



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
Vienna International Centre
P. O. Box 300, A-1400 Vienna, Austria
Telephone: 0043 1 26026 Fax: 26026-6842



TERMS OF REFERENCE

Project Number: 160082
Study Tour to Kenya and Zambia
Request for Quotation of Travel Support Service
A project funded by the European Union

*Youth Rising - EU Support to Technical and Vocational Education and
Training (TVET) for Young People in Liberia*

PREPARED BY:
OPERATIONS TEAM
02 OCTOBER 2019

TERMS OF REFERENCE

1. GENERAL BACKGROUND INFORMATION

The United Nations Industrial Development Organization (UNIDO) is searching for organizations to assist in travel and logistic arrangements for a study-tour delegation from Liberia who will be visiting Kenya and Zambia, as part of the project EU Support to Technical and Vocational Education and Training (TVET) for young people in Liberia “Youth Rising”.

Liberia’s youth constitutes nearly half of the Liberian labour force but is exposed to high unemployment, underemployment and vulnerable employment rates. The global commodity prices crisis, combined with the effects of the Ebola crisis, have devastated the Liberian economy and worsened youth’s fragility problems. A socially and economically marginalised young population can pose serious risks to national security, social cohesion and stability. Liberian youth generally lack employable skills and are ill-equipped to access new economic opportunities. Efforts to improve their employability are constrained by a Technical and Vocational Education and Training (TVET) sector characterised by serious shortcomings in terms of quality and relevance, access and equity, funding, and governance. The Government of Liberia (GoL) recognises that the transition towards inclusive growth will not happen unless human capabilities are enhanced and the quality of education and vocational training are improved to match the demands of the labour market. The present intervention will seek to strengthen the Liberian TVET sector in its capacity to deliver equitable and gender-balanced access to high-quality and demand-driven TVET. This will be done by supporting capacity development at central and TVET provider level, and by strengthening links with the private sector. The intervention will address equity issues with emphasis on remote South East rural areas and vulnerable youth, including people with disabilities.

Specific Objective 1: Improve the quality, relevance and modernization of TVET, by strengthening links with the private sector, and by improving the governance, planning, management and delivery capacity at governmental and TVET provider levels through the promotion of an equitable and gender-balanced access to TVET in target providers

To enhance the organizational and management capabilities of senior officials involved in Liberia ‘TVET Policy implementation, Monitoring, Control and Evaluation, with due reference to the following elements of a national TVET system:

- a) Unified TVET Governance, statutory regulation and operational management systems;
- b) Quality Management systems for Learning environments and Learner experiences, with particular reference to TVET Centers of Excellence;
- c) Entrepreneurial and Innovative management of TVET institutions in public resource deficit situations;
- d) International co-operation professional network development, and negotiations for mutually beneficial outcomes;
- e) Teamwork across the TVET policy development and implementation value chain;
- f) TVET institution based integrated Training and Enterprise Incubation models
- g) Agricultural Out grower Scheme based Training Systems;

2. THE SCOPE OF THE PROPOSED CONTRACTED SERVICES

The purpose of this procurement is to assign a Contractor that can perform all travel and logistics services necessary for the study-tour. The objective of the assignment is to coordinate the **logistical arrangements** for the Liberian delegation from the Government of Liberia to Kenya and Zambia for a two-week period with the goal of capacity building and building of partnership agreements

3. EXPECTED OUTPUTS

The **Logistical arrangements** for FIVE (5) senior officials of the Ministry of Education and Ministry of Youth and Sports, SEVEN (7) staff of the Ministry of Education and Ministry of Youth and Sports, ONE (1) senior official of the National Authorizing Office and ONE (1) UNIDO representative from Monrovia, Liberia to Kenya and Zambia. In addition, **Logistical arrangements** for ONE (1) UNIDO representative travelling from Lusaka, Zambia to meet the delegation in Kenya including the following: (During the Travel in Kenya and Zambia the delegation will be in total SIXTEEN (16) delegates.)

