This form should be completed by the Originator’s Department, in cooperation with the Procurement Department, and attached to the approved Purchase Request. Both documents should then be submitted to the Procurement Department to initiate the tender process.

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| **PR** # (or MAR#): 1008 |  | **PR Description:** | Mercy Corps (MC) is an international NGO with headquarters in Europe and the US and programmes in over 40 countries to promote community-led and market-driven development.  The Livelihood Improvement for Women and Youth (LI-WAY) program is one of the project that MC is implementing with other partners and it is a poverty reduction program that aims to improve the incomes of 200,000 women and youth in greater Addis Ababa (Addis Ababa and surrounding areas).  One of the objectives of LI-WAY program is to facilitate the provision of Virtual job matching platform to match the job seekers registering by Bureau of Labor and Social Affairs (BoLSA) and the wider employers who needs the labor force so that the labor demand and supply will align, job seekers will be visible to many more employers, and the time for getting a job for job seekers will be reduced. The assignment will cover to identify what job matching services BoLSA has in place now and will capitalize and improve their existing services by introducing workable and incisive virtual platforms. The ultimate aim of this activity is to enable more women and youth to access employment opportunities. So, Mercy Corps Ethiopia Country Office is inviting Consultants who will provide a virtual job matching platform and the above mentioned assignment to meet the objective in a sustainably way. |

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| **1.Estimated Timeline**: Indicate any additional information (if any) regarding the expected delivery or completion date (scheduled delivery…), and/or estimated length of the contract, that is not stated in the PR.  *Seven days starting from the day of advertisement* |

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| **2.Select Bid or Proposal:** Explain why the option was selected next to selected option below  *(Refer to section 5.8 of the FP3 or consult with Global Procurement for additional assistance)*   |  |  | | --- | --- | | * **Bid (RFB)** | Lowest price technically acceptable. Must use “pass / fail” technical evaluation criteria. | | * **Proposal (RFP)** | Trade off method. Set evaluation criteria and weighting or scoring. | | **Explanation:** ToR is prepared and both technical and financial scoring method set to be considered. | | |

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| **3.Supplier Eligibility Criteria:** List any additional eligibility criteria (section 5.9 of the FP3) to the minimum standard criteria defined in the FP3 (refer to sections 5.6 of the FP3)   1. Country Minimum Standards for Suppliers are included in all tenders. 2. Additional Criteria:  * Demonstrated experience on similar assignments, in particular relating to job matching * Consultant team mix with MA in Management, Business Administration, Economics, MIS, or related fields * Include concrete evidence of previous/ongoing job matching platform projects with precise clients list * Strong understanding of Ethiopian labor market sector and labor policy * Very high level of written proficiency of English language and ability to communicate in local languages |

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| **4.Tender Submittals:** List documents that will be required for submission by offerors and used in the technical evaluation *(Refer to section 5.10 of the FP3)*. The minimum Supplier Eligibility Criteria (as described in 5.6 of the FP3), such as business registration documents, do not need to be listed here, as they will be applicable to all tenders in a specific country as defined by the Procurement Department).  Examples: Design documents, ISO certifications, CVs, and project timelines.   1. Legally and locally registered consultancy firm with renewed license 2. Include references from previous projects |

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| **5.List Evaluation Criteria (for either method) and relative weighting (for Trade-Off method only):** List as many evaluation criteria as needed *(Refer to section 5.11 of the FP3 or consult with Global Procurement for additional assistance)*   1. Interpretation of what the assignment entails, prototype of the proposed business model and the key considerations that should be made to implement it successfully and sustainably. 2. Clear sequencing of activities and time planning (Work-plan) 3. A brief of past relevant assignments (in similar technical areas) and academic background and indicating scope, geographic coverage, staff involved, budget, and client (name and contacts) recommendations 4. A breakdown of costs detailing proposed days, taxes and other direct costs related to the assignment |

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| **6. Sample:** Are you collecting samples for goods? (Read Section 5.12 of the FP3)   * Yes * No * N/A | **If Yes, are there special requirements?**  (Default: 1 sample per each item will be collected.) |

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| **7. Advertising** (Optional): Suggestions on advertising location and methods (suggestions will be considered by Procurement for inclusion in the advertising plan) (Read Section 5.15 of the FP3).   * Online: ethiojobs * Local: The Daily Monitor News Paper * Other: Technical and financial proposal should be sent to [**tenders@mercycorps.org**](mailto:tenders@mercycorps.org) with reference “ LI-WAY Digital job matching platform”. Applications sent by other email account will not be considered. * Tender Package to be collected from [**www.mercycorps.org/tenders**](http://www.mercycorps.org/tenders) * Mercy Corps reserves the right to cancel the bid |
| **Q&A Session/Site Visit Requested?** (Read Section 5.13 and 6.7.2 of the FP3)   * No * Yes   If yes list details, what the session is, where it will be held and a suggested date:  Once short listed, presentation of the proposal is required. |
| **Staff member responsible for answering written questions:** |

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| **8.Quality Control Plan (for High-Value Tender only):** Attach Quality Control Plan if applicable   * Not Applicable * Attached |

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| **9.Contract Type and Templates:**   |  |  | | --- | --- | | * Purchase Order - Goods * Purchase Agreement - Goods * Master Purchase Agreement - Ongoing Goods Purchases | * Service Agreement * Master Service Agreement - Ongoing Services Purchases | | * Construction - Simple Contract * Construction - Intermediate Contract * Construction – FIDIC | * Other - Specify / Coordinate with Global Procurement (if necessary) |  |  | | --- | | **Pricing Structure**: Select the requested Pricing Structure (refer to section 8.3.1 of the FP3). Fixed Price should be the default option; if another option is selected, explain why it was selected.   * Fixed Price * Cost Reimbursement (Cost Plus Fixed Fee) * Time and Materials |   **Special Terms for Contract:** If needed, identify any special contract terms that are different from our standard templates. Consult with Procurement if you are unsure. Note: The sample contract will have to be finalized prior to issuing the RFP *(Refer to section 5.17 of the FP3).* |

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| **10. Other relevant information:** Indicate any other relevant information that would be helpful for the tender process.  **APPLICATION GUIDELINES**   * Technical and financial proposal should be sent separately to [**tenders@mercycorps.org**](mailto:tenders@mercycorps.org) with **reference “ LI-WAY Digital job matching platform”. from 16th October to 22nd October 2020 5:00PM.** Applications sent by other email account will not be considered. * Please collect the Terms of Reference from [**www.mercycorps.org/tenders**](http://www.mercycorps.org/tenders)   Mercy Corps procurement committee will open the proposals at its’ own discretion. Mercy Corps reserves the right to accept or reject the entire or partial part of this bid.  Contact Address  Mercy Corps, Ethiopia Country Office I LIWAY Program  Tel +251-1-11-11-07-77  P.O. Box 14319 | Addis Ababa  Our Office Address: Hayahulet Gollagul Square - AFRO Building |