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## TERMS OF REFERENCE FOR REQUESTS FOR PROPOSALS FOR SCOOTER DRIVER TRAINERS IN THE FRAMEWORK OF THE EYWA-SOUTH AFRICA PROJECT.

### 1. Recruitment needs

The project “Employability for Youth and Women in South Africa (EYWA)” is a project co-financed by the European Union (DG INTPA) and led by the Official Chamber of Commerce, Industry, Services, and Navigation of Spain (henceforth the Chamber of Spain).

The Chamber of Spain leads a consortium formed with three other South African partners, the Johannesburg Chamber of Commerce and Industry, Lulalab Foundation, and YES4Youth, to execute the EYWA project. Its objective is to contribute to the labour integration of disadvantaged youth and women, as well as to foster the socioeconomic development of the Gauteng region in South Africa.

Within the framework of the project, training activities will be developed for the project's beneficiaries - disadvantaged youth and women – in Scooter Driver Training and Work Readiness Training.

Therefore, Lulalab Foundation needs to contract the training services referred to in this document.

### 2. Objective.

Tenders are invited for the implementation of training activities in the field of Scooter Bike Training with Work Readiness Training (Modules listed) as foreseen in the EYWA project in South Africa. The list of tasks is not exhaustive and may vary according to the development needs and circumstances of the project:

- This Call for Tender application is aimed at trainers capable of providing the following.

#### **Practical Training:**

Participants will be instructed in:

- Motorcycle riding skills.
- Safe navigation of roads on a Motorcycle.
- Successful completion of a safety test.

#### **Theory Training:**

##### **Achieving Personal Effectiveness in the Workplace**

- Identify Time Management profiles.
- Understand the principles of time management.
- Plan and organize their own work.



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- Draw up time efficient work plans to carry out department/division/section work functions.
  - Implement time efficient work plans.
  - Maintain Files and Records
- Contributing to Teamwork**
- Establish and maintain working relationships.

The training schedule will be organized into four groups of 30, each commencing at one-week intervals. 90 Hours of training per group.

- The EYWA project envisages training Four (4) groups of Thirty (30) beneficiaries each, for a total of 360 hours of training to be provided.
- The training will take place at our Training Grounds situated in Marlboro or Soweto, Johannesburg
- Upon completion of the training, beneficiaries will be equipped to join the rapidly expanding Last Mile Delivery Sector.
- The level of specialisation and knowledge of the proposed trainer(s) will be evaluated taking into account the specificity of the subject Scooter Driver Training and work readiness Training and on the basis of the minimum levels established in the selection criteria indicated in point 4 of this document. To this end, at least the curriculum vitae(s) of the trainer(s) and a valid Motorcycle Instructors Certificate included in the proposal must be submitted.
- Inform about possible deviations in the quality or implementation of the training provided in the project.
- Maintain permanent contact with Lulalab Foundation to ensure coordination in the execution of the planned training activity according to the agreed schedule.
- Any other unforeseen activity necessary for the promotion and proper conduct of the training.

For the implementation of the training proposal, the Lulalab Foundation will be responsible for:

- Provide information about the profile of the students participating in the course.
- Provide information on the dates planned for each training course.
- Communicate to the Trainers any other relevant information received from the European Union regarding the conditions for the implementation of the training.



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### **3. Contract duration and execution calendar.**

The contract will have a term from the day after the signing of the document formalizing it, or from August 1, 2024, until December 31, 2024 (if this date is later than the date of the contract's formalization).

The requested tasks must be carried out between August and December 2024.

If, due to exceptional circumstances for which the provider is not responsible, the training period needs to be extended, Lulalab Foundation will inform the provider in good time. Both parties will then agree on the possible extension of the contract, without this implying an increase in the planned budget.

#### **3.1 Available Budget and Eligible Costs.**

The maximum available budget for the training is 10,800 euros, including taxes.

The estimated contract value is calculated as follows:

- Training of beneficiary students: 10,800 euros (360 hours)

If, due to circumstances not attributable to the trainer or extraordinary or unforeseen circumstances, the courses cannot be completed or any of the activities cannot be carried out or concluded, Lulalab Foundation will only pay for the completed activities and will not pay the planned amounts for the activities pending completion.

Lulalab Foundation will generally not pay the billed fees until it has approved the services provided.

### **4. Tender selection criteria**

The contract shall be awarded to the tender offering the best economic value. The best (Price)economic offer will be assessed on the basis of the following criteria, in accordance with the weighting given to each of them.

#### **4.1 Tender evaluation criteria.**

All offers must include a profile of the main trainer to provide the training who has delivered at least two years of Scooter Driving Training and Work Readiness Training.



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This requirement will be met with the specific information in the main trainer's Curriculum Vitae.

#### **4.2 Evaluation criteria.**

Proposals from interested organisations will be scored from ZERO (0) to ONE HUNDRED (100) points according to the criteria listed below, in descending order of importance and with the weightings indicated.

##### **a) Criteria assessed by judgement.**

These criteria have a weight of 80% (maximum 80 points).

The training proposal submitted will be assessed by describing the essential content and dynamics of the tasks described in point 1 (Purpose) of this document, as follows:

We are looking for a Company OR a team of trainers who have experience in Scooter training and Work Readiness Facilitation.

- Scooter Training: Experience of the trainer in providing Scooter training, 4 Reference Letters detailing the training that was done. -Maximum 20 points.  
(To be included in the curriculum vitae.)
- Work Readiness Training: Experience of the trainer in providing training, 4 Reference Letters on Company Letterheads -Maximum 20 points.  
(To be included in the curriculum vitae.)
- A proposal describing the main content of the training to be provided; the structure of the said modules, with content adapted to the EYWA project programme - maximum 90 hours per group of beneficiaries - the methodology or dynamics to be used in the training to actively involve the students, control the learning and its results.  
Maximum score: 25 points.
- Valid Motorcycle Instructors Certificate- Maximum score: 15 points.

##### **b) Criteria assessed automatically.**

#### **Offered Price**

Maximum score for price: 20 points



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Economic/Pricing evaluation rule:

The maximum number of points will be awarded to the company with the best economic proposal resulting from the application of the following formula:

$$P = \frac{X * \text{min}}{\text{Of}}$$

Where:

**P** is the score obtained

**X** is the maximum number of points that can be obtained in this section

**Min** is the lowest offer of all those submitted

**Of** is the corresponding offer to the bidder being evaluated

## **5. Billing and Expense Justification.**

Billing and expense justification will comply with the regulatory framework of the Project.

After the provision of training services, the provider may submit a partial or total invoice for the fees of the training provided. Each invoice must include the following:

- **Training fees:** Calendar and content of the training provided; agenda of the training, training materials and photographs of the training sessions.

**All invoices issued must refer to the EYWA project co-funded by THE EUROPEAN UNION.**

## **6. Submission and Delivery of Tenders.**

Tenders must include:

1. Technical Proposal: Particularly:
  - The Curriculum Vitae of the trainer(s) participating in the EYWA project.-
  - Reference Letters
  - Valid Motorcycle Instructors License (Scooter Training)



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- The complete training proposal that includes all the requested content and tasks mentioned in point 4 of this document.

2. Quotation- Economic Offer

**7. Submission Details:**

- All applications and accompanying documents should be emailed to [Npc@lulalab.org.za](mailto:Npc@lulalab.org.za).
- Closing Date and Time: 25 July 2024, 17:00.
- Closing Date Extended to: 31 July 2024, 00:00.
- For any inquiries, please contact Jade Beyers at [Npc@lulalab.org.za](mailto:Npc@lulalab.org.za)