



Project

To Support Skills Development and Employment for Youth in Cambodia

Responsible:

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Project Director
Procurement team
National Employment
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Procurement

Training in Entrepreneurship
and Business Development

Terms of Reference

Background

Arbetsförmedlingen, the Swedish Public Employment Service has been assigned by The Swedish International Development Cooperation Agency (Sida) to implement a bilateral development cooperation project "To Support Skills Development and Employment for Youth in Cambodia". The project partners are the National Employment Agency in Cambodia, NEA (government) and HR-Inc Cambodia (private). The project started 2013-02-15 and will end in 2015-08-15.

The overall objective of the project is to contribute to a well-functioning labour market and to support skills development and employment for youth in Cambodia. The project will contribute to the implementation of the National Policy on Cambodia Youth Development endorsed by the Royal Government of Cambodia in June 2011.

It is foreseen in the project plan to support NEA in the development and implementation of an Entrepreneurship Training Package for youth, mainly in rural areas. The skills package should be used as an active labour market policy measure in order to support unemployed youth in Cambodia.

The assignment

Entrepreneurship refers to an individual's ability to turn ideas into action. It includes creativity, sense of initiative, innovation and risk-taking, as well as the ability to plan and manage projects in order to achieve objectives. The entrepreneurship competence includes therefore transversal skills and attitudes as well as more specialized knowledge and business skills. In a broad sense, entrepreneurship should be considered as a mind-set that supports everyone in day-to-day life at

home and in society, and provides a foundation for entrepreneurs establishing a social or commercial activity.

The assignment is to develop a training package in entrepreneurship and business development for youth. It should include testing of personal ability and training. The package should be developed and implemented in cooperation with the National Employment Agency (NEA). The training should be performed in Khmer and take place in Siem Reap, Takeo, Kampong Cham and Phnom Penh; and cover at least 100 participants in total. The first training should start in January 2014. Each training session may not cover more than 5 days.

Training content

This type of education should foster creativity, a sense of initiative, risk taking and other generally applicable attributes and skills that are the foundation of entrepreneurship. Concerning operational abilities, it is necessary to distinguish between general entrepreneurial competences that everyone should acquire and those needed specifically for social or commercial entrepreneurship (e.g. for starting up a business).

Specific objectives of the training:

- exploiting opportunities;
- developing an idea further into a product or service;
- daring to deal with problems and to solve them;
- creating networks with other students and adults;
- accepting the implications of their own choices;
- seeing self-employment as a valuable choice of career;
- managing resources and money in a responsible way;
- understanding how organisations operate in society
- being able to draft a business plan;
- knowing the administrative procedures for starting a company;
- understanding the principles of accounting, commercial law and tax law;
- being conscious of business ethics and social responsibility;
- having a clear understanding of market mechanisms;
- being acquainted with selling techniques.

The training should:

- a) Develop personal attributes and generally applicable skills that form the basis of an entrepreneurial mind-set and behaviour;
- b) Raising students' awareness of self-employment and entrepreneurship as possible career options;
- c) Providing specific business skills and knowledge of how to start and successfully run a company.

This includes:

- ***How to Generate Your Business Idea***
Fieldwork and a counselling session to assist the potential entrepreneur to develop a business idea.

- ***How to Start Your Business***

Helps the entrepreneur to formulate a detailed business plan, register the business and take the other steps necessary to get the business started.

Training methodologies

The training should be problem-driven and experience-oriented education in order to fostering entrepreneurial mind-sets and abilities. The training methodologies used should be a mix of:

- Lectures
- Computer simulations and business games
- Student companies
- Project work and group work
- Company visits

Procurement Secrecy

The procurement process is confidential from the time of receiving and opening of tenders, to the notification of the award.

Green Procurement – Environmental Considerations

The sustainable use of natural resources and the protection of the environment belong to the fundamental objectives of Swedish development cooperation. The provider shall give preference to environmentally sound products and/or services and shall follow the requirements stated in Sida's Policy for Green Procurement for Co-operating partners and where appropriate, special requirements stipulated in the Agreement. Environmental demands shall be clearly stipulated in the tender documents. Procurement undertaken by Sida shall also take into consideration the environmental demands stated in the Guideline for Ecologically Sustainable Public Procurement which is a tool developed by the Committee for Ecologically Sustainable Procurement.

Social Considerations

Sida requires Co-operation Partners and tenderers to respect and safeguard human rights as defined in the Conventions of International Labour Standards of ILO (International Labour Organisation).

Procurement method

Selective Tendering

Selective Tendering procedures will be used in this procurement. Qualified firms are preselected and invited in by a direct invitation. The number of invited tenderers is not less than three (3) firms. A tender from a firm, which is not pre-selected, will be treated in the same way as a tender from an invited firm.

Time limits

Prescribed time limits for the preparation and submission of applications to prequalify or tenders shall be sufficient for all tenderers to prepare and submit applications or tenders. The following minimum time limits apply from the date of publication: 30 days.

Language

Tender documentation, including all published procurement notices, shall be prepared in English. A text in another language other than the governing language is to be regarded only as a translation and as a guide to local firms.

