

**INTERNATIONAL CALL FOR TENDER ACTED MYANMAR**  
**Consultant to conduct Labour Market Assessment**  
**PART-A Instructions to bidders**

Date: 17/08/2018

Tender N°: T/71 DCE/M23/LMS/YGN/17-08-2018/001

Closing Date: 01/09/2018

Subject of Tender: **Consultant to conduct Labour Market Needs Assessment**

To support its ongoing operations in Myanmar, ACTED is launching a international competitive **bidding** and is requesting through this Call for Tender procedure for a Consultant to conduct Labour Market Needs Assessment to provide detailed written offers for the supply of the following products:

**1. PRODUCT SPECIFICATIONS:**

- |                               |   |
|-------------------------------|---|
| 1. Description :              | <b>Refer to Consultant to conduct Labour Market Needs Assessment ToR attachment</b>                 |
| 2. Product class / category : | <b>Consultancy services</b>   |
| 3. Product stage:             | <b>As per the terms of reference requirements</b>   |
| 4. Quantity/unit:             | <b>15 (Fifteen) Days of work in total (please refer to the terms of reference for more details)</b> |
| 5. Terms of delivery:         | <b>5 days after Myanmar hosting forum and collecting data</b>                                       |

**1. About ACTED**

**ACTED (Agency for Technical Cooperation and Development) is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, ACTED respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.**

ACTED's vocation is to support vulnerable populations affected by wars, natural disasters and/or economic and social crises, and to accompany them in building a better future. The programs implemented by ACTED are in 35 countries in Africa, Asia, the Middle East, Latin America and the Caribbean seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context.

**2. Project Background**

The project is to strengthen young workers' capacities in order to facilitate their integration into the labour market and to increase their livelihood opportunities. The Specific Objective is to support the GTHSs of Dawei and Myeik, Tannintharyi Division, in order to organise short term trainings tailored to Myanmar job market.

The objective of the project is to work on the EFTP model already existing - which was developed by ACTED with the DTVET, and initially piloted in Loikaw and Hpa-An. The EFTP model offers EFTP courses and a practical training to rural and poor beneficiaries. The project also envisages to adapt the EFTP model to the needs of the private sector regarding employability.

The project will allow to polish the existing model in the State of Tannintharyi so that it could be exported to and reproduced in other States with the aid of the vast network of the GTHS/TI in the country. Moreover, the project aims to create a system that will be recognized across the whole country by working with the DTVET to have a certification system which will be recognised by the whole country and which will meet NSSA competency standards.

The project proposal also recognizes the government intention to implement a system to build skills which are compliant with the needs of the partner Associations of Nations in South Eastern Asia (ASEAN). The system will also gather regional generic qualifications from the EFTP with those relative to the wider context in Myanmar.

### **3. Objectives of the consultancy**

1. Identify medium to large private sector employees that can potentially support training and employment opportunities for young people;
2. Identify Vocational Training areas that are relevant to the labour market needs of Tannintharyi Division
3. Initiate partnerships with medium to large private sector employers that can potentially support training and employment opportunities for young people.
4. Provide recommendations for programming

### **4. Methodology of the consultancy**

#### **1. Desk-top review**

Review of previous literature and reports to develop an understanding of the labour market needs and employment opportunities for the local population in Myanmar and in particular in Tanintharyi Division. In addition, to identify a list of medium to large private sector employers, ethnic civil society organisations, VT related government agencies and VT related non-government organisations that can potentially support training and employment opportunities for young people.

Field visit in Dawei, Myeik, and Kawthaung Districts in Tanintharyi: Identify economic development trends Tanintharyi state based on bilateral meetings with local authorities, private sectors actors and development agencies. Thus, the economic patterns identified will be linked to the recommendations in the final report. ACTED will organize transport to/from Dawei, Myeik, and Kawthaung and set-up meetings with relevant local stakeholders. The field visits should be used in order to collect data on best options for vocational courses that would fit within companies working and hiring in Tanintharyi.

At the same time, during the field visits the consultant will identify existing VT opportunities and provide recommendations to avoid overlapping.

### **5. Deliverables**

1. List of medium to large private sector employers, ethnic civil society organisations, VT related government agencies and VT related non-government organisations that can potentially support training and employment opportunities;
2. Minutes of meetings with local stakeholders in Tanintharyi states
3. One report detailing findings from desk-top review, forum and survey including recommendations.
  - a. These recommendations should include a listing of recommended vocational courses that would provide the best opportunities for jobs in Tanintharyi.

