



International Labour Organization

REQUEST FOR PROPOSAL
Start and Improve Your business (SIYB) adaptation to Digital Economy
Request for Proposal (RFP) N°: EGY/19/50/NLD/01/2022

Responses to be received by 25/8/2022

July/2022

Subject: Procurement of Start and Improve Your business (SIYB) adaptation to Digital Economy

Request for Proposal (RFP) N°: EGY/19/50/NLD/01/2022

Date: 26/07/2022

Dear Sir/Madam,

The International Labour Office (hereinafter the “ILO”) is pleased to invite your company to submit a Proposal for Start and Improve Your business (SIYB) adaptation to Digital Economy and as further described in Annex III.

To enable you to prepare and submit a Proposal, please find enclosed the following Annexes:

- Annex I: Instructions to Bidders;
- Annex II-A: Acknowledgment of Receipt;
- Annex II-B: Bidder’s Declaration Form;
- Annex II-C: Bidder’s Information Form;
- Annex II-D: Recent References;
- Annex II-E: Technical Proposal;
- Annex II-F: Financial Offer;
- Annex III: Terms of Reference; and
- Annex IV: Terms and Conditions applicable to ILO Contracts.

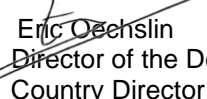
Your Proposal must be received by the ILO no later than **23:59 Cairo Time on 25/08/2022 11:59 PM**. Late bids shall be rejected.

You may submit a Proposal to the ILO provided that your organization is qualified, able and willing to deliver the goods, works and/or services specified in this RFP. Participation in this RFP indicates acceptance of the Terms and Conditions applicable to ILO Contracts provided in Annex IV. Failure to comply with the requirements of this RFP and its Annexes may render a Proposal ineligible for consideration.

You are kindly requested to acknowledge receipt of this RFP and to indicate whether or not you intend to submit a Proposal by completing and returning the form provided in Annex II-A.

We look forward to receiving your Proposal.

Yours sincerely,



Eric Oechslin
Director of the Decent Work Team for North Africa
Country Director for Egypt and Eritrea
ILO Cairo Office



International Labour Office

ANNEX I

INSTRUCTIONS TO BIDDERS

Reference: **RFP N° EGY/19/50/NLD/01/2022**
Start and Improve Your business (SIYB) adaptation to Digital Economy

Abstract

This document outlines the requirements for presentation of a Proposal to be considered by the International Labour Office.



INSTRUCTIONS TO BIDDERS

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1. INTRODUCTION

1.1 General

These instructions are provided for general information for the preparation of the Proposal for procurement of Start and Improve Your business (SIYB) adaptation to Digital Economy. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid concerned.

1.2 Eligible Bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates or an individual which have been engaged by the ILO to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods, works or services to be purchased under this Request for Proposal.

1.3 Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of the Bid. ILO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

1.4 RFP Schedule Summary

• RFP release date:	26/07/2022
• Site visit or bidders' conference (if applicable):	
• Clarification questions, if any, related to this RFP must be submitted to prospects-egypt@ilo.org by:	05/08/2022, COB
• ILO response to clarification questions by:	09/08/2022
• Proposals Receipt Deadline:	25/08/2022 11:59 PM (23:59 Cairo Time)
• Estimated Contract Signature Date:	21/09/2022
• Estimated Contract Start Date:	21/09/2022

1.5 Clarification Questions

A prospective Bidder requiring any clarification of the RFP documents may notify the ILO in writing. The ILO's response will be provided in writing to any request for clarification received by the deadline indicated in paragraph 1.4 above. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the RFP documents.

2. BIDDING CONDITIONS

2.1 Acknowledgment of Receipt

A prospective Bidder is requested to return promptly the Acknowledgement of Receipt form, provided in Annex II-A, duly completed and signed, even if it is not intending to submit a Proposal.



2.2 Number of Copies, Format and Signing of Proposal

The Bidder shall submit one original and two (2) copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall prevail. The Proposal shall be typed or written in indelible ink and shall be dated and signed by the Bidder i.e. by a person or persons duly authorized to bind the Bidder to the contract. The Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal.

2.3 Submission and Receipt of Proposals

It is the responsibility of Bidder to ensure that a Proposal is submitted to the ILO strictly in accordance with the stipulations in the solicitation documents.

Proposals **must be received on or before 25/08/2022 11:59 PM (23:59 Cairo Time)**. Proposals and modifications to Proposals received after the proposal receipt deadline will be rejected. Proposals must include all the documents requested in these Instructions to Bidders and shall be submitted by:

- **Registered Mail** (official postal service) to:
International Labour Office
PROSPECTS Programme
9, Taha Hussein St., Zamalek
[1211] [Cairo]
Egypt

Or

- **Hand delivered** (including by courier services) directly to the above ILO address in return for a signed and dated receipt.

