



► Request for Quotation¹ for the Procurement of Services

RFQ N°1/2026/DJEP MTX Project Phase II

Facilitating the organization and
Implementation of the capacity building for
300 graduates (men & women) with future
skills and connect them to the labour
market in Damietta Governorate under the
title of (Be Ready Fellowship Program).

February 2026 – January 2027

¹ The term 'quotation' refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Responses to be received by 09 Feb 2026, 16:00, Cairo time

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information on your personal data, please contact pcrt@ilo.org indicating "Personal Data Protection – RFQ No. xx/20xx" in the subject.

Subject: Facilitating the organization and Implementation of the capacity building for 300 graduates (men & women) with future skills and connect them to the labour market in Damietta Governorate under the title of (Be Ready Fellowship Program). February 2026- January 2027

Reference: RFQ ID 01/2026/DJEP MTX PhaseII

Date: **26 January 2026**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than **09 of February 2026, 16:00 Cairo time**. Late bids will be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,



Eric Oechslin

Director

ILO Cairo Country Office & Decent Work Team for North Africa

► SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

For this request, offers may be submitted by **email** . You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted;
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **09th of February 2026 16:00 Cairo time** to the following address:

djepmtx@ilo.org

OR Fax number

Alternatively (Add details here or remove, as required):

ILO Cairo Country Office & Decent Work Team for North Africa
9 Dr Taha Hussein Street, Zamalek
12311, Cairo
Egypt

4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference; however, it will be possible to consider a partial offer and/or a split of contracts.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. CLARIFICATIONS

Bidders requiring any clarification on technical, commercial or legal aspects of the RFQ documents may submit their queries to **djepmtx@ilo.org** by 04 February 2026.

6. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

7. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III).

8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

► Terms of Reference

RFQ N° 1 /2026/DJEP MTX Project Phase II

Decent Jobs for Egypt's Young People: Together to Develop the Youth in Damietta (DJEP MTX Phase II)

Facilitating the organization and Implementation of the capacity building for 300 graduates (men & women) with future skills and connect them to the labour market in Damietta governorate under the title of (Be Ready Fellowship Program).

Location: Cairo, Egypt

Date: February 2026 to January 2027

TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

1. Background:

One of the greatest threats to Egypt's tenuous economic progress is its tremendous lack of decent work opportunities for young people and high youth unemployment rates, particularly for women in the age bracket 15 to 29. Yet, this is only the tip of the iceberg, as many young people have to accept low productivity jobs in the informal economy, low wages and insecure and often hazardous working conditions. These jobs are far below the capabilities of Egypt's young people. The lack of decent work is preventing the next generation of Egyptians from gaining the skills, experience and income necessary for the further economic, social and political development of their country.

The International Labour Organization represented in its Office in Cairo is providing technical cooperation through the implementation of projects: one of which is the 'Decent Jobs for Egypt's Young People: Together to Develop the Youth in Damietta' (DJEP) project phase II, funded by Methanex Egypt. Methanex Egypt is the principal Canadian investor in the country. In Egypt, they operate through a joint venture company with EGAS, ECHEM, GASCO (Ministry of Petroleum companies) and APICORP, with Methanex holding over 50% equity.

The "Together to Develop the Youth in Damietta" project aims at supporting the creation of decent employment opportunities for young men and women in the Governorate of Damietta. Gender considerations, promotion of green jobs and inclusion of people with disabilities will be a cross-cutting area of intervention across the project. Within the framework of "Together to Develop the Youth Damietta" Project, Outcome 3: An increase in job placements for young people through better labour market matching, Output 3.2 Increased job matching through career guidance and employability skills provision, Activity 3.2.1 Roll out the Be Ready employability skills and matching program for 300 graduates in Damietta, through cooperation with Be Ready Unit in Ministry of Higher Education and Scientific Research.