Logistics to Kenya and from Kenya to Zambia

- VISA APPLICATION: Completion of all necessary application procedures and coordination with relevant authorities regarding the issuance of visas for FOURTEEN (14) delegates from Liberia in Kenya.
- VISA APPLICATION: Completion of all necessary application procedures and coordination with relevant authorities regarding the issuance of visas for ONE (1) delegate from Zambia in Kenya.
- FLIGHTS: IATA standard, UNIDO approved air tickets for ONE (1) delegate from Lusaka Airport, Zambia to Jomo Kenyatta Airport Nairobi (NOB), Kenya. The flight should arrive at the same time as the delegation arriving from Liberia.
- FLIGHTS: IATA standard, UNIDO approved air tickets for FOURTEEN (14) delegates from Roberts International Airport (ROB), Liberia to Jomo Kenyatta Airport Nairobi (NOB), Kenya.
- FLIGHTS: IATA standard, UNIDO approved air tickets for SIXTEEN (16) delegates from Jomo Kenyatta Airport Nairobi (NOB), Kenya to Simon Mwansa Kapwepwe Airport Ndola, Zambia.
- TRANSPORTATION: Pre-booked transportation for SIXTEEN (16) delegates from and to the Jomo Kenyatta Airport Nairobi (NOB), Kenya to the hotel. Please indicate type and model of vehicle. The vehicle must be clean, serviced (functioning air conditioning) and in a good working condition. The vehicle must be capable of the handling the required road conditions.
- TRAVEL INSURANCE: Travel insurance for each delegate covering the journey to and from home location in Liberia and for the duration of their entire stay in Kenya and Zambia (20 days in total). The travel insurance must cover personal accident, personal liability, cancellation or curtailment of journey, baggage cover, emergency medical expenses and repatriation as a MINIMUM.

Logistics in Kenya

- ARRIVAL AND DEPARTURE: Pre-booked transportation is required to move the SIXTEEN (16) study tour delegates from and to the Jomo Kenyatta Airport Nairobi (NOB), Kenya to their hotel in Nairobi on the day of arrival and departure in Kenya.
- STUDY-TOUR TRANSPORTATION: Pre-booked transportation (which includes a dedicated driver) is required to transport in total SIXTEEN (16) delegates to each destination of the study-tour in Nairobi, Kenya in accordance with the draft itinerary shown in Annex 2. The final itinerary will be issued by UNIDO two weeks in advance of travel, but for general guidance, cities/sites to cover during the first stop in Kenya will be in and around Nairobi, Kenya. Site visits will be to institutions related to the TVET sector during normal working hours, but the driver should also be available for possible cultural site or leisure visits if requested. Please indicate type and model of vehicle. The vehicle must be clean, serviced (functioning air conditioning) and in a good working condition. The vehicle must be capable of the handling the required road conditions.
- ACCOMMODATION: Booking and payment of the accommodation in 3 or 4-star hotels for the SIXTEEN (16) delegates in Nairobi, Kenya in accordance with the finalized itinerary, (likely to be three nights). The accommodation must be clean and in a safe area.
- SUBSISTENCE: Booking and payment of two meals per day (breakfast, lunch) for the SIXTEEN (16) delegates.

Logistics to Zambia and back to Liberia

- VISA APPLICATION: Completion of all necessary application procedures and coordination with relevant authorities regarding the issuance of visas for the FOURTEEN (14) delegates from Liberia in Zambia.
- FLIGHTS: IATA standard, UNIDO approved air tickets for SIXTEEN (16) delegates from Jomo Kenyatta Airport Nairobi (NOB), Kenya to Simon Mwansa Kapwepwe Airport Ndola, Zambia.
- FLIGHTS: IATA standard, UNIDO approved air tickets for each of the FOURTEEN (14) delegates Lusaka, Zambia to Roberts International Airport (ROB), Liberia.
- TRANSPORTATION: Pre-booked transportation for SIXTEEN (16) delegates from and to the Simon Mwansa Kapwepwe Airport Ndola, Zambia to the hotel. Please indicate type and model of vehicle. The vehicle must be clean, serviced (functioning air conditioning) and in a good working condition. The vehicle must be capable of the handling the required road conditions.
- TRAVEL INSURANCE: Travel insurance for each delegate covering the journey to and from home location in Liberia and for the duration of their entire stay in Kenya and Zambia (20 days in total). The travel insurance must cover personal accident, personal liability, cancellation or curtailment of journey, baggage cover, emergency medical expenses and repatriation as a MINIMUM.