Proposals submitted by any other means will be rejected.

Proposals must be submitted using the double envelope system, i.e., the outer parcel containing two separate, sealed envelopes, one bearing the words "**Envelope A - Technical Proposal**" and the other "**Envelope B - Financial offer**".

Where there is any infringement of these instructions (e.g., envelopes are unsealed or references to prices are included in the Technical offer) the Proposal will be rejected.

The outer parcel should bear the following information:

- a) the address for submission of proposals indicated above;
- b) the reference to the RFP to which the Bidder is responding;
- c) the name and address of the Bidder to enable the Proposal to be returned unopened if it is declared to have been received "late".

The pages of each of the Technical and Financial Proposal must be numbered. The inner package shall be sealed and shall bear the name of the Bidder and be marked as follows:

RFP N° EGY/19/50/NLD/01/2022
Start and Improve Your business (SIYB) adaptation to Digital Economy
CONFIDENTIAL

**DO NOT OPEN BEFORE
25/08/2022 11:59 PM (23:59 Cairo Time)**

In addition, the information below should appear on both sides of the inner envelope:

**CONFIDENTIAL
To be opened by the Evaluation Panel ONLY**

2.4 Official Language

The Proposal and all correspondence and documents related to the Proposal shall be written in the English language.

2.5 Correspondence

Any communication in connection with this RFP should be addressed in writing to the E-mail address mentioned in paragraph 1.4 above. All correspondence should quote the reference number of the RFP. Bidders are requested **not** to contact the ILO after the closing time, i.e. during the RFP assessment period.

2.6 No Consultation

A Bidder shall not:

- consult, communicate or agree with any other Bidder or competitor, with regard to price or any other matter related to the RFP for the purpose of restricting competition;
- disclose its price, directly or indirectly, to any other Bidder or competitor, except in the case of provision of standard public price lists;
- make any attempt to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.

If a Bidder is found to be in breach of any of these instructions, the ILO reserves the right to exclude the Bidder from the procedure and reject its proposal.

Nothing in this paragraph shall restrict the right of a Bidder to form a joint venture, a consortium, a partnership or an association for the purpose of submitting a joint Tender.

2.7 Contract Conditions

Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in these RFP documents.

By submitting a Proposal, the Bidder accepts in full and without restriction these instructions. It also accepts the Terms and Conditions of ILO Contracts (Annex IV) being relied on for this bidding procedure and resulting contract, irrespective of the provisions of the Bidder's own conditions of sale, which it hereby waives.

The ILO reserves the right to decline to consider without further comment any Proposal which does not accept the Terms and Conditions of ILO Contracts set out in Annex IV.

2.8 Work on ILO Premises

If the Bidder's personnel are required to work on ILO premises, they shall comply with the security and safety and health arrangements established by the ILO, including applicable provisions of local laws. Where applicable, the Bidder shall be responsible for obtaining valid entry visas and work permits for its employees or sub-contractors and contract

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commencement may be made subject to complying with these obligations. Failure to comply with such obligations may lead to suspension of payments under and cancellation of the contract.

2.9 Bid Currency

All prices shall be quoted in Egyptian Pound. If the Bid is submitted in a currency other than the Bid Currency, to facilitate evaluation and comparison, the ILO will convert all such prices in Egyptian Pound at the official UN exchange rate applying on the last day for submission of Bids.

2.10 Incomplete Proposals

ILO may reject a Proposal that does not provide all the information requested which is necessary for assessment of the Proposal by the ILO.

2.11 Changes to Proposals

Changes or amendments to Proposals will only be accepted if they are received before the deadline for receipt of Proposals and shall be submitted in accordance with the instructions given above. The envelope shall be clearly marked as "Change(s) to Proposal".

2.12 No Material Change(s) in Circumstances

The Bidder shall inform the ILO of any change(s) of circumstances arising during the RFP process including, but not limited to:

- a change affecting any declaration, accreditation, license or approval;
- major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the Bidder or its major sub-contractors;
- a change to any information on which the ILO may rely in assessing Proposals.

2.13 RFP Document, Specifications, Drawings

The RFP Documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by the ILO, are issued solely for the purpose of enabling a Proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to Bidders shall remain the property of the ILO.

2.14 Sub-Contracting

Sub-contracting of work to be undertaken as a result of this ITB is permitted, ILO reserves the right to approve any sub-contractor that was not included in the RFP Submission Form and request a copy of the sub-contracting agreement between the Bidder and its sub-contractor(s).

2.15 Proposal Validity

The validity of a Proposal shall be six (6) months commencing from the time and date of the closure of Proposals stated in paragraph 2.3 above. The ILO reserves the right to request an extension of the period of validity of Proposals, and to modify or exclude any of the terms of this RFP, at its sole discretion.