The Ministry of Higher Education and Scientific Research (MoHESR) has launched the national "Be Ready" initiative under the slogan "One Million Qualified Innovators", as a flagship program to enhance youth employability and align higher education outcomes with labour market needs. The initiative is implemented in partnership with the International Labor Organization (ILO) and other international stakeholders, in line with Egypt's National Strategy for Higher Education and Scientific Research and Egypt Vision 2030.

2. Objective of the Assignment:

The purpose of this assignment is to facilitate the organization and implementation of the Be Ready Fellowship Programme for 300 graduates in Damietta and connect the graduates with the Damietta labour market. This assignment is to be implemented by the Presidential Initiative “Be Ready”, Ministry of Higher Education and Scientific Research. This assignment is to be delivered under the supervision of the Decent Jobs for Egypt’s Young People: Together to Develop the Youth in Damietta” Senior Project Coordinator in full coordination and Alignment with the Executive Director of the Be Ready Presidential Initiative -Central Unit, Ministry of Higher Education and Scientific Research. The assignment is to be fully delivered in Damietta Governorate, and the implementation will be through the University Center for Career Guidance (UCCD) in Damietta University. The consultancy company will support the assignment and work closely with:

This assignment is part of a pilot phase that is designed as a market-responsive employability model that directly addresses evidence-based needs of youth and graduates. The programme integrates skills training with structured career services and employer engagement to improve participants’ access to decent work and successful education-to-work transitions.

Be Ready aims to design and pilot a market-responsive employability model that:

1. Aligns university outputs with labour market demand.
2. Integrates skills training with career services and internships.
3. Improves graduate employability and access to decent work.

3. Target Beneficiaries:

In this pilot, Youth and recent graduates aged 21–26

Target: 300 participants from Damietta governorate.

Gender balance and disability inclusion will be ensured throughout participant selection and program.

Expected Outputs:

Output 1: Increase access to Labour Market Insights, Partnership and Linkage with Industry.

Output 2: Provide Career Readiness and Employability skills Services.

Output 3: Provide Digital skills and Language Services.

Output 4: Provide Career opportunities in cooperation with Labour market stakeholders

Output Indicators disaggregated into men and male:

- Number of trainees applied to participate in Be ready Fellowship Program.
- Number of trainees Selected for each Cohort.
- Number of Youth\Graduates completed training phase.
- Total number trained under Be Ready fellowship program.
- Total number of graduates employed/finds a job or connected to Job/Internship opportunities. A follow up 1-3 months after the completion of the program.

4. ASSIGNMENT COMPONENTS:

Under the supervision of Be Ready Central Unit of the MOHESR, the service provider will be responsible for:

- **Program Setup & Mobilization** including Formal coordination with ILO and local stakeholders, Baseline Data collection and Finalization of target sectors, Screening and selection of 300 participants.
- **Labour Market Assessment & Employer Engagement Including:** Rapid labour assessment (priority sectors), Employer consultations and validation sessions, Mapping of internship and job opportunities, Alignment of training content with demand.
- **Implementation of First Phase:** Employability including: Employability Training, Career Development Workshop#1 &2, English Course
- **Implementation of Second Phase:** Digital Skills including: Digital skills Training –Office, Digital Literacy Training - Cyber Security & AI Course, English Course.
- **Implementation of Third Phase:** Technical Skills including: Sector-specific technical skills training, Business English Course.
- **Implementation of Fourth Phase:** Job & Internship Placement Support including: Matching participants with employers, Coordination of internships and job placements.
- **Implementation of Fifth Phase:** Tracking & Reporting including: Tracking training and placement outcomes, Final Report submission, Tracer surveys at 6- and 12-month post-completion and report findings.

5. Duration of the Assignment:

The assignment shall be implemented within 12 months from February 2026 to January 2027 in Damietta governorate.

