Terms of Reference –

Framework Agreement for Information Technology training provision

Background on ACTED

ACTED is a French NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions 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. Our 6,200 staff are committed to responding to emergencies, to supporting recovery and rehabilitation towards sustainable development through some 450 projects in 38 countries.

Country profile

ACTED has been operational in Ukraine since 2015, when it first responded to the conflict in Ukraine with its partner IMPACT through the REACH Initiative and subsequently rolled out a multi-purpose cash (ECHO) and food security (USAID/FFP) programme in government controlled areas of Luhansk and Donetsk. Over the course of the 2017-19 period, ACTED while continuing to support populations facing humanitarian needs, developed a recovery and development oriented programme strategy and portfolio. In 2020, in addition to its humanitarian activities ACTED:

- Leads the 3P Consortium (funded by ECHO and USAID/OFDA) which aims to reduce vulnerability to disaster risks – including those posed by conflict, industrial, and natural hazards in eastern Ukraine – through joint work with local authorities and affected communities.
- Initiated a Global Affairs Canada (GAC) funded multi-year project aimed at supporting sustainable and gender equitable economic growth in Eastern Ukraine.
- Through its area-based AGORA Project, in partnership with IMPACT under the UN Recovery and Peace Building Programme (UNRPP), informs and supports local authorities for the implementation of decentralization and service delivery reforms at local level.

ACTED currently employs over 100 personnel in its offices in Kyiv, Sloviansk, Sievierodonetsk and Mariupol.

Project Background

The Global Affairs Canada (GAC) funded *Securing women's Economic Empowerment in Donbass (SEED) project* will target women and the most vulnerable or marginalized groups in the conflict-affected region to achieve economic prosperity by working with local stakeholders (government, private sector, civil society) to identify and introduce conflict-sensitive economic tools and approaches.

Recognizing the vulnerabilities of young women in the conflict-affected region, the project will apply a multi-pronged approach to address barriers to socio-economic empowerment. A key component of this approach is to enhance access to better paying careers, particularly STEM careers where women are under-represented. The project will thus provide educational opportunities in the information technology

(IT) sector identified as one of the best paying and most promising sectors of the economy in Ukraine. Specifically, the project will support 390 marginalized conflict-affected women in Donbas interested in and motivated by an IT career with scholarships/subsidies.

General information

Objective of the Call for Tender

ACTED seeks to establish framework agreements with service providers who offer short-term intensive IT training opportunities through different modalities – offline (in person) and/or online.

Legal Status

The IT training service providers must be registered as legal entities in Ukraine and may include charitable institutions, social enterprises, private sector academies and universities, and state universities.

Training modality

Considering COVID-19-related restrictions, only those service providers which offer online courses or both online and offline modes will be considered during the first year of project implementation and onwards until the restrictions are completely lifted in the country. The service providers which offer both offline and online options will be prioritized during the vetting process, and they will need to ensure the possibility to switch the short-term training courses considered under the Project to online mode in full.

Types of courses

The project will only support predominantly software oriented I.T. courses, and particularly those ones for which a service provider's experience demonstrates at least 60% of graduates being employed in the IT sector 6 to 12 months after graduation. The list below is non-exhaustive

- Front-end development
- Back-end development
- Quality Assurance (QA Testing)
- Graphic design
- Programming languages
- Cybersecurity
- Project Management in IT

Added value elements:

Training providers which also provide "soft skills" training and/or mentoring on employment and entrepreneurship will be prioritized.

Location

Among service providers offering in-person trainings only those will be considered which have offices in Donetsk or Luhansk oblast, preferably in the locations within close proximity to those where ACTED has field offices, i.e. Mariupol, Sloviansk and Sievierodonetsk. If a service provider offers online option only,

its office should be available for visiting by ACTED staff members on a regular basis, i.e. it should be situated in Donetsk or Luhansk oblast, or in Kyiv city.

Timeframe

From the date of signing until the Project end in December 2022 with a possible extension agreed by the parties.

Roles and responsibilities

ACTED will take responsibilities of the following activities:

- Identify potential beneficiaries.
- Select beneficiaries and refer those qualifying for the scholarship provision to the service provider.
- Develop tripartite agreements between ACTED, IT training service provider and beneficiary.
- Timely transfer payments of course fees according to the distribution schemes developed and agreed.
- Design and harmonize with service provider the tools for attendance and performance monitoring, and for data collection on beneficiaries' graduation status.
- Regularly monitor beneficiaries' attendance and performance.

- Regularly do spot-checks before or after lessons to explore beneficiaries' and providers' level of satisfaction with their interrelation and be aware of any problems with the implementation.

IT Training Service Provider will take responsibilities of the following activities:

- Test potential beneficiaries or support ACTED in development of simple logic and/or skill assessment tests and consequent testing.
- Contribute to development of tripartite agreements between ACTED, IT training service provider and beneficiary.
- Provide trainings to ACTED's beneficiaries in compliance with training schedules specified in tripartite agreements.
- Support ACTED with development of the tools for attendance and performance monitoring, and for data collection on beneficiaries' graduation status.
- Support ACTED with beneficiaries' attendance monitoring, spot-checks and with output level and immediate outcome level monitoring.

Service Provider Selection and Contracting Process

Offers

Interested service providers shall submit:

a) An offer form (Annex A) listing the name/level of the course, duration and price – including duration of the price "guarantee", the general questionnaire (Annex B) and questionnaire capturing details on the short-term courses lasting from 3 to 12 months (Annex C).

b) A brief course profile for each course listed in the offer form, including pre-requisites to enter the course.

c) Company profile:
   ✓ References from Institutional organization and companies as the evidence of IT courses quality
   ✓ Company registration documents as well as the copy of the ID or passport of the legal representative
   ✓ Annual declaration where is shown their annual turnover

Selection process

a) All bids will be submitted to 16.10.2020

b) A tender opening session will be held on 16.10.2020.

c) The initial qualitative assessment of all bidders will be conducted using the general questionnaire (Annex A) and questionnaire capturing information about short-term courses lasting from 3 to 12 months (Annex B).

d) Those providers which are successfully vetted and offer courses appropriate for being supported under the Project will be invited to discuss further cooperation.

e) Following successful negotiation, ACTED and the selected service providers will sign framework agreements. Framework agreements will specify general terms and conditions, payment procedures, services to be provided, i.e. courses, their costs and curricula.