2.16 Notification of Proposal Evaluation

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The ILO will evaluate the Proposals based on the Bidders' responses to the requirements set out in the RFP documents. Each Bidder will be informed of the decision reached concerning the award of the contract.

2.17 Publicity

During the RFP process, a Bidder is not permitted to create any publicity in connection with the RFP.

3. CONTENT OF THE PROPOSAL

Each Proposal shall comprise the following documents:

3.1 Envelope A-Technical Proposal (Annex II-B, C, D, and E)

Bidders are requested to submit in **Envelope A-Technical Proposal** the following Forms, Annexes II-B to E.

All information must be provided as requested and all Forms must be completed for a Proposal to constitute a valid offer, which is a prerequisite for subsequent evaluation.

3.1.1 Administrative Requirements

a) Bidder's Declaration Form (Annex II-B) (also to be completed by any Bidding partners and/or associates)

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices. The key terms used in the Declaration at Annex II-B are defined as:

“Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another;

“Collusive practice” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

“Conflict of interest” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

“Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

b) Bidder's Information Form (Annex II-C)

The Bidder's Information Form explicitly indicates that the Bidder accepts in full and without restriction the Terms and Conditions applicable to ILO Contracts.

Each Bidder shall attach to this Annex the following mandatory documents:

- 1) Certificate(s) confirming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- 2) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
- 3) A copy of the last three financial statements of the Bidder, certified by independent auditors.

c) Recent References (Annex II-D)

Each Bidder must provide details of three contracts entered into during the past five years which are similar in nature to that which will arise from this RFP. The information in Annex II-D must include as a minimum:

- Client name, location and date of project;
- Description of goods provided and works or services performed;
- Contract value;
- Contact details for references.

d) Technical Proposal (Annex II-E)

- 1) The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III;
- 2) In preparing its Proposal, the Bidder shall review all RFP requirements, including any document referred to in the RFP documents, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
- 3) In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as CVs of key personnel which will deliver the goods, services or the works specified in this RFP.
- 4) The Bidder may also add any other document and information to demonstrate its technical and professional capacities and competencies to fulfill the requirements as specified in the Terms of Reference.

3.2 Envelope B-Financial Offer (Annex II-F)

Bidders are requested to submit their Financial Offer in a separate envelope (**Envelope B-Financial Offer**). The Financial Offer should be presented in the format provided in Annex II-F. The Bidder must also provide price breakdown information to support its Financial Offer.

All Financial Offers must be established and submitted net of any direct taxes or customs duties. As an international organisation, the ILO is exempt from all taxes and duties.

The ILO is not bound to accept the lowest priced offer from any Bidder, nor give any reason for rejecting a proposal.

4. EVALUATION OF PROPOSALS AND CONTRACT AWARD

4.1 Preliminary Evaluation

Prior to the detailed evaluation of each Proposal, the ILO will undertake a preliminary examination. Proposals will not be considered for further evaluation in cases where:

- a) They are incomplete (i.e. do not include all required documents as specified in Annex I, Instructions to Bidders, paragraph 3: Content of the Proposal);
- b) The Original Proposal is not signed by the duly authorized individual of the organization/company, as specified in Annex I, Instructions to Bidders, paragraph 2.2: Number of Copies, Format and Signing of Proposal;
- c) Technical and financial documents have not been submitted in separate sealed envelopes and/or pricing information is included in the Technical Proposal envelope, as specified in Annex I, Instructions to Bidders, paragraph 2.3: Submission and Receipt of Proposals;
- d) The validity period of the Proposal is not in accordance with the requirements of the RFP as specified in Annex I, Instructions to Bidders, paragraph 2.15: Proposal Validity.

4.2 Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an Evaluation Panel, to determine compliance with the requirements specified in the RFP.

A two-stage procedure will be utilized in evaluating the Proposals, with 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 seventy percent (70 percent) 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.

Each Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

During the second stage of the evaluation, the Financial Offers of all Bidders which have attained at least the minimum [seventy percent] (70%) score during the technical evaluation will be compared.

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

- (a) Depth and quality of response to the RFP;
- (b) Technical compliance with the Terms of Reference;
- (c) The qualifications and experience of proposed key personnel;
- (d) The proposed implementation and management plan;
- (e) The overall cost.

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%

4.3 Award of the Contract

The ILO will award the contract to the Proposal (Technical and Financial) which represents 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).

The award of the contract arising from this RFP will be made at the absolute discretion of the ILO. The ILO's decision to award the contract to a preferred Bidder is final and shall not be questioned by any Bidder.

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.