6. Scope of Work:

The ILO DJEP Project, in cooperation with Be Ready Unit MOHESR, is seeking an experienced service provider to facilitate the implementation of the capacity building process and connect graduates to the Labour market in Damietta governorate through Be Ready Fellowship Program. The company will work under the supervision of Executive Director of the Be Ready Presidential Initiative -Central Unit, Ministry of Higher Education and Scientific Research and in close collaboration with the ILO consultant hired to support the ILO and MOHESCR collaboration. With a target of 300 participants shall be implemented as follows: 10 cohorts of 30 trainees.

The Be Ready Unit through UCCD Damietta will oversee the following:

1. Labour Market Insight Roundtables

- To ensure that the Be Ready fellowship Program remains closely aligned with current and emerging Labour market needs, a series of structured five roundtables discussion need to be conducted with private sector employers. in Damietta Governorate to share practical insights on recruitment needs, in-demand skills, emerging occupations, and anticipated workforce trends.
- A comprehensive Labour market insight report to be developed and submitted.

- These insights will directly guide program planning, strengthen employer engagement, and enhance the relevance and impact of the Traineeship.

2. Private Sector Partnerships and Engagement Events

- Building on the evidence generated through the Labour market insight process, identification and recommendation of potential partnerships with leading and reputable private sector companies and integrated it with Career Services Management CSM Platform.

3. Application and Selection of trainees

- Follow up the screening, assessment, and interview process with UCCD.
- Work closely with UCCD to formulate ten cohorts of 30 trainees each, Based on set Criteria.

4. Capacity Building Activities:

Phase One: Career Exploration: Deliver a comprehensive Employability Skills Package, with a total of 64 training hours, distributed across four integrated components.

- Employability Skills Training with a total of 24 hours
- Career Development Services Workshop I, with a total of 8 hours
- Career Development Services Workshop II, with of 8.
- English Language Training with a total of 24 Hours

Formal evaluations for each training and participant feedback will be used to continuously enhance course quality and impact.

Phase Two: Digital Readiness: Deliver digital competencies, advancing career readiness, and further developing English language skills. This phase includes 48 total training hours across three integrated components.

- Digital Skills Training with a total of 24 hours
- Cyber security Track
- Artificial Intelligence (AI) Track
- English Course

Phase Three: Technical Specialization: Deliver skill-up level of Technical Skills and Innovation tracks with a total of 48 training hours.

- Advanced Technical Skills Training, with a total of 24 hours
- Business English Training with a total of 24 hours

Phase Four: Labor Market Exposure: Facilitate and support organizing direct engagement with employers and practical exposure to the workplace including: Employer sessions, Career events on campus, Job shadowing, volunteer opportunities, and internships.

Phase Five: Impact Tracking Activities include: Closure Certificates Ceremony, Employment Documentation where applicable, Tracer Studies conducted at six months and twelve months to assess employment outcomes and sustainability, Final Achievement Report, documenting activities, results, lessons learned, and recommendations for scaling the program to other governorates

I. DELIVERABLES AND PAYMENT SCHEDULE:

The phases below are set by the Be Ready Fellowship Programme- Presidential Initiative and reports will be delivered by the potential service provider:

Phase	Deliverables
Program Setup & Mobilization	Developing Project Implementation Plan
	Baseline Report regard Damietta LM Sector
	List of the 300 Selected participants
	Set Criteria for formulating the 10 Cohorts
Labor Market Assessment & Employer Engagement	Rapid Labour assessment (priority sectors) Report
	Employer Round Tables Reports
	Internship and job opportunities Mapping Report
	Proposed List of Technical Skills Courses
Implementation of First Phase: Employability	List of participants completed Employability training
	List of participants completed CD workshop1&2
	List of participants completed English Course
	Final Evaluation report about phase one training
Implementation of Second Phase: Digital Skills	List of participants completed Digital skills Training -Office
	List of participants completed Digital Literacy Training - Cyber Security
	List of participants completed Digital Literacy Training - AI Course
	List of participants completed English Course
	Final Evaluation report about phase one training
Implementation of Third Phase: Technical Skills	List of participants completed technical skills training
	List of participants completed Business English training
	Final Evaluation report about phase one training
Implementation of Fourth Phase: Job & Internship Placement Support	List of participants secured career opportunities with employers
	List of participants attended Career engagement activities
Implementation of Fifth Phase: Tracking & Reporting	Final Report submission
	Tracer study tool developed
	Tracer study finding report – 6 months
	Tracer study finding report – 12 months

