**Scope of Work – Computer Training Services**

The Iraqi Al-Amal Association (IAA) seeks a company that has experience in providing ICT training, including to youth, to provide the services noted below. The ICT training will be provided as part of a livelihoods program for young people living in seven target communities in the Ninewa Plains (Qaraqosh, Baashiqa and Bahzani,Bartella, Talkayf , Telescuf, Nimrod and Wana). The ICT training should enable students to develop marketable skills and prepare the program participants for ICT-related jobs and livelihood opportunities.

* Services to be provided include the following:
  + Provide 28 days of training, 2.5 hours of training per day, for the work readiness trainees over the course of 13 weeks. Please note: the exact schedule of the ICT training days will be determined by IAA, and further, the training will be delivered and managed virtually for the 1st program cohort in 2021 in alignment with COVID-19 safety restrictions. In addition, it is anticipated that the ICT provider will need to be available for additional support and/or training of program participants outside of the daily instruction time of 2.5 hours, including to deliver some training sessions in person in Bartella, Qaraqosh, and Telkeif.
  + Provide 8 days of ICT training, 2.5 hours of training per day, to the entrepreneurship trainees.
  + The training is scheduled be held according to the timing which will be decided by IAA field staff for three program facilities (located in Tel Kayf, Bartella, and in Qaraqosh).
  + The goal is to start the 13-week training in the mid- April 2021.
  + Provide 6 trainers to serve approximately 80-90 youth. It is anticipated that roughly 30 youth will be located for each training center for Bartella, Tel kayf and Qaraqosh. Note: the instructors will deliver virtual training sessions except for some practical training sessions that may be delivered in person.
  + Support students in designing an ICT project to support local businesses and to enable program participants to apply their practical skills in a workplace setting.
  + Schedule one site visit during the course of the training to an appropriate business or company where computer skills are a key qualification for jobs (Costs of participant transportation for the visit will be covered by IAA).
  + Identify at least 10 potential work places in the Ninewa Plains or Mosul for job or internship opportunities for building youth participants’ computer skills experience and help facilitate introductions by June 1, 2021.
  + Leverage existing partnerships to support the placement of youth into internships, jobs, training, or other economic opportunities.
  + Develop post-training test to assess progress on ICT instruction by the end of June, 2021.
* The company should provide introductory computer trainings in basic skills, including the Microsoft Office suite (Word, PowerPoint, Excel, Outlook), emailing basics, and social media management for businesses. The introductory training should then be followed by two specific training tracks in 1) mobile maintenance; and 2) graphic design. All this content should fit within the 13-week training period described above.
* The company will submit an outline of topics as part of its proposal and submit a budget (fill out Exhibits 1 - 3).
* The company will provide all necessary mobile and other computer equipment for use by 80-90 youth. All equipment should be in excellent shape.

Companies interested in submitting a proposal for this Scope of Work should send the following to Fadee Behnam at Iaa.jobs1992@gmail.com

1. Completed information sheet, as outlined in Exhibit 1;
2. The proposed training program, as outlined in Exhibit 2;
3. The proposed budget for delivering the training and providing the services described above as outlined in Exhibit 3;
4. An overview or brochure of their company (Exhibit 4);
5. Copy of the company’s registration documents (Exhibit 5);
6. Information about the trainers, including CVs and relevant work history or accomplishments (Exhibit 6);
7. References from previous organizations that have engaged the companies’ services (Exhibit 7).

All proposals must be submitted by 12:00 PM on Sandy, March 7. Each page of the completed information sheet, training program proposal, and financial offer (budget) should be stamped with the company stamp, signed, scanned, and submitted to the email address above, along with the other documents.