4.4 Debriefing / Bid Protest Mechanism

The ILO is committed to ensure that all its bidding processes are conducted in a fair and transparent manner. A Bidder who participated in a formal ILO solicitation process and believes that he/she has been treated unjustly or unfairly, or who would simply like to receive clarifications on his/her unsuccessful proposal ("debriefing"), must submit a request by email to pcrt@ilo.org, within ten (10) business days after receiving the ILO notification of regret. PROCUREMENT will contact the Bidder upon receipt of his/her request and will invite him/her to a debriefing session.

Debriefing process

The purpose of the debriefing is to discuss the strengths and weaknesses of his/her proposal. If the Bidder believes he/she has been treated unjustly or unfairly this debriefing will hopefully shade lights on the rationale of the ILO decision. The ILO will not disclose any technical or financial information related to offers received by other Bidders who participated to the solicitation, nor the evaluation scores or other details from the tender process.

Debriefing will normally be conducted via teleconference by the Procurement Officer in charge of the relevant solicitation at an agreed time with the Bidder.

Should the Bidder not be satisfied with the clarifications provided during the debriefing, he/she may file a protest to the Chief, PROCUREMENT in the way described below.

Bid Protest

A Bidder who is not satisfied with the debriefing outcome, may lodge a protest to the ILO Chief, PROCUREMENT, by sending an email to bidprotest@ilo.org

The protest must be sent within ten (10) business days after the debriefing has taken place. The ILO will acknowledge receipt of the protest.

In his/her protest, the Bidder must provide the following information:

- 1) Its name, address, telephone number, fax number and email;
- 2) The solicitation number and title, the contracting office and the name of the officer who has been leading the tender process;
- 3) The date of debriefing; and
- 4) The reasons for the protest together with copy of any documentation in support of the allegations.



The Chief, PROCUREMENT will perform a receivability review of the protest to determine if it was timely and correctly submitted and complies with the requirements set out above. The Bidder will be notified whether the protest is receivable in writing within ten (10) business days after receipt of the protest. A decision rejecting the receivability of the protest is final and not subject to further appeal or recourse.

If the protest is deemed receivable, the ILO will conduct an inquiry to determine its merits. The Bidder will be notified of the ILO decision as soon as it is available. The decision on the merits of the protest is final and not subject to further appeal or recourse.

Allegations of Misconduct or Fraud

Allegations of misconduct or fraud must be addressed by the Bidder to the ILO Treasurer and Financial Comptroller TR/CF (email: TRCF@ilo.org) and to the ILO Chief, Internal Auditor Office (email: IAO@ilo.org). The allegations will be investigated in accordance with ILO's investigating procedures.



**FORMS TO BE COMPLETED
AND
TO BE SUBMITTED BY THE BIDDER**

- **ANNEX II-A:** Acknowledgement of Receipt
- **ANNEX II-B:** Bidder's Declaration Form
- **ANNEX II-C:** Bidder's Information Form
- **ANNEX II-D:** Recent References
- **ANNEX II-E:** Technical Proposal
- **ANNEX II-F:** Financial Offer



ACKNOWLEDGEMENT OF RECEIPT

To be returned to:

[Name of ILO office]
[address]
[ZIP Code] [City]
[Country]

Fax: [Insert number]

E-mail: [Insert Email Address]

Reference: **RFP N° [Insert Reference N°]**
[Insert Title]

WE ACKNOWLEDGE RECEIPT OF ALL TENDER DOCUMENTS FOR THE ABOVEMENTIONED RFP
(Note: In event of missing elements, contact the ILO Officer in Charge)

WE INTEND TO SUBMIT A PROPOSAL

WE WILL NOT BID FOR THE FOLLOWING REASONS:

.....
.....

Signature:

COMPANY STAMP

Name:

Position:

Tel/Fax:

E-mail:

Date:



BIDDER'S DECLARATION FORM

**Certification to be submitted by a bidder
in an ILO competitive bidding procedure**

RFP N° [Insert Reference N°] - [Insert Title]

Date: 01/01/2000

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).¹
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

“coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

“collusive practice” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

“conflict of interest” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

“corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

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

Name and Position

Signature

Date

¹ The Consolidated List can be found at the website: <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.

**BIDDER'S INFORMATION FORM**

I, the undersigned, by submitting this Proposal, hereby confirm that these instructions are accepted in full and without restriction, including the proposed ILO Contract being used for this bidding procedure and resulting contract.

