

LOT 1 – Advanced Entrepreneurship Training	
Type of Service	Advanced Entrepreneurship Training
Program area	Hatay, Kahramanmaraş, Kilis & Şanlıurfa
Required Service Start Date	1st April 2024
<p>OVERVIEW</p> <p>Danish Refugee Council (DRC) is a humanitarian, non-governmental and non-profit organization founded in 1956 and working in over 30 countries in the world. DRC has been operating in the border areas of southeastern Türkiye (Hatay, Şanlıurfa, Kilis, and Kahramanmaraş) since 2013, serving Persons of Concerns (PoC) including Syrian refugees and the affected host communities.</p> <p>According to official figures, Türkiye is home to over 3.58 million Syrian refugees who have received Temporary Protection (TP) status as at Q4 2020.¹ Majority of them reside in the southeast of the country- the Directorate General of Migration Management (DGMM) reported in September 2019 that 440,628 individuals live in Hatay. As the conflict stretches on in Syria, DRC remains committed to developing long-term solutions that serve the needs of displaced Syrians and other refugees and migrants currently living in Türkiye.</p> <p>GENERAL PROVISIONS FOR THE ADVANCED ENTREPRENEURSHIP TRAINING</p> <p>DRC Türkiye is in the process of providing a Basic Business Management Training for the business development support beneficiaries within the third phase of the Building self-Reliance through Initiatives that Define Growth for Economic Solutions for Syrians in Türkiye (BRIDGES) project funded by the KfW. This activity will serve individuals of Syrian under temporary protection and vulnerable segment of the host community to increase their socio-economic self-sufficiency by strengthening their capacity for employment through two core outcomes:</p> <ul style="list-style-type: none"> • Enhanced employability of the targeted groups through skills training. • Strengthened the experience of displacement-affected persons in the local market. <p>DRC is therefore seeking to hire “Advanced Entrepreneurship Training” service providers to provide targeted and relevant capacity development support that guarantees resilience and self-reliance</p>	

¹ According to figures from the Directorate General of Migration Management, Türkiye, see: <https://www.goc.gov.tr/gecici-korumamiz-altindaki-suriyeliler>

Annex A.1 Terms of References (ToR) & Selection Criteria

SERVICE PROVISION SCOPE OF WORK

DRC livelihood team has identified the following scope for the service delivery:

- Daily course duration shall not exceed 8 hours as prescribed in the enclosed curriculum;
- The service provider shall present the CV of the trainers involved in the session to DRC. DRC has the right to either approve or decline the suggested trainers based on the result of checking the candidate’s CV.
- In case of rejection of the candidate-trainer, the service provider shall give an alternative candidate for approval. The trainer selection process shall not extend at any reason the lead time for the training preparation;
- The pre/post tests results shall be submitted to DRC Focal Point no later than 10 (Ten) days after the training completion.

SERVICE PROVISION DELIVERABLES

With the above-mentioned activities in mind, the deliverable of this tender will be a list of capacity development topics related to Advanced Entrepreneurship Training for displacement-affected persons in Hatay and Kahramanmaraş as follows:

Day 1&2	Legality and accountancy training	12 Hours
	<ul style="list-style-type: none"> • Registration types • Simple registry in details. • Taxes types. • Social security. • Required documents for registration. • Duties and responsibility. • Rent contract (rights and responsibility). • Work permit. • Workers’ rights. • Examination. 	
Day 3&4	Sales and marketing training	12 Hours
	<ul style="list-style-type: none"> • Market analysis. • Marketing plan. • Digital marketing. • Sales planning and pricing strategy. • Sales channels • Sales expectation • Sales strategy development. 	