### **6. Timeframe and duration of the mission, with expected deliverables**

A total of 15 working days, divided as follow:

Reason	Location	Days	Deliverables
Desk Review	Home	3	Bibliography – Draft list of medium and large private companies, ethnic civil society organisations, VT related government agencies and VT related non-government organisations
Field visits (Dawei, Myeik, and Kawthaung Districts)	Tanintharyi Division	7	Field visit report (to be included in the final report)
Meetings with Yangon-based enterprises doing business in Thanintharyi	Yangon	2	Meeting minutes
Final Report	Home	3	Final report including: <ul style="list-style-type: none"> <li>- Field visits report</li> <li>- Minutes of meetings</li> <li>- Recommendation for vocational education programming related to Burmese youth</li> <li>- List of interested private sectors stakeholders</li> <li>- Commented list of recommended vocational courses that would provide the best opportunities for jobs in Tanintharyi Relevant bibliography</li> </ul>

The consultancy has been scoped as **15 billable days of work, including all accommodation and travel expenses.**

#### 7. Background of the consultant

- At least 10 years' experience in livelihoods and technical and vocational skill development
- Experience in conducting a similar type of market survey
- Concrete experience in providing written reports that can influence key decision-makers
- Knowledge of Myanmar institutional and local context is an asset

The answers to this tender should include the following elements:

- A written offer form as per ACTED template attached including all the service specifications, the price per man-day and any additional price, and total price; any change to the proposed methodology should be extensively developed in a separate document if applicable.
- A bidder questionnaire as per ACTED template attached, filled in and signed
- The bidder resume(s); in case several consultants are proposed, all resumes shall be submitted with the application.
- The attached ethical declaration filled in and signed.
- The bidder's checklist filled in and signed.
- The attached instructions to bidders, and terms of reference signed on all pages.
- Any additional document.

#### **Notes:**

- Prices for the above items must be quoted in USD and all taxes and duties included.
- Validity of the offer : 3 months (recommended)



- For international consultant, a proof of insurance is requested for the whole duration of the consultancy whilst in the country of intervention, for medical care and repatriation for the said country (Myanmar in this case). The fees shall be included in the financial offer.
- For national consultant, a proof of insurance is requested for the whole duration of the consultancy whilst in the country of intervention, for medical care and civil responsibility for the said country (Myanmar in this case).
- The consultant will be subject to ACTED security policies & procedures whilst in country.
- Bidders should include all costs in the financial offer form attached, including flight tickets and visa fees. ACTED will host and transport the consultant whilst in country.
- The ID of the legal representative of the company and/or the consultant who shall achieve the work (if individuals).
- Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) have to be provided.

## **8. GENERAL CONDITIONS:**

1. **Bidders are requested to fill in, sign, stamp and return Part A, Part B (Offer Form), Part C (according to ACTED format) and Part D;**
2. Bidders must also attach a copy of the Company registration certificate and/or license;
3. The **closing date** of this tender is fixed on **01/09/2018 at 5:00 PM (Myanmar time)** both for e-mail applications and in-hand delivery. Late offers will not be considered and will automatically be rejected.
4. The offers must be submitted as a single PDF e-mail attachment to [Paul.cronin@acted.org](mailto:Paul.cronin@acted.org); [myanmar.tender@acted.org](mailto:myanmar.tender@acted.org); CC [tender@acted.org](mailto:tender@acted.org) with the mention "T/71 DCE/M23/LMS/YGN/17-08-2018/001– not to be opened before 01/09/2018" in the subject line.
5. All offers must be signed and stamped on each page; Alternatively, a hardcopy submission in a plain, sealed envelope with the mention "T/71 DCE/M23/LMS/YGN/17-08-2018/001– not to be opened before 01/09/2018" can be made to ACTED Myanmar Office, 661 (A) Mya Kan Thar Lane-(1)Kamaryut Township, Yangon.
6. The tender opening session is at a date/time to be confirmed in ACTED Myanmar Office, 661 (A) Mya Kan Thar Lane-(1)Kamaryut Township, Yangon - to which suppliers are invited to assist if they wish (the date will be communicated later). The presence of bidders' representative is allowed.
7. Late offers and those not matching the specifications for submission will not be considered.
8. The following e-mail can be contacted for general enquiries [Paul.cronin@acted.org](mailto:Paul.cronin@acted.org) ; [myanmar.tender@acted.org](mailto:myanmar.tender@acted.org) CC [tender@acted.org](mailto:tender@acted.org); PH+95 (0) 9422484273 / +95(0)9254299453
9. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

*NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +95 (0) 9422484273 / +95(0)9254299453 and/or send an e-mail to [transparency@acted.org](mailto:transparency@acted.org)*



**Notes:**

- a. Bidders should consult the ACTED website regularly for possible modifications to this call for bids;
- b. The submission of offer(s) to this call for tender may not result in the award of a contract;
- c. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of the bids to ACTED;
- d. All suppliers will receive a written notice after the selection process either a rejection notice if their offer hasn't been pre-selected, or a pre-selection notice in case their offer has been pre-selected;
- e. Documents sent without signature and / or stamp on every pages will not be accepted as valid offers.

<b>For Bidder's Use</b>
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I undersigned, the Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_