1. SUBJECT	
Request for Proposal:	[Insert Reference N°]
Requirements:	[Insert Title]

2. BID SUBMITTED BY A SINGLE ECONOMIC OPERATOR	
Bidder:	[Insert Full Name of the entity submitting a bid]

3. BIDDER INFORMATION ¹	
Corporate Name:	
Legal Status:	
Authorised Capital:	
Headquarters Address:	
Place of Business Address:	
Telephone:	
Fax:	
Trade Registered N°:	
VAT N°:	
Date established:	
Permanent Workforce:	
Number of Secondary Offices:	
Names of Main Managerial Staff:	1) 2) 3)
Names and Job Positions of Person Authorized to represent the Company:	1) 2) 3)
Certification (if any):	
Accreditation (if any):	[Type and Validity]

Turnover, Net Income for the past Three Financial Years:				
[Currency]	Year 1 [i.e. 2011]	Year 2 [i.e. 2012]	Year 3 [i.e. 2013]	Average
Turnover				
Net Income (+/-)				
Comments				

¹ This information shall be provided by **each** member of the consortium and any subcontractor(s).



ANNEX II-C

4. SUMMARY OF WORK DISTRIBUTION

	Name	Scope of Work/Tasks/Sub-Tasks	% of the Proposal Price
[Bidder]			
[if applicable]			
[Sub-contractor]			
[Sub-contractor]			
[Sub-contractor]			

5. MANDATORY DOCUMENTS

As requested in Annex I, Instructions to Bidders, paragraph 3.1.1 b): Bidder's Information Form, the following documents are attached to this form:

- a) Certificate(s) conforming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
- b) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
- c) A copy of the last three financial statements by the Bidder, certified by independent auditors.

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:



**RECENT REFERENCES
RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS**

Each Bidder will provide, in the sample table below, the reference information of up to three (3) projects carried out by it which are of a similar nature to that which will arise from this RFP. The information must include as a minimum:

- Client name, location, and date of execution;
- Description of project and specifically the work done by the Bidder in the project;
- The Contract value;
- Contact details for checking references.

	Client Name, Location, and Date of Execution	Description of the Project and the Work performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				

TECHNICAL PROPOSAL

TO BE RETURNED ON BIDDER'S LETTERHEAD

- i. The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III.
- ii. In preparing its Proposal the Bidder shall review all RFP requirements, including any document referred to in the RFP, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
- iii. In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as the CVs of key personnel which will contribute to the project.
- iv. The Bidder may also include in this Annex other documents and information to demonstrate its technical and professional capacities and competencies to fulfil the requirements of the Terms of Reference.



FINANCIAL OFFER

TO BE RETURNED ON BIDDER'S LETTERHEAD

Having examined this Request for Proposal including its Annexes, and having examined all conditions and factors which might in any way affect the cost or time of performance thereof, we, the undersigned, offer to execute and complete the Works or the Services, in accordance with the Terms and Conditions applicable to ILO Contracts for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in [Currency] (Excluding VAT)
1		
2		
3		
TOTAL		

Attached to this Annex is the proposed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFP shall be calculated on the basis of the rates below:

Position	Rate per day in [Currency]		
	Based at Contractor's Office	Based at ILO	Visiting ILO (<6 consecutive days)
[Insert Title]			
[Insert Title]			
[Insert Title]			
Comments			

COMPANY STAMP

Signature:

Name:

Position:

Tel/Fax:

E-mail:

Date:



TERMS OF REFERENCE



International
Labour
Organization

PROSPECTS

Terms of Reference (TOR)

Start and Improve Your business (SIYB) adaptation to Digital Economy

Project Title	PROSPECTS EGYPT - Improving Prospects for Forcibly Displaced Persons and Host Communities
ILO Project DC Code	EGY/19/50/NLD (107268)
Assignment Location	Greater Cairo / Alexandria / Damietta
Contact	prospects-egypt@ilo.org



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GENERAL BACKGROUND

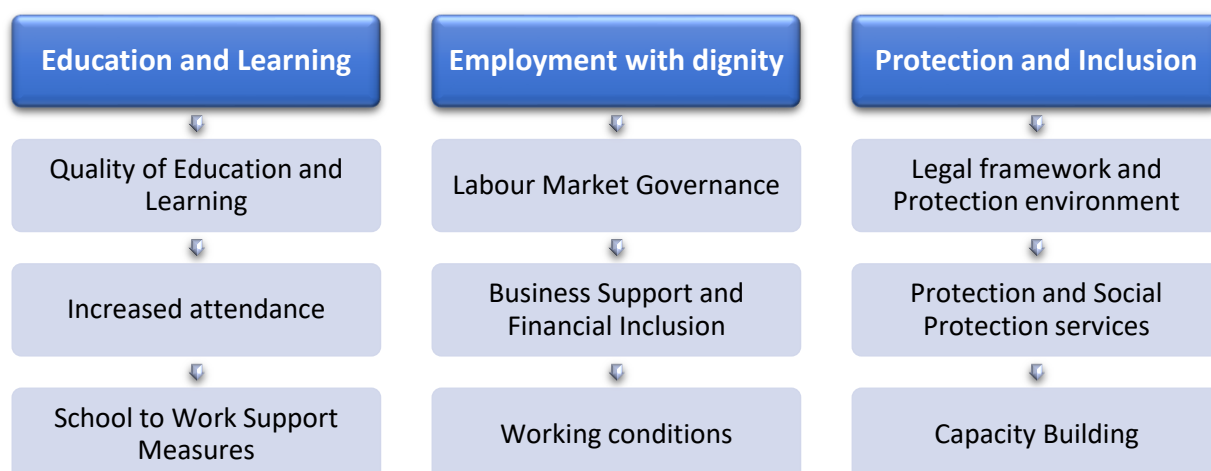
While refugees and asylum seekers face specific vulnerabilities, including psychological trauma, lack of opportunity and protection risks, host communities also struggle to pursue their own development efforts in an environment that has been transformed by a large influx of newcomers. As displacement has become increasingly protracted, responses are focusing more on durable solutions backed by more dignified, inclusive, and comprehensive programmes for refugees and the communities that host them.