Annex A.1 Terms of References (ToR) & Selection Criteria

Day 5	Product Planning training <ul style="list-style-type: none">• Product types and services.• Product life cycle.• Product selection and design.• Product goals and needs.• Production planning.• Procedures and legal needs for each products and services.	6 Hours
Day 6	Financial planning training <ul style="list-style-type: none">• Financial statement and projections• Income, expenses and investments statements tables.• Banking system and funding channels in Türkiye.• Purchase plan preparation.	6 Hours
Day 7	SWOT and Business development training <ul style="list-style-type: none">• SWOT operational needs.• Business plan tools and development (workshop.)• Presentation and Feedback.	6 Hours

LOT 2 – Basic Entrepreneurship Training	
Type of Service	Basic Entrepreneurship Training
Program area	Hatay, Kahramanmaraş, Kilis & Şanlıurfa
Required Service Start Date	<i>1st April 2024</i>
<p>OVERVIEW</p> <p>Danish Refugee Council (DRC) is a humanitarian, non-governmental and non-profit organization founded in 1956 and working in over 30 countries in the world. DRC has been operating in the border areas of southeastern Türkiye (Hatay, Şanlıurfa, Kilis, and Kahramanmaraş) since 2013, serving Persons of Concerns (PoC) including Syrian refugees and the affected host communities.</p> <p>According to official figures, Türkiye is home to over 3.58 million Syrian refugees who have received Temporary Protection (TP) status as at Q4 2020.¹ Majority of them reside in the southeast of the country- the Directorate General of Migration Management (DGMM) reported in September 2019 that 440,628 individuals live in Hatay. As the conflict stretches on in Syria, DRC remains committed to developing long-term solutions that serve the needs of displaced Syrians and other refugees and migrants currently living in Türkiye.</p> <p>GENERAL PROVISIONS FOR THE BASIC ENTREPRENEURSHIP TRAINING</p> <p>DRC Türkiye is in the process of providing a Basic Business Management Training for the business development support beneficiaries within the third phase of the Building self-Reliance through Initiatives that Define Growth for Economic Solutions for Syrians in Türkiye (BRIDGES) project funded by the KfW. This activity will serve individuals from Syrian under temporary protection and vulnerable segment of the host community to increase their socio-economic self-sufficiency by strengthening their capacity for employment through two core outcomes:</p> <ul style="list-style-type: none"> • Enhanced employability of the targeted groups through skills training. • Strengthened the experience of displacement-affected persons in the local market. <p>DRC is therefore seeking to hire Basic Entrepreneurship Training service providers to provide targeted and relevant capacity development support that guarantees resilience and self-reliance.</p>	

¹ According to figures from the Directorate General of Migration Management, Türkiye, see: <https://www.goc.gov.tr/gecici-korumamiz-altindaki-suriyeliler>

SERVICE PROVISION SCOPE OF WORK

DRC livelihood team has identified the following scope for the service delivery:

- Basic Entrepreneurship Training should take 20 hours in total.
- Daily course duration shall not exceed 8 hours as prescribed in the enclosed curriculum;
- The service provider shall present the CV of the trainers involved in the session to DRC. DRC has the right to either approve or decline the suggested trainers based on the result of checking the candidate’s CV. In case of rejection of the candidate-trainer, the service provider shall give an alternative candidate for approval. The trainer selection process shall not extend at any reason the lead time for the training preparation;
- The pre/post tests results shall be submitted to DRC Focal Point no later than ten days after the training completion.

SERVICE PROVISION DELIVERABLES

With the above-mentioned activities in mind, the deliverable of this tender will be a list of capacity development topics related to Basic Entrepreneurship Training for displacement-affected persons in Hatay and Kahramanmaraş as follows:

Day	Introduction and Ideation	5 Hours
1	<p style="text-align: center;">Introduction to the program and the participants (30 min 45 min)</p> <p>I.Introduction to entrepreneurship</p> <ol style="list-style-type: none"> 1. Definition of entrepreneurship. 2. Difference entrepreneurship and an entrepreneur. 3. The role of entrepreneurship in society. 4. The characteristics of entrepreneurs. 5. The challenges and benefits of being an entrepreneur. 6. Explore different business opportunities. <p>II.Ideation</p> <ul style="list-style-type: none"> • What is the Ideation Process? Why is it Necessary? Methods of Ideation? (30 min.) • Stages of the Ideation Process (2 hrs with breaks.) <p><i>1st Stage: Reasons Backing up the Selected Idea (s) / Concept Validation</i></p> <ul style="list-style-type: none"> • Market Analysis • Customer Analysis 	

Annex A.1 Terms of References (ToR) & Selection Criteria

- Competitor Analysis
- SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) of the product / service in ideation vs. competitors?

2nd Stage: Feasibility of the Selected Idea

- Financial Feasibility
- Organizational Feasibility

Day 2	Ideation Workshop	5 Hours
	<ol style="list-style-type: none"> 1. Reminder of the Ideation training Content (45 min-15 min break.) 2. Examples of SWOT analysis and Ideations (45 min-15 min break.) 3. Prepare your Business Idea (3 hrs) 	
Day 3	Business Plan Development	5 Hours
	<ol style="list-style-type: none"> 1. What is a Business Plan? Why do we need one? What are the key items of any business plan? (30 min) 2. How to Prepare a Business Plan: Components of Business Model Canvas(4.5 hrs with breaks) <ul style="list-style-type: none"> • Key Partners • Key Activities • Key Resources • Value Propositions • Customer Relationships • Channels • Customer Segments • Cost Structure • Revenue Stream 	
Day 4	Business Plan Workshop	5 Hours
	<ol style="list-style-type: none"> 1. Reminder of the BPD training Content (45 min-15 min break.) 2. Examples of Business Model Canvas (45 min- 15 min break.) 3. Prepare a Business Model Canvas for your Business Idea (3 hrs with breaks) 	

LOT 3 – Home-Based Business Training Service	
Type of Service	Home-Based Business Training Service
Program area	Hatay, Kahramanmaraş, Kilis & Şanlıurfa
Required Service Start Date	<i>1st April 2024</i>
<p><u>OVERVIEW</u></p> <p>Danish Refugee Council (DRC) is a humanitarian, non-governmental and non-profit organization founded in 1956 and working in around 40 countries in the world. DRC has been operating in the border areas of southeastern Türkiye (Hatay, Şanlıurfa, Kilis, and Kahramanmaraş) since 2013, serving Persons of Concerns (PoC) including Syrian refugees and the affected host communities.</p> <p>According to official figures, Türkiye is home to over 3.1 million Syrian refugees who have received Temporary Protection (TP) status as of February 2024.1 Majority of them reside in the southeast of the country- the Directorate General of Migration Management (DGMM) reported in February 2024 that 289,240 individuals live in Şanlıurfa and 71,474 live in Kilis . As the conflict stretches on in Syria, DRC remains committed to developing long-term solutions that serve the needs of displaced Syrians and other refugees and migrants currently living in Türkiye.</p> <p><u>GENERAL INFORMATION</u></p> <p>DRC Türkiye is in the process of providing Home Based Business (HBB) Management Training for the productive assets support to project participants within the fourth phase of the Building self-Reliance through Initiatives that Define Growth for Economic Solutions for Syrians in Türkiye (BRIDGES) project funded by the KfW & BMZ. The training will be followed by coaching sessions after 2 – 3 months of the business establishment date for each HBB owner, as requested by DRC, on how to improve business operations. This activity will serve about 550 individuals of Syrian under temporary protection and vulnerable segment of the host community in the targeted areas to increase their socio-economic self-sufficiency by strengthening their capacity for employment through the core outcome:</p> <ul style="list-style-type: none"> Vulnerable displacement- and earthquake-affected individuals are able to start generating and/or increasing income through sustainable self-employment initiatives. 	

Annex A.1 Terms of References (ToR) & Selection Criteria

DRC is therefore seeking to hire Home Based Business Management Training & Coaching Sessions service providers to provide targeted and relevant capacity development support that guarantees resilience and self-reliance within the productive asset support activity (PAS).

PRODUCTIVE ASSET SUPPORT ACTIVITY:

Through livelihoods centers, an open application process for HBB and PAS will be maintained. Those who have the skills and technical knowledge in HBB-relevant sectors opting for the self-employment pathway will receive a one-to-one in-person self-employment intake. This intake will assess the socio-economic situation, skills, and educational and professional background of applicants. It will also allow the applicant to explain their business idea, what market needs the enterprise will fill, expected financial gains, and level of relevant business management experience. This will allow a preliminary appraisal of the operational and market feasibility of the business idea and the level of relevant hard skills by the applicant. The intake will lead to the pre-selection of applicants based on a balanced socioeconomic vulnerability and program eligibility measurement. Selected applicants will progress to a 20-hour HBB management training to be conducted in person at the livelihood centers. The HBB trainer will also offer each participant a one-to-one session after a week of the training ends to address their case-specific questions and extend further guidance on business proposal development. Applicants will submit their business proposals to DRC to be evaluated by the HBB selection committee. The successful applicants will receive in-kind asset support and sign a grant agreement, entitling DRC to make follow-up visits and commit the grantees to coaching sessions. DRC will conduct a follow-up survey with grant recipients and identify those in-need for coaching session to receive a 1 hours coaching session to support the business performance and expansion. A follow-up session will be conducted after 2 – 3 months to ensure actions agreed in the coaching session have been actualized.

SERVICE PROVISION SCOPE OF WORK

The scope of work is:

DRC Economic Recovery team has identified the following scope for the service delivery:

- Facilitate the delivery of 20 hours of HBB training in Arabic and Turkish by native speakers within DRC's Livelihoods Center in Şanlıurfa and Kilis.
- Daily facilitation hours should not exceed 5 hours a day, and a minimum of 4 days.
- The facilitation will include the following:
 - Review the training material designed by DRC and adopt exercises to ensure practical knowledge is delivered to participants.
 - Design a pre-post test for each training that must be different from previous versions at least 70% of the questions.
 - Conduct the pre-post test and documentation of hard copies to be delivered with the training report.
 - Include at least 2 daily group works related to the daily topics and represent the ideas of business suggested by participants, in which idea generations and mainstreaming are ensured, and plenaries are done to enhance self-confidence.
 - Ensure equal participation and respect of ideas among all participants.
 - Promote good business practices among participants, which might include Corporate Social Responsibility (CSR), green practices, etc...
 - Constantly communicate with DRC's focal point to ensure the challenges and requests are shared with DRC and receive feedback from the DRC side to be considered during the training.
 - Provide a final review of the business proposal prepared by the HBB applicants a week after the end of the training.

Annex A.1 Terms of References (ToR) & Selection Criteria

- Provide a training report that considers measuring the improvement of the training participants through pre-post test modality.
- Provide an evaluation of the project participants that considers the following criteria:
 - a. level of engagement during the training by asking questions and participating in discussions,
 - b. Completing the assignments,
 - c. Level of existing knowledge/improvement.
- The service provider shall present the CV of the trainers involved in the session to DRC. DRC has the right to either approve or decline the suggested trainers based on the result of checking the candidate's CV. In case of rejection of the candidate-trainer, the service provider shall give an alternative candidate for approval. The trainer selection process shall not extend at any reason the lead time for the training preparation;
- The pre/post test results shall be submitted to DRC Focal Point no later than 3 working days after the training completion.
- Delivering a face-to-face coaching session after 2 – 3 months of the business establishment date, upon request by DRC. The coaching session must include:
 - A review of HBB follow-up survey done by DRC to understand business performance.
 - Meet HBB owners to identify at least one obstacle in running and/or expanding the business.
 - Agree on a development plan (DRC form is provided), which includes actionable and clear points to be completed by HBB owners.
 - Submit the development plan form to the DRC focal point, signed by both parties upon completion.
 - Review the action plan and results after 2 – 3 months of the coaching sessions, and make sure action plans are completed or altered to be actionable.

SERVICE PROVISION DELIVERABLES

With the above-mentioned activities in mind, the deliverable of this tender will be a list of capacity development topics related to:

- 1- Home Based Business Management Training for displacement-affected persons in Şanlıurfa and Kilis. The training main topics are as follows:
 - Product/service design
 - Market study and marketing strategy construction (market positioning, pricing, etc.)
 - Promotion and sales (including online sales channels)
 - Basic accounting and financial management
 - Business proposal development.
- 2- The coaching session ended with a development plan and action points to be adopted by the HBB owner. Plus, a follow-up session that ensures actions agreed upon in previous session are completed or modify the actions in agreement with HBB owner based on obstacles encountered during the initial plan duration.

Note: training curriculum and training materials, including stationery and printings, will be provided by DRC.

Annex A.1 Terms of References (ToR) & Selection Criteria

The scope of service provision is decided as follows. Please note that the figures below are estimated do not constitute any contractual commitment

- 10 - 13 home-based training (20 hours for each training) for 25 – 30 participants of Arabic speakers in Şanlıurfa.
- 10 – 13 home-based trainings (20 hours for each training) for 25 – 30 participants of Arabic speakers in Kilis.
- 3 – 6 home-based training (20 hours for each training) for 25 – 30 participants of Turkish speakers in Şanlıurfa.
- 3 – 6 home-based trainings (20 hours for each training) for 25 – 30 participants of Turkish speakers in Kilis.
- 200 – 250 coaching one-to-one sessions (1 hour for each session) for Arabic speaking participants in Şanlıurfa.
- 200 - 250 coaching one-to-one sessions (1 hour for each session) for Arabic speakers participants in Kilis.
- 80 - 150 coaching one-to-one sessions (1 hour for each session) for Turkish speaking participants in Şanlıurfa.
- 80 - 150 coaching one-to-one sessions (1 hour for each session) for Turkish speakers participants in Kilis.

Attendance Sheet for
for
Activity duration:
Total Classes (2)



#	DRC ID	Name	09-09-225	09-09-226	09-09-229	09-09-22	09-09-222	09-09-222
1								EX
2								EX
3								EX
4								EX
5								EX
6								EX
7								EX
8								EX
9								EX
10								EX
11								EX
12								EX
13								EX
14								EX
19								EX
20								EX
21								EX
22								EX
23								EX
24								EX
	Trainer							

Annex A.1 Terms of References (ToR) & Selection Criteria

Weekly Activity Report Template

NAME OF THE SERVICE PROVIDER*	
TRAINING TITLE *	
NAME OF THE TRAINER*	
REPORTING PERIOD *	

Number of participants per session (please write the number of beneficiaries who participated to each session)*						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Total number of beneficiaries registered in the beginning of the course*	Number of beneficiaries who dropped during the reporting period*	Number of beneficiaries replaced during the reporting period*
0	0	0

Topics/activities covered (Please indicate topics/activities covered during the reporting period)*
Issues faced during the reporting period (please indicate problems faced during the reporting period, i.e. beneficiary complaints, problems about the venue, beneficiary attendance...) *
Job placement progress during reporting period (please indicate research, mapping of companies, meetings conducted in order to find job opportunities for beneficiaries) *
Ideas/suggestions for further collaboration (suggestions for new type of courses, possible collaboration with other agencies, suggestions for new activities(compulsory)**

1. INTRODUCTION

The Service Provider's Profile

The service(s) provider(s) are expected to meet the following criteria in order to be eligible:

- At a minimum, trainers should be authorized by the accredited authorities to provide training for the requested course.
- The trainer should have at least three (3) years of experience in capacity building or capacity empowerment related to livelihoods and the economy.
- Experience in adult learning methodology, presentation and report writing. Such criteria will be checked by contacting the reference from previous clients;
- Good drafting skills and ability to write well-structured training content (share 2-3 samples of previous work);
- Proven capacity to communicate and work effectively with different groups of people (CV and reference will be checked);
- Fluency in Arabic and Turkish (oral and writing skills), English knowledge is a strong asset;