Annex III

The service provider (private sector Company) is expected to deliver the specific deliverables on the basis of scheduled advance payments as per set out in the table below:

The payment is against technical reports (training agendas/programs, list of attendances, training titles, training report per round) and e-invoices to be submitted for each payment of the 5 payments scheduled.

Deliverables	Submission	Payment(%)
Upon signature & Submission of workplan	Work plan Document outlining the planned activities against timeline	20%
Completion of the Labour Market Assessment and Phase one and two.	Labour assessment Report Employer Round Tables Reports Internship and jobs Mapping Report Progress report covering the Phases 1 & 2 (including technical and financial reports, training logs, and scanned attendance sheets)	30%
Completion of Phase three and four	Progress report covering Phase 3&4 (including technical and financial reports: Training logs and scanned attendance sheets).	30%
Completion of Phase Five (Tracer study) 300 graduates.	Comprehensive Achievement report covering the technical and financial report after finalizing the tracking and reporting of the 300 graduates.	20%

II. REQUIRED EXPERTISE:

- Proven experience in the provision of service provider work in similar services.
- Adequate knowledge about business environment, needs and opportunities, in Egypt, and possibly in Damietta governorate.
- Sound experience in the provision of training activities, and in arranging and managing conferences and business events.
- Demonstrated expertise in coordination of training interventions at field level (experience in Damietta is an asset), documentation as well as expertise in data and situation analysis,
- Proven experience in the production of high quality and technically sound reports.
- Strong oral and written communication skills in English and Arabic.

Proposal evaluation

The ILO will award the contract to the Proposal (Technical and Financial) which represents the best value for money, i.e. achieving the highest overall score.

The ILO reserves the right to accept or reject any Proposal in whole or in part, to annul the solicitation process and reject all Proposals at any time prior to the issue of the purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the ILO's decision(s).

Annex III

The award of the contract arising from this RFQ will be made at the absolute discretion of the ILO.

The Contract or the benefit of the Contract shall not be assigned, sub-contracted or otherwise transferred by the successful Bidder in whole or in part, without ILO's prior written consent, to be given at its sole discretion.

The proposals will be evaluated according to the criteria described below:

Technical Proposal

- a) The quality and depth of the proposal against the terms of the Terms of Reference (20 points).
- b) Technical compliance with the Terms of Reference and its planned deliverables (30 points).
- c) The proposed implementation, management plan and work plan (30 points).
- d) The qualifications and experience of proposed key personnel who will manage and implement the programme (20 points).

Financial Proposal

- a) The budget and its overall costs are realistic.
- b) The budget breakdown and costing per budget lines.
- c) The percentage of indirect costs to the total budget.

The process of evaluating the proposals will be based on the following percentage combination of Technical and Financial elements:

	Percentage
Technical Proposal	70%
Financial Offer	30%
Total	100%

A two-stage procedure will be utilised in evaluating the Proposals, with an evaluation of each Technical Proposal being completed prior to any Financial Offer being opened and compared. Financial Offers will be opened only for Bidder submissions that meet or exceed the minimum technical score of (70 per cent) of the obtainable score during the evaluation of Technical Proposals. Where the assessment of a Technical Proposal results in the minimum specified score not being achieved, the corresponding Financial Offer will not be eligible for further consideration.

► ILO Vendor Selection Procedure: Certification

The International Labour Organization, represented by the International Labour Office (ILO), expects its Vendors and their Personnel to support and respect the protection of internationally proclaimed human rights and to observe the highest ethical standards in any of their supply chains, throughout the selection process and the performance of the contract.