In response to the challenges facing both host communities and refugees, a new partnership initiative titled: ‘**PROSPECTS** - Partnership for improving Prospects for host communities and forcibly displaced persons’, has been launched by the Government of the Netherlands that brings together the International Finance Corporation (IFC), the International Labour Organization (ILO), the UN Refugee Agency (UNHCR), the UN Children's Fund (UNICEF) and the World Bank. The Partnership has a four-year initial time horizon (2019-2023) where partners will join their efforts to develop a new paradigm in responding to forced displacement crises in 8 countries (Egypt, Ethiopia, Iraq, Jordan, Kenya, Lebanon, Sudan, and Uganda).

PROSPECTS EGYPT

The overall objective of PROSPECTS in Egypt is to improve the living standards and inclusiveness of refugees, asylum-seekers, and vulnerable host communities, by contributing to the expansion of socio-economic opportunities through better education and mainstreamed protection interventions.

With a geographical focus on Greater Cairo, Alexandria, and Damietta, PROSPECTS Egypt will work under three main pillars as shown below:





ANNEX III

The first pillar, **Education and Learning** focuses on increasing the number of refugees and asylum seekers, children on the move and host communities with quality education and training. The second pillar on **Employment with Dignity** seeks to increase the number of refugees and asylum seekers, children on the move (i.e., youth) and host communities with enhanced livelihoods and/or employment in decent work through improvements in labour market governance supporting transition to and entry into employment and formalisation. The third pillar on **Protection and Inclusion** aims at increasing protection, social protection and inclusion for refugees and asylum seekers, children on the move and host communities through strengthening of legal, policy and enabling environment for protection, social protection, and inclusion.

ASSIGNMENT BACKGROUND

The digital economy reflects the move from the third industrial revolution to the fourth industrial revolution. The third industrial revolution, sometimes called the digital revolution, refers to the changes that happened in the late 20th century with the transition from analog electronic and mechanical devices to digital technologies. The fourth industrial revolution builds on the digital revolution as technologies today continue to bridge the physical and cyberworlds.

Digital economy is an economy that focuses on digital technologies, i.e. it is based on digital and computing technologies. It essentially covers all business, economic, social, cultural etc. activities that are supported by the web and other digital communication technologies.

As a result of the digital economy's dominance today, it has resulted in emerging technological businesses all over the world. They have a significant function to perform. They provide fresh ideas and solutions that have the potential to address numerous global concerns, ranging from financial inclusion to e-health and market access, resolving major challenges for industry, government, and civil society, and, most significantly, stimulating economic growth.

The Egyptian Entrepreneurial ecosystem is well established and provide enabling environment for the tech business, with at least 562 techs start-ups in operation across the country as of September 2021, Egypt has the fourth largest start-up ecosystem on the continent by number of companies, behind only South Africa, Nigeria, and Kenya. Egypt accounts for 19.8 per cent of the active tech start-ups and digital based companies across Africa according to The Egyptian Start-up Ecosystem Report by Disrupt Africa.

PROSPECTS seeks to overcome key barriers preventing access of young refugees and Egyptian's youth in host communities and provide opportunities to start up their business in the digital economy through a comprehensive and systematic approach. Accordingly, the project will tackle both supply (development of young people's skills and capacities to access labour market opportunities) and the demand side (augmenting the quality and quantity of job opportunities available for young persons, both wage and self-employment). The project will do so, paying strong attention to gender equality and recognizing the vast heterogeneity among young people, which calls for targeted approaches to address youth needs while nurturing their voice and agency.



Start and Improve Your Business programme::

One of the main tools used by PROSPECTS to enable the young refugees and host communities is the SIYB -Start and Improve Your Business – which is a business management-training programme that supports starting up and maintaining emerging businesses as means to generate more and better employment for women and men, particularly in developing economies. The SIYB training package focuses on capacitating potential entrepreneurs who want to start a small business and already have a concrete business idea.

