

English Language Courses for Students of The University of Baghdad Request for Proposal (RFP_SPA_ERB_23_005)

Terms of Reference

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|------------------------------|---|
| Contracting Authority | Stichting SPARK |
| Project Name | Support to Higher Education for Syrian refugees, Iraqi IDPs and vulnerable Iraqi host community youth |
| Activity Name: | English Language Course for Students of The University of Baghdad |
| Location: | Institution Site |
| Date of advertisement | September 26, 2023 |
| Application Deadline: | October 4, 2023 |
| Duration: | October 10, 2023, to November 25, 2023, |
| Application Method | Offers should be sent to tender_iraq@spark-online.org |
| Expected Start Date: | October 10, 2023 |

1. Background

SPARK is a non-profit NGO headquartered in Amsterdam with field offices throughout Southeast Europe, Africa, and the Middle East and North Africa. SPARK promotes higher education and entrepreneurship, empowering young ambitious people to lead their post-conflict communities to prosperity. SPARK has been working in Federal Iraq "included KR-I" to build students' capacity and improve their access to higher education, economic empowerment, entrepreneurship, partners capacity development, and leadership development. SPARK also helps current small and medium-sized enterprises (SMEs) thrive and create jobs.

2. Project Objective

Continuing its mission of strengthening the capacities of students and transforming the higher education process in Iraq, SPARK is looking for service providers and institutions that can offer English courses for 44 students from the University of Baghdad for the duration of 60–70 hours between October 10-November 25, 2023.

3. Scope of the Activity

3.1 Expected Deliverables

- Comprehensive English course for 44 participants;
- The participants are pre-selected by SPARK and should be evaluated through a pre course quiz to determine their level;
- The participants are to be placed in suitable language courses as per their determined level;
- 60-70 hours of materials to be delivered between October 1-15 November, 2023;
- The courses schedule should be selected according to the student preferences and availability.
- The courses should include oral and written skills development.

3.2 Expected Results:

- By the end of the trainings, at least 65% of the participants enhanced their English language skills including speaking, writing, and listening.

- 70% of the participants were satisfied with the training materials and the training methods/s of delivering the training.

3.3 Data Availability

- Activity records and attendance sheets
- Pre, post-tests, and training evaluation forms.
- Explicit narrative reports for the activity
- Data quality assurance and protection requirements

4. Schedule & Deadline for Submission

The deadline for submission of RFP is **05:00 P.M on October 4, 2023**. Late RFP's will not be accepted.

| Activity | Date |
|---|---------------|
| Invitation to RFP | Sept 26, 2023 |
| Deadline for request for any clarifications from SPARK | Oct 1, 2023 |
| Last date on which clarifications are issued by SPARK | Oct 2, 2023 |
| Deadline for submission of RFP (receiving date, not sending date) | Oct 4, 2023 |
| RFP opening session by SPARK | Oct 5, 2023 |
| Notification of award to the successful bidder | TBC |
| Award Contract | TBC |

5. Awarded criteria:

SPARK is committed to conducting a fair and transparent proposal process, as well as ensuring that all bidders are treated and evaluated equally throughout the proposal process. Bidder responses will be weighted in four categories: Essential and Eligibility Criteria, Capability Criteria, and Commercial Criteria.

1. Essential or Eligibility Criteria

- 1.1. Registered within Iraq.
- 1.2. Possess legitimate business premises.
- 1.3. Registered for trading (for companies) and tax.
- 1.4. The consulting company/institutions has a bank account inside the country and must be the entity's bank account (USD and IQD bank account).
- 1.5. Non-banned party or on any government blacklists.

2. Capability Criteria (60%)

- 2.1. Technical Proposal (Any technical proposal scoring less than 3 out of 5 points will be automatically disqualified from the competition.) **(20%)**
- 2.2. Bidder experience in a similar project or activities field. This criterion for scoring depends on the # of contracts signed with the Company/institutions /institute annually. **(20%)**
- 2.3. The Trainers Resume **(20%)**

3. Commercial Criteria (40%)

- 3.1. Financial proposal **(40%)**

6. The required documentation to be submitted:

- 1.1. **The company/institutions registration certificate or business license within Federal Iraq.**
- 1.2. **Tax clearance letter**
- 1.3. **Stamped and Signed Financial and Technical proposals. The financial proposal must be in USD (This is equivalent to the Iraqi Dinar (IQD) "the Federal Iraq Bank exchange rate, which is 1,320.0 IQD for 1 USD") and include VAT and any other tax.**
- 1.4. **Evidence of previous experience in form of Contracts, Completion Certificates, etc.**
- 1.5. **The Trainers Resume**
- 1.6. **Bank Account Details.**
- 1.7. **Company/institutions profile or any other documents (optional).**

How to Apply

The deadline for submission of RFP is **October 4, 2023**, at the end of the workday **(05:00 PM Wednesday, October 4, 2023 (GMT+3) Time in Iraq)**.

If you have any questions please contact SPARK, via email: tender_iraq@spark-online.org

Important Notes

1. Email should be addressed to Tender Iraq at tender_iraq@spark-online.org
2. The subject of the email should be "English Language Courses for Students of The University of Baghdad – Bidder Name, Date."
3. All attached documents should be clearly labelled and renamed so it is clear to understand what each file relates to.
4. Copying other SPARK email addresses into the email when submitting it will invalidate your bid.
5. The files must be provided in PDF or Word format; anything included in zip files will be refused.

Please note that incomplete RFP will not be considered.