Logistics in Zambia

- **ARRIVAL AND DEPARTURE:** Pre-booked transportation is required to move the SIXTEEN (16) study tour delegates from the Simon Mwansa Kapwepwe Airport Ndola, Zambia to their hotel on the day of arrival in Zambia. The delegation will depart from the Kenneth Kaunda International Airport, Lusaka, Zambia. Pre-booked transportation is required to move the SIXTEEN (16) study tour delegates from the hotel in Lusaka to the Kenneth Kaunda International Airport, Lusaka, Zambia Please indicate type and model of vehicle. The vehicle must be clean, serviced (functioning air conditioning) and in a good working condition. The vehicle must be capable of the handling the required road conditions.
- **STUDY-TOUR TRANSPORTATION:** Pre-booked transportation (which includes a dedicated driver) is required to transport in total SIXTEEN (16) delegates to each destination of the study-tour in and around Ndola, Zambia in accordance with the draft itinerary shown in Annex 2. The final itinerary will be issued by UNIDO three weeks in advance of travel, but for general guidance, cities/sites to cover during the second stop in Ndola, Zambia will be in and around Ndola, Luanshya and Kitwe. Site visits will be to institutions related to the TVET sector during normal working hours, but the driver should also be available for possible cultural site or leisure visits if requested. Please indicate type and model of vehicle. The vehicle must be clean, serviced (functioning air conditioning) and in a good working condition. The vehicle must be capable of the handling the required road conditions.
- **STUDY-TOUR TRANSPORTATION:** Flights for in total SIXTEEN (16) delegates from Ndola, Zambia to Lusaka, Zambia in accordance with the draft itinerary shown in Annex 2. The final itinerary will be issued by UNIDO three weeks in advance of travel. but for general guidance, cities/sites to cover during the third stop in Lusaka, Zambia will be in and around Lusaka and Kafue Gorge. Site visits will be to institutions related to the TVET sector during normal working hours, but the driver should also be available for possible cultural site or leisure visits if requested.
- **ACCOMMODATION:** Booking and payment of the accommodation in 3 or 4-star hotels for the SIXTEEN (16) delegates in Ndola (approx. 8 nights), Lusaka (in total approx. 3 nights) and Kafue Gorge (approx. 2 nights), Zambia in accordance with the finalized itinerary. The accommodation must be clean and in a safe area.
- **SUBSISTENCE:** Booking and payment of two meals per day (breakfast, lunch) for the SIXTEEN (16) delegates.

Subsistence Allowance:

- Disburse miscellaneous of total USD 936.00 (52.00 per night for approx. 18 nights) for the whole study tour, direct to each of the SIXTEEN (16) delegates (payment in cash) for the payment of dinner and additional needs. Provide proof of disbursement in form of signed list.

4. GENERAL TIME SCHEDULE

The final itinerary and travel dates shall be determined in October in conjunction with the Contractor. Actual travel dates will be defined by UNIDO on the basis of the Contractor's flight suggestions.

The tentative dates are: arrival date in Kenya on 27th of October 2019; departure date from Liberia on 26th of October 2019 (evening).

5. LANGUAGE REQUIREMENTS

All activities related to coordinating this assignment will be conducted in English.

The local driver(s) in Kenya should speak Swahili and English.

The local driver(s) in Zambia should speak English.

6. DELIVERABLES

The Contractor will receive from UNIDO the delegates names and contact details as well as copies of their passport. The service provider will submit the following documentation to UNIDO:

- Itinerary and flight details to Nairobi, Kenya for the delegates from Monrovia, Liberia;
- Itinerary and flight details to Ndola, Zambia for the delegates from Nairobi, Kenya;
- Itinerary and flight details to Lusaka, Zambia for the delegates from Ndola, Zambia;
- Itinerary and flight details to Monrovia, Liberia for the delegates from Lusaka, Zambia;
- Copy of the delegates e-tickets;
- Confirmation of delegates arrival in Kenya (email to be sent to the UNIDO designated focal point);
- Copy of the visit visa for the delegates from Liberia;
- Copy of the insurance coverage/certificate for the delegates from Liberia;

- Copy of the pre-booked hotel accommodation reservations;
- Contact details for the transportation/driver in Kenya and Zambia.
- Provide proof of disbursement of miscellaneous in form of signed list.

7. REPORTING

- **Planning Report**

Within two weeks of signing the Contract a planning report is to be submitted. The report will include details of itinerary, logistics etc.)

