assistance, 7 for Electrician, and 5 for Water and Wastewater Engineering) over a 6-month period. The training should adhere to industry standards and regulatory requirements.
5	List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>- List and Description of Expected Outputs to be Delivered:</li> <li>- Curriculum Development</li> <li>- Training Facilities and Materials</li> <li>- Qualified Trainers</li> <li>- Assessment and Certification</li> <li>- Progress Reporting</li> <li>- Compliance and Accreditation</li> </ul>
6	Location of work	Prishtina
7	Expected duration of contract	6 Months
8	Target start date	01 April 2024
9	Estimated completion date	30 September 2024
10	Language of Proposal	English
11	Pre-proposal conference	N/A
12	Travels Expected	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
13	Names and curriculum vitae of individuals who	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required



	will be involved in completing the services	
14	Currency of Proposal	EUR
15	Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
16	Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
17	Financial Standing	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
18	Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 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	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> 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:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on following factors:
23	Annexes to this ITT	<input checked="" type="checkbox"/> Invitation to Tender (ITT) <input checked="" type="checkbox"/> Instruction to Bidders or Consultants <input checked="" type="checkbox"/> Data Sheet and Scope of Work <input checked="" type="checkbox"/> Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Technical and Financial Submission Form <input checked="" type="checkbox"/> Template of Proposed Contract
24	Deadline for Submission of requests for clarification	See Timetable at the Instructions to Bidders or Consultants
25	Documents to be submitted:	<input checked="" type="checkbox"/> A technical and Financial proposal <input checked="" type="checkbox"/> Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest ( <i>See section 4</i> ) <input checked="" type="checkbox"/> 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; <input checked="" type="checkbox"/> Additional Annexes: Joint Venture/Consortium/Association Information agreement if is permitted. <input checked="" type="checkbox"/> Additional Annexes: . List of clients and reference letter. <input type="checkbox"/> Curriculum Vitae (CV) – Company of and 5. Curriculum Vitae (CV) - Trainers/Experts <input checked="" type="checkbox"/> 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.



		<ul style="list-style-type: none"><li>- Demonstrate legal entities, companies, CSO's or partnerships effectively established in Kosovo.</li><li>- A minimum of 5 years of experience of the consultant or entity in producing large-scale data for Kosovo</li><li>- A minimum of 5 years of experience as a researcher in similar tasks</li><li>- Excellent coordination, communication, and reporting skills</li><li>- Excellent presentation skills</li><li>- Excellent and proven experience in drafting reports in English language.</li></ul>
27	Award Criterias	<ul style="list-style-type: none"><li>- Experience and expertise in providing similar training programs 20p.</li><li>- Accreditation from relevant institutions 20p.</li><li>- Qualifications and experience of trainers/experts 20p.</li><li>- Cost-effectiveness and transparency of the proposed budget 20p.</li><li>- Demonstrated ability to meet the specified training schedule 20p.</li></ul>

## 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: **Cooker Assistant, Electrician, and Water and Wastewater Engineer.**

In our pursuit of enriching the professional landscape, Labyrinth is specifically interested in proposals for training services in the domains of Cooker Assistance, Electrician, and Water and Wastewater Engineering. 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 Cooker Assistant, Electrician, and Water and Wastewater Engineer fields. 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.

### 2. 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 Cooker Assistant, Electrician, and Water and Wastewater Engineer. A total of 15 individuals will undergo training, with 3 participants for Cooker Assistance, 7 for Electrician, and 5 for Water and Wastewater Engineering.

#### 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 of 6 months, with sessions scheduled from Monday to Friday. Each training day will consist of 2 hours, running from 17:00 to 19:00 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 - Cooker Assistant, Electrician, and Water and Wastewater Engineer. 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 for 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.
- Demonstrate 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 15 March 2024, by email [labirintipr@gmail.com](mailto:labirintipr@gmail.com) with the subject line: 01-2024 TRAINING SERVICES FOR COOKER ASSISTANT, ELECTRICIAN, AND WATER AND WASTEWATER ENGINEER

### 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.