

*Published on 27<sup>th</sup> September 2022 on the web site of the contracting authority, BIP project and other external portal/media.*

## **TD 15**

### **TERMS OF REFERENCE (ToR)**

#### **Service provider, accredited school of vocational trainings**

#### **1. REFERENCE**

TD15; SODI-PN: 2007RS110

#### **2. PROCEDURE**

**Tender procedure**

#### **3. PROGRAMME AND PROJECT TITLE**

Business incubator Požarevac (BIP)

#### **4. CONTRACTING AUTHORITY**

Association of Roma Branicevo District (ARBD)

#### **5. BACKGROUND**

Solidaritatsdienst International e.V., hereinafter referred to as **SODI** in cooperation with Association of Roma Branicevo District, hereinafter referred to as **URBO** implementing the project “**Business incubator Požarevac: Promotion of employment and employability of Roma, returnees and internally displaced persons in the Braničev region.**” (SODI project number: 2007RS110), period starting on 29 July 2022 and ending on 8 August 2022.

**Overall objective of the Project** is to improve the position of Roma, returnees and other marginalized groups and their social inclusion and integration into society.

**Specific objective of the Project** is to increase the employment and employability of Roma, returnees, and other marginalized groups through employability measures.

**The purpose of this contract are as follows:**

Despite significant improvements, returnees are still facing challenges in labor market integration, access to education, social and health services. The survey on situation and needs of returnees in 2019<sup>1</sup> shows that majority of returnees returned from Germany, around half of them is not registered and great majority is working age population. Labor market situation is particularly unfavorable for returnees, with unemployment rate of 60%, which is almost 5 times higher than Serbian average. A major cause of unemployment is the low level of educational attainment, 83% of returnees have no or only primary school completed (33% and 50 respectively).

The project shall provide certified vocational training for 50 young people. The training courses meet the legal requirements applicable in Serbia and, upon successful completion, qualify the beneficiaries to work in previously defined occupational profiles.

The apprenticeships are based on the dual system and consist of a theoretical and a practical part.

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<sup>1</sup> Data on returnees, The Survey on Status and Needs of Returnees Based on the Readmission Agreement, Serbia

In this way, practical experience can be gained right from the start and contacts made with potential employers. The training shall be carried out by an institute accredited in Serbia, which will be selected by means of a public tender based on defined criteria.

Vocational training is an important instrument for the inclusion of young Roma, returnees and other marginalized groups. They are qualified for the practice of a profession and access to the formal labor market, at the same time the offer is tailored to the specific needs of the target group and thus allows a low-threshold access.

The vocational training courses take place in two phases: In the second (2022) and third (2023) project years, 25 young people are trained each.

**The of services should include:**

- Develop close cooperation and an effective coordination mechanism with Project, that includes an effective referral system, advice, close follow up and monitoring of beneficiaries included in the education and training programmes;
- Provide timely and precise information to Project beneficiaries on enrolment policies, training course requirements, for the identified courses and further education,
- Ensure quality of the training courses provided, as evidenced by the accreditation, quality standards applied, and/or recognition of certificates.
- In education and training courses ensure that the practical part of the training is conducted
- Closely monitor project beneficiaries' progression during training program and provide timely feedback to Project.
- In cooperation with teachers, instructors and/or mentors support individualization of instructions/teaching process to adjust to needs of training participants as to prevent drop-out, if required.
- Provide a range of quality upskilling and reskilling training courses and training offers in the following sectors/fields: IT, Beauty care, Administration & business and diverse VET trainings offer according to the beneficiary needs.
- Conduct monitoring and evaluation, provide clear personal data protection policies.

**6. GEOGRAPHICAL AREA TO BE COVERED**

Branicevo district, City of Pozarevac and Municipality of Kostolac

**7. TARGET GROUPS**

Legal entities – private, public and non-governmental sector, Roma community

**8. LOCATION**

City of Pozarevac

**9. START DATE & PERIOD OF IMPLEMENTATION**

The intended start date is **07<sup>th</sup> October 2022.**

**10. GENERAL PROVISIONS**

The Contractor shall execute the contract with due care, efficiency, and diligence in accordance with the best professional practice. The Contractor shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion.

## 11. DELIVERIES

No.	Deliverables	Deadline
1.	First phase, Vocational trainings for 25 beneficiaries according to their needs fully completed	(28 December 2022).
2.	Second phase, Vocational trainings for 25 beneficiaries according to their needs fully completed	(01 December 2023).

## 12. DURATION OF THE CONTRACT

The maximum duration of the contract is **from 07.10.2022. until 07.12.2023.**

## 13. DEADLINE FOR RECEIPT OF TENDERS

The deadline for submission of tenders is **06.10.2022, at 12:00 hours.** Any tender received after this deadline will be automatically rejected.

The tenderers will submit their tenders using the:

- **Annex A, Template for submission an offer** (*Brief proposal, Methodology, CV of the legal entity*).
- **Annex B, Financial offer** (cost calculation)
- **Certificate/certification decision on relevant ISO standard<sup>2</sup>.**

Moreover, the bidder with proven experience in the education of Roma, returnees, and other marginalized groups in cooperation with German organization/institutions are particularly invited to take part in this tender procedure.

After the evaluation process, only selected bidder will be contacted.

**Note:** The tenders will be submitted via mail: [urbo.sodi@gmail.com](mailto:urbo.sodi@gmail.com) containing the following information: *Reference number:TD 15: SODI-PN: 2007RS110*

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<sup>2</sup> Issued by relevant institutions, such as the national accreditation body of the Federal Republic of Germany confirming that service provider can perform their work competently according to the international standards, legal bases, and relevant rules/procedures.