- **Final Completion Report**

Final Completion Report in one (1) electronic version, covering the works performed under the Contract, including financial statement. The coverage must include the logos of UNIDO and the Government

8. SUBMISSION OF OFFERS

The offers should include the following:

- Company profile, brochure or literature describing the activities and services offered;
- Statement of past similar experiences;
- Statement confirming the provider’s capacity to operate in Kenya and Zambia;
- Evidence of any unique or specific strengths of the organisation and staff that may add value to the delivery of the content and supervision of candidates undertaking the qualification;
- Acknowledgement of flexibility on travel dates and cities visited in Kenya and Zambia;
- CVs of key staff;
- Name/contact details of the company’s local focal point designated for performing the contract;
- Provide evidence of financial capability to disburse the miscellaneous.
- Bid form detailing the breakdown of costs (see Annex 1).

9. QUALIFICATION CRITERIA

Evaluation of the proposal will be made on the basis of its responsiveness by applying the qualification criteria and point system specified. A responsive proposal will be given a qualification score. A proposal shall be rejected at this stage if it does not respond to important aspects of the RFQ, and if the Proposer fails to achieve the minimum score of 65% out of the maximum obtainable score (31 of 48).

UNIDO shall consider for award proposals that have met the minimum qualification criteria score (i.e. 65%). In the event that only one offer has achieved the minimum required qualification score, UNIDO shall ensure that the price is reasonable and consistent with the market rates for items of a similar nature and represents good value for money. Should financial proposals far exceed the projected budget UNIDO reserves the right to cancel this request for proposal and is under no obligation to make an award.

Qualification Criteria Matrix

POINT SCORE CHART				
Higher number denotes greater quality/reliability of evidence				
No Evidence	Little evidence	Basic Evidence	Satisfactory Evidence	Strong Evidence
<i>Example : not included in documents anywhere in the bid</i>	<i>Example : ISO logo not clearly legible or verifiable in the evidence submitted</i>	<i>Example : ISO logo can be seen on a letterhead, datasheet or brochure</i>	<i>Example : ISO certificate copy included for verification</i>	<i>Example : ISO logo on a letterhead, brochure, machine and ISO certificate copy included</i>
0	2	4	6	8

Organization, Supply and Performance Criteria		Points obtainable	Score
1.1	Company profile, brochure or literature describing the activities and services offered in relation to work-related occupations.	8	
1.2	Evidence of experience in undertaking similar logistical arrangements, providing details such as size of group, destination countries etc. Evidence may be from a copy of prior Purchase Order from clients, a report of training, photographs of similar events etc.	8	
1.3	A statement confirming the provider's capacity to operate in Kenya and Zambia.	8	
1.4	CVs of key staff that will provide management and support during this contract.	8	
1.5	Confirmation on the bid form that bidder is able to be flexible with travel dates and itinerary in Kenya and Zambia (including cities covered and will be based on appointment with Kenyan and Zambian Institutions and Companies).	8	
1.6	Copy of current bank statement as evidence of financial capability to disburse miscellaneous allowance of USD 52.00 per night directly to each of the SIXTEEN (16) delegates (USD 936.00 per delegate).	8	
Total		48	
Maximum total score available			Pass = >31 points

ANNEX 1 : Bid Form

Bidder Name : _____

FOR THE LOGISTICS ARRANGEMENTS FOR A STUDY-TOUR DELEGATION FROM LIBERIA TO KENYA AND ZAMBIA

UNIDO REQUIREMENTS		TO BE COMPLETED BY THE INVITEE				
Item	Name and required parameters	Quantity	Unit price EUR	Total item price EUR	Compliance* Yes/no	Remarks
Logistics arrangements for TVET study-tour to Kenya from Liberia/ Zambia						
A	VISA – Travel visa to Kenya for a Liberian national including invitation letter, visa preparation and visa approvals <i>All coordination with the embassies shall be done by the Contractor.</i>	14				
B	VISA – Travel visa to Kenya for a Zambian national including invitation letter, visa preparation and visa approvals <i>All coordination with the embassies shall be done by the Contractor.</i>	1				
C	FLIGHTS – One-way trip economy class flight from Roberts International Airport (ROB), Liberia to Jomo Kenyatta International Airport, Kenya	14				
D	FLIGHTS – One-way trip economy class flight from Lusaka Airport, Zambia to Jomo Kenyatta International Airport, Kenya	1				
E	TRANSPORTATION – