



## **REQUEST FOR PROPOSALS**

### **Building Capacity of Women-Led Foundation and Training Centre**

Location: Hays 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 build the capacity of a women-led Foundation located in Hays District, Hudaydah Governorate. Hays Town is among the districts worst affected by conflict in Hudaydah Governorate, located along a military frontline, and women in the community often live in inadequate conditions and lack economic opportunities. By enhancing the capacity of the Foundation, this project hopes to create opportunities for women in the community to learn valuable skills that can help to support their families and communities, including to generate income and improve their livelihoods. The Foundation and Training Centre identified by UNMHA provides a safe space for women and makes efforts to support women in the community, including by providing sewing training. The Foundation is a not-for-profit entity and sustains itself through income-generated from the products that it creates and sells. The Foundation needs support in the form of capacity building and training, as well as through provision of equipment.

### **2. Objectives**

The project will enhance the capacity of the identified Foundation to help it operate sustainably and grow, including by enabling it to offer quality training and promote its sewing products. ***We strongly encourage applicants to include any additional activities or relevant ideas that could bring added value to the proposal within the suggested range of budget.***

### **3. Scope of work**

In a period of 4 months, the project should:

- a) Provide capacity-building training for the Foundation's 12 members on four separate subjects as follows:
  1. basic managerial skills, administration, and bookkeeping
  2. basic and small-scale project management and development of project proposals
  3. training of trainers on sewing to upskill their abilities so that they can provide quality training to the Foundation's future beneficiaries



4. marketing skills and help to secure market linkages where possible for the Foundation
- b) Equip and furnish the training centre run by the Foundation with sewing machines, materials, and other necessary equipment to enable effective operations.

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

- Assess if the Foundations Centre in Hays is an appropriate space to conduct the capacity building trainings and ensure its readiness, or alternatively find a suitable location in Hays Town and make the necessary arrangements for the participants to attend.
- Ensure the training space has a reliable power supply, is secure, and that health and safety concerns are addressed throughout.
- Deliver capacity building/vocational training for the Foundation's 12 members on the four subjects outlined above.
- The implementing partner should oversee the various activities of each capacity building/training subject; assign qualified facilitators; and ensure the successful implementation of each programme.
- Provide refreshments and consumables for all participants of the training and the trainers.
- 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.
- Have responsibility for monitoring the progress of the trainees: strengths, weaknesses, challenges, and outcomes within each training engagement period.
- Provide a timely, accurate and comprehensive activity report after each concluded training session to UNMHA no later than one week after the session.
- Equip and furnish the training centre run by the Foundation with sewing machines, desks, chairs, materials, and any other necessary equipment or renovations needed to enable effective operations based on the assessment conducted.
- 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.
- Provide strategic recommendations for future activities of the Foundation.
- Award every trainee with a certificate of completion/participation and organise a closure/inauguration ceremony upon completion of the project.
- Ensure the visibility of UNMHA (e.g., signboards, stickers etc. that clarify the contribution from UNMHA) at the Foundations Centre and assist to identify communication deliverables, such as action photos, videos, and human-interest stories.

#### **5. Implementation Methodologies, Approaches and Strategies**



- 1) UNMHA will provide more detailed information on the project for the Implementing Partner to execute the project.
- 2) 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.
- 3) UNMHA does not provide any services, personnel, or facilities to the Implementing Partner for implementation of activities within this Request for Proposals.
- 4) 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.
- 5) The Implementing Partner will not charge any fees to the trainees in any form whatsoever.
- 6) 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.
- 7) The Implementing Partner will conduct no such parallel activity which may be prejudicial to the interests of the said project, or UNMHA.
- 8) 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**

USD 20,000-35,000

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 to individuals on the related topics.
3. Experience in developing training for civil society institutions and supporting national organisations to develop their capacity.
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.
7. Ability to encourage and inspire participants/beneficiary to play active role within their community.
8. Demonstrated ability to work collaboratively and independently with stakeholders.

## **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](mailto: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:

- 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.**