

1. Brief Program Information

The program “Support to Technical and Vocational Education and Training” (TVET program) aims at developing a target-group differentiated and labor-market-oriented vocational training system in Afghanistan. It supports the newly established TVET Authority to improve the three core elements constituting a formal TVET system: labor-market oriented curricula, training of pre-service and in-service TVET teachers and a TVET examination system, all of which having nationwide validity. Within the framework of a pilot system comprising a pool of technical vocational schools offering technical vocational and commercial training profiles, a reform project has been piloted. The program consists of six intervention areas:

- Intervention area 1: Improving the effective operation of selected pilot schools;
- Intervention area 2: Improving vocational school training for apprentices;
- Intervention area 3: Facilitating cooperation between the private and public vocational training sectors;
- Intervention area 4: Developing curricula geared to labour-market needs;
- Intervention area 5: Capacity development for vocational training specialists;
- Intervention area 6: Rehabilitation of TVET-schools.

These Terms of Reference are related to the Administration Unit of the program.

2. Initial Situation

The service unit within the Admin & Finance team of the TVET program is responsible for supporting the organization of the events for the action areas. So far, the program had conducted 30 events per month with 25 participants on average.

The supporting of the organization of events comprises the:

- Organization of meals;
- Booking of flights and the collecting of boarding passes;
- Conduction of cash payments to event participants;
- Distribution of certificates;
- Delivery of supplies.

In order to reduce movements of GIZ personal, the TVET program would like to outsource components of these tasks to external service providers.

3. Mission Goal

The company will execute components of the payment management, material suppliers, flight management and certificate distribution in Kabul, Mazar-e-Sharif and Herat.

4. Company profile:

- Valid license
- Demonstrated experience with similar contracts at the local market (minimum 3 years)

- Organizational and institutional capacities: management structure, at least 10 employees during the past 3 years, annual turnover of 100.000.000 AFN during the past 3 years.

5. Scope of Work

The company should perform the following tasks for each event:

Task 1: Coordination and planning

- The company will receive coordination plans two weeks before the start of each month.
- These coordination plans will provide details about:
 - Event titles;
 - Venues;
 - Numbers of participants;
 - Values to be paid to the participants.
- Latest one week prior to each event the company will receive a request form, re-confirming the:
 - Title;
 - Venue;
 - Number of participants;
 - Amount of cash to be paid to the participants;
 - Materials to be delivered.

Task 2: Material delivery

- The company will provide and supply materials to the events, according to the provided request forms.
- The materials need to be provided latest on the evening before the start of an event.
- The materials to be provided for the events on demand are listed in Annex 1 to these ToR.

Task 3: Payment management

- The company will provide and pay per-diems and other lump-sums to event participants, based on instructions from the GIZ TVET program. The total estimated amount of payments to the events' participants comprises up to 45. 000.000 AFN.
 - The company will receive payment calculations from the GIZ.
 - It will cross check the payment calculation against the actual participant's attendance.
 - The company will pay the cash to the participants at the scheduled end of the event, which is often after 5pm.

Task 4: Checking, verification and collection of boarding passes

- The company will check, verify and collect the boarding passes from participants, if required and submit them to GIZ TVET program.

Task 5: Certificate distribution to the participants

- Upon request, the company will collect the signed and stamped certificates from the GIZ TVET.
- It will organize the signature and stamp of the introduced partner representative from the TVET Authority.
- The company will deliver these signed and stamped certificates to the event and distribute them to the participants.

Task 6: Settlement of expenses

- The company will receive advance payments from GIZ TVET and will provide monthly settlement forms, outlining the amount of distributed payments, provided services and the remaining value of the advance payment.
- This settlement form with the agreed upon document evidence will be provided to the GIZ TVET program.
- The GIZ TVET program will pay the company, based on this documentation and reimburse the company for the payments to the participants.

6. Duration

The GIZ TVET program contracts a local company from the 1st of February 2020 until the 31st of December 2020.

7. Instructions for the Technical Proposals

The technical proposal should be written in English language. The technical proposal must outline the organizational capacities of the bidder:

- Valid license/ registration details;
- Institutional history (year of establishment, experience with similar contracts);
- Organization and institutional capacities (management structure, organizational chart with the number of employees during the past 3 years, annual turnover during the past three years);
- Evidence for the experience with similar contracts and the registration document should be attached.

8. Reporting and Deliverables

- The contractor should report the services provided per event on a monthly basis in a predefined format.
- It should summarize the provided services in an annual report, which should be submitted within one week after the end of the contract.