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| **General Requirements**   1. **Company must be registered to conduct business and in compliance with government tax regulations.** 2. **Experience supplying International Organizations, Non-Governmental Organizations, or large private companies will be an advantage.** 3. **IAA retains the right to reject, cancel, negotiate, amend, split and accept any offer, without consideration of the lowest offer.** 4. **This is an invitation to vendors and is not a promise or obligation that IAA will contract with suppliers through the submitted offers.** 5. **IAA retains the right to request Certificate of Origin for the origin for any item before or during or after distribution.** | | **متطلبات عامة:**   1. **الشركة يجب أن تكون مسجلة لإجراء الأعمال التجارية مع ما يتوافق ولوائح الضرائب الحكومية** 2. **الخبرة في تزويد المنظمات الدولية، المنظمات الغير حكومية، أو الشركات الكبيرة الخاصة ستكون ميزة.** 3. **جمعية الأمل العراقية تحتفظ بالحق في رفض، إلغاء، التفاوض، تعديل، تجزئة وقبول أي عرض، دون النظرالى أدنى عرض.** 4. **هذه دعوة للموردين وليس وعد أو التزام من جمعية الأمل العراقية للتعاقد مع الموردين من خلال العروض المقدمة** 5. **تحتفظ جمعية الأمل العراقية بالحق في طلب شهادة المنشأ لاي مادة قبل أو أثناء أو بعد التجهيز.** |
| **Standard Quotation and Payment Terms**   1. **Quotation should remain valid for a period of at least ninety (90) days from the submission closing date and should be indicated in the quotation** 2. **Payment shall be via check or bank transfer.** 3. **Payment shall be made upon verification and acceptance of goods/services per contract and upon presentation of correct, itemized invoice.** | **الدفع**  **1. يجب ان يكون العرض نافذا" لمدة تسعون (90) يوما" على الأقل من تاريخ إغلاق التقديم وينبغي الإشارة الى ذلك في الطلب.**  **2- سوف تتحرر الدفعة عن طريق صك او تحويل بنكي .**  **3- سيتم دفع المبلغ بعد التحقق وقبول الخدمات تماشيا" مع شروط العقد وتقديم الفاتورة الصحيحة و المفصلة.** |

**Exhibit 1: Company Information Sheet**

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| Company Name:  أسم الشركة : |  |
| LegalAddress:  **العنوان الثابت:** |  |
| Telephone Number:  **رقم الهاتف:** |  |
| Email:  **عنوان البريد الاكتروني:** |  |
| Representative Name  **اسم الممثل:** |  |
| BusinessCertificateRegistrationNumber:  **رقم تسجيل شهادة العمل:** |  |
| Tax Registration Number:  **رقم التسجيل الضريبي:** |  |
| Do you have partnerships with any other companies (such as shared management / staff / office / bank account)?  Do you cooperate with any other companies in preparing offers or providing of goods or services?  هل لديك شراكات مع أي من الشركات الأخرى ( مثل إدارة / الموظفين / المكتب حساب مشترك / البنك) ؟ هل تتعاون مع أي من الشركات الأخرى في إعداد العروض أو توفير السلع أو الخدمات؟ |  |
| If the answer for previous question is yes, please provide details here including the names of partner companies.  إذا كان الجواب عن السؤال السابق نعم ، يرجى تقديم التفاصيل هنا بما في ذلك أسماء الشركات الشريكة |  |
| Other comments:  ملاحظات اخرى: |  |
| Experience / references for the related work of experience (Please attached any related contract, purchase order, certificate, etc.) that does not exceed 10 pages. References MUST include contact information.  يجب ان يحتوي على عناوين الاتصال من مراجع الخبرة  المرجع من الخبرة ( الرجاء ارفاق دليل من الاعمال السابقة ذات الصلة من عقود , اوراق شراء , ورقة اتمام عمل , اخرى ) لا تتجاوز عشرة اوراق. |  |

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| **Signature**  **التوقيع** |  |
| **Date**  **التاريخ** |  |

**Exhibit 2: Proposed Training Course Outline**

The company will provide a recommended sequence and list of topics for starting with introductory computer skills and moving into two separate training tracks: 1) mobile and computer maintenance, and 2) graphic design, for the 13 weeks.

Illustrative Schedule

**Week 1: Topic =**

Day 1 = Topics =

Day 2 = Topics =

**Week 2: Topic =**

Day 1 = Topics =

Day 2 = Topics =

……. Etc.

**Week 13: Topic**

Day 1 = Topics =

Day 2 = Topics =

**Exhibit 3: Proposed Budget**

The company will provide a proposed total budget, as part of its submission.