Verification of Qualifications

The tenderer is required to include in the tender evidence that it:

- a) Is registered by a national Registrars of Companies, Trade Association, Training Providers, and NGOs.
- b) Is registered for declaration and payment of value added tax or a similar sales tax in accordance with national legislation;
- c) Has declared preliminary taxes for staff and employee contributions; and
- d) Is free from debts regarding taxes and social security contributions.

Clarifications

Tenderers have the right to seek clarifications on any aspect of the contract documents and receive responses from the Project in good time before the deadline for submission of tenderers, normally not less than 14 days prior to the deadline. The responses prepared by the Project will be sent to all firms that have received the contract documents at the same time and without disclosing the names of the prospective tenderers.

Clarification of Tenders

The Project may request clarification or amplification of a tender, if this can take place without risk of preferential treatment or limitation of competition. The Project may also request for clarification or amplification of a certificate, written proof or other documentation that has been submitted.

Submission of Tenders

Tenders shall be submitted in writing and in English. Technical and financial proposals shall be submitted at the same time but in separate envelopes. **The last day for submission is Friday 8 th November 2013.** Any problems related to the TOR please feel free contact **Ms. Ly Vouchcheng at 016 266 388 or Email: cheng@nea.gov.kh.** Tenderers should submit your proposal to the following address:

Att: Ms. Ly Vouchcheng
National Employment Agency
Ministry of Labour and Vocational Training Compound, Building 3, Russian Federation
Blvd., Sangkat Teok Laak I, Khan Chamkamon, Phnom Penh.

Validity of Tenders

The period of validity of the tender will be 90 days.

Tender Opening

The technical proposals will be opened as soon as possible after the closing time for the submission of the tenders by a committee of at least three officials in a non-public session. The financial proposals will remain sealed until the technical evaluation has been completed and thereafter opened, provided they meet the minimum technical score, and recorded in accordance with the same procedure as for the technical proposals above. Tender opening minutes will be prepared. Any tender received after the closing time for submission will be returned unopened.

Selection and Evaluation

The selection and evaluation of tenders will be conducted on the basis of the Quality and Cost-Based Selection (QCBS). This process takes into account both the quality of the technical proposal and the cost of the services in the selection of a successful firm. The relative weight to be given to the 80% quality and 20% cost. The evaluation of tenders will be carried out in two stages: first the

quality and then the cost. Evaluators of the technical proposals will not have access to the financial proposals until the technical evaluation is concluded. Financial proposals will be opened only after the technical evaluation has been completed. The Project will evaluate each technical proposal, taking into account several criteria such as: the consultant's experience, the quality of the methodology, the qualifications of key staff, and other factors as needed, all in accordance with the tender dossier. The Project will further evaluate each proposal on the basis of its responsiveness to the ToR.

A proposal will be rejected at this stage if it does not respond to important aspects of the ToR or if it fails to achieve a minimum technical score as specified in the tender dossier. In the absence of a formal short listing of the tenderers, the Project will conclude at this stage whether the tenderers meet the minimum qualification requirements as stated in the tender dossier. At the end of the process, the Project will prepare a technical evaluation report of the quality of the proposals. The report will substantiate the results of the evaluation, describe the relative strengths and weaknesses of the proposals and indicate the technical scores of each proposal. The Project will open, under the procedures indicated above, the financial proposals of those proposals that met the minimum technical score, the other financial proposals to be returned unopened. The name of the consultant, the technical score, and the proposed total contract price (including fees and reimbursable costs) will be recorded. The total score will be obtained by weighting the quality and cost scores and adding them. The weighting principles for technical and financial merits will be as specified in the tender dossier and, normally, the weight for cost shall be in the range of 20–40 points out of a total score of 100 points.

The project shall prepare a final evaluation report and the firm obtaining the highest total score shall be invited for negotiations.

Negotiations and Award of Contract

Negotiations may include discussions of the ToR, the methodology, staffing, the Project's input, tax liability and special conditions of contract. These discussions will not alter the original ToR or the terms of the contract, lest the quality of the final product, its cost, and the relevance of the initial evaluation be affected. The final ToR and the agreed methodology will be incorporated as an attachment to the contract. Proposed unit rates for fees will not be negotiated, since these have already been a factor of selection in the cost of the financial proposal.

The selected firm will not be allowed to substitute key staff, unless both parties agree. If it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified and the process continued with the next ranked firm. The key staff proposed for substitution shall have qualifications equal to or better than the staff initially proposed. If the negotiations fail to result in an acceptable contract, the Project will terminate the negotiations and invite the next ranked firm for negotiations. The Project shall consult with Sida before taking this step. Once negotiations are commenced with the next ranked firm, the project shall not reopen the earlier negotiations.

The award decision will be made in writing in an evaluation report and the report will be distributed to all unsuccessful Tenderers.

Confidentiality

Information related to evaluation of tenders and recommendations concerning awards will not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm, except as provided in the above paragraph.

Tenders and information concerning tenderers will be regarded as classified until a contract has been signed or the procurement finalised in another fashion. The Project will ensure that its employees, its consultants and their personnel and any other person involved respect the provisions regarding confidentiality set out in these SPG.

Phnom Penh 2013-09-27

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Project Director

H.E Hong Choeun
Director General, NEA

Sandra D'Amico
Managing Director