**Service Providers Proposal Template**

**“Market Based Opportunities and Skills Training for youth & women”**

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| **Applicant’s Name:** |  |
| **Applicant’s Address:** |  |
| **Applicant’s contact:** |  |
| **Status of the Applicant:**  *(International NGO, Local NGO, Individual trainer, Private company, Technical institute, etc….)* |  |
| **Title of the training course:** |  |
| **Area of the training course:**  *(Village or City, Caza, Governorate)* |  |
| **Number of trainees targeted:** |  |
| **Date of the submission of the Application:** |  |
| **Representative’s Name:** |  |
| **Representative’s Title:** |  |

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| 1. **Profile of the Applicant with relevant experience**   *Please provide an overview on the organization, its work and specializations.* |
| ***1.1 Organizational Overview***  ***1.2 Specialization & Previous Relevant Projects*** |
| 1. **Justification of the training course to be delivered**   *(Overview of the course to be delivered, context of the training course within the specific area assigned, any studies/researches done that reflect the need of this training course in the area-specific job market, findings…)* |
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| 1. **Outreach**   *(Provide an outreach plan in detail with careful mention of the targeted areas and groups communication activities and channels to be used e.g. outreach events, local media engagement, use of social media etc....)*  ***3.1. Outreach Plan***  ***3.2 Outreach Process, Communication Activities and Channels***  ***3.3 Outreach Means, Location and Target Groups*** |
| 1. **Briefs & Methodology of the training course to be delivered**   *(Content curriculum and timeline, schedule)*  ***4.1 Content Curriculum***  *(topics to be taught, number of hours, topics given, skills earned, course outcomes, materials used, ….)*  ***4.2 Theoretical Section***  ***4.2.1. Location and Details***  *(specific location of the theoretical section, number of hours of technical and soft/life skills, topics given, skills earned, course outcomes, materials used, ….)*  ***4.2.2. Schedule (Preliminary)***   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | *Day 1* | *Day 2* | *Day 3* | *Day 4* | *Day 5* | *Day 6* | *Day 7* | *Etc….* | | *Topic 1* |  |  |  |  |  |  |  |  | | *Topic 2* |  |  |  |  |  |  |  |  | | *Etc…* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |   ***4.3 Practical Section***  ***4.3.1. Location and Details***  *(specific location of the practical section, number of hours, topics given, skills earned, materials used ….)*  ***4.3.2. Schedule (Preliminary)***   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | *Day 1* | *Day 2* | *Day 3* | *Day 4* | *Day 5* | *Day 6* | *Day 7* | *Etc….* | | *Topic 1 & Location1* |  |  |  |  |  |  |  |  | | *Topic 2 & Location2* |  |  |  |  |  |  |  |  | | *Etc…* |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |
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| 1. **Human Resources needed for the implementation**   *(Admin personnel, audit, trainers, outreach officers, role of each person, and time they will dedicate for the implementation of the activities)*  ***5.1 Profile of the Staff and their relevant roles***  ***5.1.1 Trainer Profiles and Experiences (both Practical and Theoretical – please add CVs as supportive documents)***  ***5.1.2 Focal Point Profiles, Experiences and CVs*** |
| 1. **Impact of the training course on job placement (Employment)**   *(please provide a detailed employment plan with proof of possible links to the job market and employers – opportunities of self-employment once provided with a graduation kit are also possible with guidance from the Service Provider)*  *6.1*  ***6.1 Employment Plan***  ***6.2 Employment Strategy, Timeline and Proofs***  *6.1*  *6.1*  *e* |
| 1. **Details on Trainees’ Tool and Graduation Kits**   *(please provide a detailed list of what each tool/graduation kit to be given to the participants with specific data sheets and labels of each brand/tool needed in addition to the justification)*  ***NB: All tool/graduation kits should contain all elements of safety measures and precaution. Every skill with the option of self-employment should have a graduation kit.*** |
| 1. **Details about the location (Theoretical and practical)** |
| 1. **Suggested Post-training activities**   *(F (Follow up with trainees, monitoring activities, facilitation of internships and apprenticeships after the end of the service contract…)* |
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| 1. **Environmental Management Plan and Safety Precautions for the Training Provider**   *(plan for the solid waste generated, the use of the plastic, any material used against the environment, safety insurance measure and COVID-19 sensitization measures…)* |
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| 1. **Mitigation Plans**   *(please mention, in detail, the mitigation plans for the vocational course implementation and employment plan in case of any change and/or worsening of the situation)* |
| 1. **Detailed presentation of the service provider connection, and ecosystem related to the training topic** |
| 1. **References(include: client name , phone number, project duration) and (if applicable) past experience with Mercy Corps( include project name and contact person)** |