ROLE OF THE SERVICES PROVIDER(S)

- The service provider(s) will be responsible for scheduling the trainings in collaboration with DRC during the preparation period for the course;
- The selected Service provider will create the content of the training based on the shared outlines in this ToR and share it with DRC, soft copy, and all selected beneficiaries of this activity.
- Report to DRC the attendance of trainees using the attendance sheet designed by DRC and, in line with data protection requirements (KVKK) do not share it with third parties without official approval from DRC;
- At the end of the training, the service provider(s) will issue to trainees a completion certificate certified accredited by an authorized entity.
- Submission of activity reports using DRC's template (annexed to the tender case).
- Provide training materials, stationery, and printed materials (hard and soft copy) of presentations, sticky notes, pens, markers, and notebooks for each course participant. The whiteboard and flipcharts may also be requested depending on the training topic;
- Provide access to equipment during the training to guarantee beneficiaries practically obtained the required information by the end of the course;
- Facilitate training or courses in Arabic for Arabic speakers and in Turkish for Turkish speakers. If no Arabic speaking trainer(s), service provider(s) is responsible for hiring translation service (standard simultaneous translation; no additional equipment is required);

ROLE OF DRC TÜRKİYE

- DRC Team to visit/inspect facilities at least 5 working days' prior the training commencement;
- Provide relevant tools for reporting including attendance sheet, activities etc.;
- Collect the attendance sheet daily as per demand;
- Provide place for the training;
- Observe and monitor training or course sessions on an ad hoc basis;

Annex A.1 Terms of References (ToR) & Selection Criteria

- Will collect the pre- and post tests results from the Service Provider and conduct the evaluation of the training quality;
- Review and agree with service provider(s) on the agenda of training or courses prior to the start of the training;
- Review and analyze each trainees' skill improvement as a result of their participation in training or course delivered by the service provider(s);
- Identify, select and submit names of trainees for training or course, while the service provider will have 15 working days to prepare and deliver service(s).

2. Payment

Overall bids will be evaluated based on technical and financial proposals demonstrating “Best Value for Money” and a strong technical description.

Cost to be included in the offer: All interested consultants and firms should include technical and non-technical costs (such as boarding and lodging etc.) in their respective financial proposals. DRC will not be responsible for covering or reimbursing any boarding and lodging costs.

Please note that “Framework Agreement” is not a binding contract and DRC Türkiye is not liable of any guaranteed number of purchase orders which should be issued by the mutually signed purchase agreement that will serve for 12 (twelve) months following the signature date. The payments relevant to each purchase order issued shall be paid within 30 (thirty) calendar days following the official date of invoice submission & delivery to DRC Türkiye.

The currency of the Bid shall be in USD. No other currencies are acceptable. The payment will be in Turkish Lira by converting the USD exchange rate to Turkish Lira on the date of invoice submission (Turkish Central Banks “Selling FX Rate” shall be reference for currency conversion on the invoice issuance date & time. The following web page will take into consideration while converting the exchange rates.

Note: The proposed budget may be subject to further discussion and negotiations.

3. Codes of Behavior

Any service provided on behalf of DRC should adhere to basic ethical considerations (a detailed description may be found in DRC Supplier Code of Conduct annexed to the tender case). This includes, but is not limited to, and the do no harm principle, informed consent, etc. Additionally, service provider (s) should adhere to DRC's policies pertinent to the nature of this service (s), including safety and code of conduct.

4. Disclosure

Under the terms of reference, the consultant/firm is not authorized to make any commitments on behalf of DRC. All data collected as part of this consultancy belongs to DRC and public dissemination of the data and evaluation products can only be done with the written consent of DRC.