The programme is a combination of training, fieldwork, and after-training support, and helps participants assess their readiness to start a business and to prepare a business plan and evaluate its viability.

The SIYB programme is structured into four separate training packages, which are designed to respond to the progressive stages of business development.

- **Generate Your Business Idea (GYB)** is intended for people who would like to start a business, and who, through the training, develop a concrete business idea ready for implementation.
- **Start Your Business (SYB)** is for potential entrepreneurs who want to start a small business and already have a concrete business idea. The programme is a combination of training, field work and after-training support, and helps participants assess their readiness to start a business and to prepare a business plan and evaluate its viability.
- **Improve Your Business (IYB)** introduces already practising entrepreneurs to good principles of business management. Its six modules (marketing, costing, buying and stock control, record keeping, planning for your business, and people and productivity) can be taught individually or all combined in a full course.

Expand Your Business (EYB) enables growth-oriented small enterprises to develop a business growth strategy through training interventions. The SYB and IYB packages also include the SIYB Business Game, a practical simulation tool to help participants understand the realities of starting and running a business. The EYB Business Game simulates an expanding business during training to help participants experience the impact of strategic decisions on their business operations.

In addition to these SIYB modules, the ILO is launching a new tool, **Digitalize Your Business (DYB)**, which provides guidance to micro, small and medium business as well as to service providers on the basic requirements and main steps for getting any existing or future business online. The DYB guide is composed of three core modules describing the main steps for a business to have an online presence, sell its products or services through the Internet and adapt its processes to the digital needs. DYB can be implemented in combination with the other SIYB training packages or separately.

The implementation model: The SIYB programme was designed with an institutional approach and a multiplier strategy. After assessing the market for business services in a given country or region and establishing the demand for business management training solutions, the ILO builds the capacity of local training providers to effectively and independently implement SIYB training and related activities. In addition, it provides international training and certification to a group of “SIYB Master Trainers”, to whom the management of the SIYB programme and the quality assurance system will

ANNEX III

eventually be handed over. By using this multiplier strategy, the ILO intends to create a sustainable training and quality assurance system at the national level.

For more information about the SIYB Program, please visit the ILO website at [this link](#).

ASSIGNMENT OBJECTIVES

ILO is seeking to adopt the SIYB Training programme to be adequate for the technology business, which necessitates a review of the current training programme and the modification of necessary elements such as the examples used in the current version, revenue model (from traditional to innovative), business model (from traditional to innovative disruptive business model, and so on.....

The adapted programme will be translated into Arabic, and the translated material must be reviewed and verified to ensure that it is identical to the English version. Following the SIYB adaptation, it will require to deliver a TOT training to the certified SIYB trainers aiming to develop their skills and enable them to deliver the adapted training curriculum.

KEY DELIVERABLES

N.	Deliverable	Key Activity
1	Inception Report: Initial desk review of SIYB and Work Plan	<ul style="list-style-type: none"> • Desk Review for SIYB (GYB, SYB and IYB) and DYB Material. • Submit assignment inception report; including proposed methodology, assignment work plan flagging the elements that need adaptation, field mission agenda ...etc.
2	Curriculum Adaption	Finalize the complete set of materials for the SIYB programme in English Language which include: <ul style="list-style-type: none"> • SIYB trainers guide. • Prepare Session plans. • Trainers' manuals for GYB and SYB. • PowerPoint trainer presentations for GYB and SYB. • Manuals for entrepreneurs for GYB and SYB.
3	Review and Approve Arabic Translation	<ul style="list-style-type: none"> • Review the translated SIYB adapted package to Arabic language. • Verify and approve the translated SIYB package
4	Delivering TOT Training on the Material	<ul style="list-style-type: none"> • Deliver ToT for SIYB Master Trainers (5-10 Trainers). • Select 40 participants from the SIYB certified trainers list or new trainers. • Deliver two workshops 20 participant each in collaboration with a selected Master Trainer.

**ANNEX III**

N. Deliverable	Key Activity
	<ul style="list-style-type: none"> • Lead and facilitate the delivery of the training. • Relevant assessments for participants. • Final Report on the training with evaluation for the participants. • A list of recommended trainers.

N.B. The ILO will cover the TOT training logistics and expenses such as the venue, meeting package, necessary transportation, and participant accommodation.

PAYMENT TERMS

The ILO will disburse the contract total amount in several instalments based on the below table, and upon the satisfaction of the ILO, as follows:

Key Deliverable(s)	Instalments
Upon the delivery of deliverable number 1	20% of the total fees
Upon the delivery of deliverable number 2	20% of the total fees
Upon the delivery of deliverable number 3	20% of the total fees
Upon the delivery of deliverable number 4	40% of the total fees
Total	100 %

MANAGEMENT AND OTHER ARRANGEMENTS**PARTNERS AND COUNTERPARTS**

The assignment will be conducted in close collaboration with PROSPECTS UN partners and ILO implementing partners in target areas.