The Vendor hereby certifies that it is **NOT** in one or more of the following situations:

1. bankrupt or the subject of insolvency or winding-up proceedings, subject to administration by a liquidator or by a court, in an arrangement with creditors, or that its business activities are suspended or in any analogous situation arising from a similar procedure under national law and regulations;
2. in breach of its obligations relating to the payment of taxes and social security benefits to the extent required by law or a regulatory body;
3. guilty of professional misconduct, by having violated applicable laws or regulations, or ethical standards of the profession to which it may belong, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - (a) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;
 - (b) entering into agreements with any other interested companies, competitor or potential competitor with a view to restricting competition with respect to the current selection process;
 - (c) attempting to influence the decision-making process of the ILO, to obtain confidential information that may confer upon it undue advantages in the current selection process or to negligently provide misleading information that may have a material influence on the ILO decisions concerning exclusion, selection or award;
4. engaged in conduct or behaviour that constitute Proscribed Practices or Prohibited Conduct as defined in paragraph **12.3.** of the Terms and Conditions applicable to ILO Contracts ¹ with respect to the ILO, another entity of the United Nations System or multilateral development finance institutions;
5. participant, either active or passive, in a criminal organization or in money laundering;
6. the subject of any sanctions ², nor identified as ineligible by any government, supranational organization (e.g., European Union), another entity of the United Nations System or multilateral development finance institution;
7. provided resources received under any contract with the ILO, another entity of the United Nations System or multilateral development finance institutions to individuals, groups, undertakings or entities associated with terrorism in particular those named on the United Nations Security Council Consolidated List, as may be amended;
8. employed children as defined in paragraph **12.2.5.** of the Terms and Conditions applicable to ILO Contracts or committed offences concerning trafficking in human beings ³;
9. shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with the ILO, which led to early termination of that prior contract, damages, etc.;
10. misrepresented information supplied that is required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, withheld such information or failed to submit the supporting documents requested in the current selection process;

¹ https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

² See in particular the United Nations Security Council Consolidated List, available at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.

³ As defined in Article 3(a) of the Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, adopted and opened for signature, ratification and accession by General Assembly resolution 55/25 of 15 November 2000, available at : <https://www.ohchr.org/en/professionalinterest/pages/protocoltraffickinginpersons.aspx>.

11. committed financial irregularity;
12. created a shell company or is a shell company for the purpose of responding to the current selection process; or
13. used information from current or former ILO officials, whose previous duties or access to inside information during their tenure could be perceived as a conflict of interest.

The Vendor understands that it may be excluded by the ILO from participation in the current selection process in the event of any misrepresentation in relation to the above certification and that the ILO will reserve the right to cancel or terminate with immediate effect and without compensation any proposal of or contract arising from this selection process.

The undersigned certifies/y to be duly authorized to sign this certification on behalf of the Vendor.

For the Vendor

Name:
Title:
In
Signed on

Contact details

International Labour Organization
Route des Morillons 4
CH-1211 Geneva 22
Switzerland

Procurement Bureau (PROCUREMENT)
Email: pcrt@ilo.org

► Offer submission form (to be completed by the bidder)

Reference: RFQ 01/2026: Facilitating the organization and Implementation of the capacity building for 300 graduates (men & women) with future skills and connect them to the labour market in Damietta governorate under the title of (Be Ready Fellowship Program).

Closing Date: 09 Feb 2026 16:00, P.M. Cairo time

Bidder Name: Fill in Bidder's name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price.

Description	Date	QTY	Unit Price	LUMP Sum in EGP With VAT
		1		
		1		
		1		
		1		
		1		
		1		

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

Name: Click or tap here to enter text.

COMPANY STAMP

Position: Click or tap here to enter text.

Tel/Fax: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Date: Click or tap to enter a date.

Signature:

Appendix A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks.

All individual activities and sub-activities should be specified and their respective cost quoted.

Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here.

Click or tap here to enter text.