5. Bid submission

You must submit one original of the RFQ Bid Form in a sealed envelope, clearly marked with the RFQ number and the Bidders name. The bid can be delivered directly to the tender box, mailed or delivered by courier services, or alternatively send by email to the following dedicated, secure & controlled email address;

Request for Clarifications

- **Email Address:** rfq.tur.cot@@drc.ngo
- **Deadline for Request for Clarifications:** 15 MARCH 2025, 1500 TK Time

BID SUBMISSION

- **Email Address:** tender.tur@drc.ngo
- **Deadline for Request for Clarifications:** 18 MARCH 2024, 1700 TK Time

The sealed envelope must be deposited into the DRC Tender Box at the address stated on page one before the RFQ Closing Date and Time. It is the Bidders responsibility to ensure that the sealed envelope is deposited into the Tender Box.

Any bids not received on the official DRC Bid Form, or in a sealed envelope, or in dedicated secure email box provided by DRC may be disqualified for non-compliance with these RFQ Instructions. All Bids received in pencil will be disqualified. Any bids received after above given deadline (hardcopy and/or email) should be disqualified.

Interested teams or consultants should submit an expression of interest and updated CVs and other documents listed below;

Administrative Documents to be Submitted & Essential Criterias

- Bidder's main line of business activity shall be protection, education, research or consultancy (DRC has the right to request further documentation such as trial balance).
- Financial statement of 2022 and 2023.
- Please provide the necessary documentation for proof of your registration in-country (Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted).
- Full compliance with DRC standard policies/documents below;
 - Please make sure to fill the Supplier Registration Form (Stamped, filled, signed.)
 - Supplier Code of Conduct (Stamped and signed)
 - General Conditions of Contract (Stamped and signed.)
 - Information Notice Regarding Processing of Personal Data of Supplier Officials (Stamped and signed)

Technical Documents to be Submitted

- A cover letter of no more than 3 pages for each lot, introducing the service provider and how their experiences, skills and competencies meet the expected qualifications
- A methodology outlining the training curriculum sections tailored to training delivery methodology and training facilitation tools.
- Contact to at least three referees (with phone number and email address) for similar services provided in the past.
- CV/s of the trainer/s

6. EVALUATION OF BIDS

Technical Evaluation (80% weightage)

The submitted proposal will be evaluated based on the following criteria:

No.	TECHNICAL CRITERIA	WEIGHTING IN TECHNICAL EVALUATION
1	Technical quality of the offer	15 points
1.1	Demonstrated understanding of the methodology and requested deliverables, all important components of the ToR are sufficiently addressed and considered	5 points
1.2	Style, language, sophistication, and presentation	7 points
1.3	Feasibility of proposed timeframe/workplan	3 points
2	Expertise	15 points
2.1	Experience in providing the requested training	7.5 points
2.2	Experience in developing curriculum and writing training reports (based on the sample provided)	7.5 points
3	Qualifications	55 points
3.1	Familiarity and work experiences in Hatay.	5 points
3.2	Experience working with displaced affected populations (both refugees and Turkish vulnerable host)	5 points
3.3	Experience in working with INGOs/LNGOs for similar works	5 points
3.4	Have necessary accreditation in desired locations (Hatay, Kahramanmaraş, Kilis & Şanlıurfa)	5 points
3.5	Have a training center and specialized equipment for the requested course in desired locations (Hatay, Kahramanmaraş, Kilis & Şanlıurfa)	10 points
3.6	Have qualified trainers (based on the CVs provided)	10 points
3.7	Ability to prepay expenses until the completion of the training.	15 points

Annex A.1 Terms of References (ToR) & Selection Criteria

4	References	10 points
4.1	Familiarity and work experiences in Hatay.	10 points
TOTAL SCORE		100 points

IMPORTANT: The minimum passing technical score shall be 60 out of 100.

Financial Evaluation (20% weightage)

- Only all 'Technically Responsive' bids will be taken into consideration of financial evaluation
- Financial proposals should be sent in US Dollar (USD) and with a detailed budget breakdown.
- Proposals should be all inclusive (VAT, any other related tax, administrative & logistical costs etc shall be included and detailed)