The Service Provider should make itself available to collaborate with project partners when needed/requested.

REQUIRED EXPERTISE

- Experience in drafting adults training material in topics related to business management, entrepreneurship and or digital economy.



ANNEX III

- Wide knowledge about the Entrepreneurship ecosystem in Egypt with focus on digital economy and tech start-ups.
- Proven track record on providing trainings for entrepreneurial programmes.
- Experience on post-training support and familiar with start-ups needs.
- Excellent writing skills.

EXPECTED DURATION

The assignment will start by 21th of September 2022 and all assignment's deliverables are expected to be delivered to the satisfaction of the ILO not later than 1st of January 2023.

SUPERVISION AND LOGISTICAL ARRANGEMENTS

The Service Provider will perform his/her assignment under the supervision of PROSPECTS Egypt National Project Coordinator for Digital Economy and the overall guidance of PROSPECTS Egypt Programme Manager. All technical clearances will be with the ILO DWT enterprise specialist.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TOR). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the ILO. All intellectual property rights arising from the execution of these TOR are assigned to the International Labour Organization. The intellectual property rights of the materials modified through the assignment remains with the International Labour Organization.



HOW TO APPLY

KEY DOCUMENTS

The following documents/information are required to apply for this assignment:

- 1- Technical proposal.
- 2- Financial proposal.
- 3- CV of key staff to be included in the assignment.
- 4- A copy of the bidder legal status document(s).
- 5- Training Portfolio for previous assignments.

Interested applicants should submit their technical and financial proposal as well as other supporting documents as outlined.

It is the responsibility of Bidder to ensure that a Proposal is submitted to the ILO strictly in accordance with the stipulations in the solicitation documents.

Proposals must be received on or before **25/8/2022 11:59 PM Cairo Time**. Proposals and modifications to Proposals received after the proposal receipt deadline will be rejected. Proposals must include all the documents requested in these Instructions to Bidders and shall be submitted by:

- Registered Mail (official postal service) to:
International Labour Office

PROSPECTS Programme

9, Taha Hussein St., Zamalek

1211, Cairo

Egypt

Or

- Hand delivered (including by courier services) directly to the above ILO address in return for a signed and dated receipt.

Proposals submitted by any other means will be rejected.

Proposals must be submitted using the double envelope system, i.e., the outer parcel containing two separate, sealed envelopes, one bearing the words "Envelope A - Technical Proposal" and the other "Envelope B - Financial offer".

Where there is any infringement of these instructions (e.g., envelopes are unsealed or references to prices are included in the technical offer) the Proposal will be rejected.

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).

The award of the contract arising from this TOR 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

Evaluation Criteria		Points
1	The depth and quality of responses to the RFP	30
1.1	Demonstrated understanding of the SIYB Programme.	15
1.2	Demonstrated understanding of the technology and digital business and enterprise development programmes.	15
2	Technical compliance with the Terms of Reference and its planned deliverables	20
2.1	Clear understanding of the functionality and capacity requirement of the proposed assignment.	10
2.2	Expressed methodology and creative approach to the assignment.	10
3	The qualifications and experience of proposed key personnel who will manage and implement the programme	30
3.1	Evidence of qualification of the proposed personal on Curriculum development.	10
3.2	Evidence of prior experience of the proposed team on curriculum development and delivering enterprise development trainings.	10
3.3	Evidence of experience of designing and implementing enterprise development programmes in technology and digital business and collaboration with national or international partners.	10
4	The proposed implementation, management plan and work plan	20



ANNEX III

4.1	implementation plan include all deliverables with timeline	10
4.2	Is the number and responsibility of key personal participating in the assignment defined?	5
4.3	Does the proposed number of personal and implementation plan makes it feasible for the delivery for the assignment per the time line it provided?	5

The process of evaluating the proposals will be based on the following percentage combination of technical and financial aspects:

Technical Proposal	70%
Financial Proposal	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 proposal being opened and compared. Financial proposals 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.

FREQUENTLY ASKED QUESTIONS

Q1: Are there templates for the technical and financial proposals?

There are no specific templates to use. However, the project proposal needs to include at least the (project methodology, implementation strategy, outreach strategy, the proposed logical framework, sustainability plan, project management and staffing, project work plan).

For the financial proposal, the direct costs need to be separated and clear in comparison to the indirect costs. Indirect costs include staffing and the running cost (i.e. operational costs) of the programme, while direct costs are the activities costs. It is recommended to use the activities' structure developed in your technical proposal when developing the direct costs budget lines.



International Labour Office

ANNEX IV

**TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS
FOR SERVICES**

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