



REQUEST FOR PROPOSALS

Provision of Vocational Training for Women from the Host Community of Al-Khawkhah District, Hudaydah Governorate

Location: Al-Khawkhah Town, Hudaydah Governorate

Duration: 4 months (starting from 23 July 2023)

Submission deadline: 29 June 2023

TERMS OF REFERENCE (TOR)

1. Background

The United Nations Mission to support the Hudaydah Agreement (UNMHA) seeks proposals from qualified organisations to implement a Quick Impact Project that will manage and deliver a series of vocational training targeted at women beneficiaries from the host community of Al-Khawkhah District, Hudaydah Governorate. Al-Khawkhah District is among the districts worst affected by conflict in Hudaydah Governorate, located along a military frontline. Women from the host community often live in inadequate conditions and lack economic opportunities. UNMHA wishes to target women beneficiaries from the district, prioritising those who are managing single-headed households; are widowed; or have been impacted by the scourge of mines, through provision of vocational training that can help them to generate income, and in turn enable them to improve their livelihoods. The fisheries sector in Al-Khawkhah District is one of the main sources of income in the district. Therefore, UNMHA would like to provide training in an area of production that can make market linkages with the fisheries sector.

2. Objective

Support women from the host community of Al-Khawkhah district to learn a valuable skill that can help them to generate income, and in turn improve their livelihoods.

3. Scope of Work

The project should:

- a) Deliver a specialised training, including by providing theoretical, practical, and entrepreneurial knowledge, in a skill and area of production linked to the fisheries sector.
- b) Provide graduates of the training with toolkits/start-up kits to kickstart their own means of production.
- c) Assist graduates of the training to identify and secure local market linkages.

4. Expected Activities and Responsibilities to be taken by the Implementing Partner



- The Implementing Partner will select the beneficiaries through an established screening process (agreed with UNMHA) and determine the number of beneficiaries based on UNMHA's proposed budget.
- Identify a suitable venue in Al-Khawkhah to conduct the training, and ensure the venue has a reliable power supply, is secure, and that health and safety concerns are addressed throughout.
- Provide UNMHA with a detailed training work plan, that includes the list of training materials and equipment to be utilised.
- The duration of each training curriculum is up to 3 months (60 working days) and should not exceed 6 hours per day. All training courses need to be completed by 30 November 2023 at the latest.
- Screen participants prior to the commencement of the training to assess the candidates' level of skills.
- Deliver and oversee each training session and assign qualified facilitators.
- Provide toolkits/starter kits to the graduates, the details of which must be shared with UNMHA.
- Provide refreshments and consumables for all participants during the training sessions.
- Provide participants with appropriate transport allowance in line with the standard UN rate and acceptable to UNMHA.
- Mark attendance during the entirety of each training period and share attendance records with UNMHA.
- Monitor the progress of the trainees: strengths, weaknesses, challenges, and outcomes within each training engagement period.
- Provide a timely, accurate and comprehensive interim and end of training reports.
- Periodically update progress to UNMHA on the attainment of overall project objectives and highlight any risks of delays or non-completion.
- Submit a mid-term project report and final project report on completion of the project with financial reports to UNMHA for approval without delay.
- Award every trainee with a certificate of completion/graduation and organise a closure/graduation ceremony upon completion of the project.
- Ensure visibility of UNMHA and assist to identify communication deliverables, such as action photos, videos, and human-interest stories.
- UNMHA will positively consider the addition of the provision of childcare services during training hours to women participants who expressed the need of such service during the selection process.

5. Implementation Methodologies, Approaches and Strategies



- 1) The cost associated with any assessments conducted for the purposes of developing a proposal in response to this Request for Proposals will be incurred by the applying organisations.
- 2) UNMHA does not provide any services, personnel, or facilities to the Implementing Partner for implementation of activities within this Request for Proposals.
- 3) Any necessary procurement related to the project will be made, under the exclusive responsibility of the implementing partner, according to the rules and procedures specific to that organisation, which must be notified in advance and be accepted by UNMHA.
- 4) The Implementing Partner will not charge any fees to the trainees in any form whatsoever.
- 5) The Implementing Partner will not make any financial commitment on behalf of UNMHA, nor shall take loans or create any other financial liability binding UNMHA under this agreement.
- 6) The Implementing Partner will conduct no such parallel activity which may be prejudicial to the interests of the said project, or UNMHA.
- 7) The Implementing Partner will ensure adequate safeguards measures in place against sexual exploitation and abuse of participants and is obliged to report any suspicions of fraud.

6. Suggested range of project budget per application

Between 40,000 – 50,000 USD.

The project proposal must contain a detailed budget breakdown.

7. Qualification and Experience

Applicants should meet the following minimum requirements:

1. Experience operating in the west coast region of Yemen for at least 2 years.
2. At least 5 years of professional experience in providing capacity-building and technical and vocational training on areas such as textiles, sewing, handloom, food processing and marketing skills.
3. At least 5 years of professional experience in implementation of livelihood projects.
4. Evidence of structured training programmes and experienced trainers.
5. Evidence of consistent and sustained good financial performance (audit reports for the last 3 years).
6. Language proficiency in written and oral Arabic and English is required.

8. Method of Application

UNMHA invites experienced and interested applicants to submit a technical and financial proposal along with a cover letter in support of their application to the UNMHA Civil Affairs Team via email unmha-civilaffairs@un.org by 29 June 2023.

Each submission must include a technical and financial proposal, with detailed methodology and work plan (max 6 pages), along with:

United Nations

**United Nations Mission to Support the
Hudaydah Agreement (UNMHA)**



الأمم المتحدة

**بعثة الأمم المتحدة لدعم اتفاق الحديدة
(أونمها)**

- Samples of previous work
- Organisational profile and structure, including CVs and description of expertise involved offering relevant TVET trainings with a proof of conformity with required above list of competencies and qualification.
- Recently audited financial reports for 3 consecutive years and required set of registration documents
- The Proposal should be submitted in English only.

Please note that only shortlisted applicants will be contacted.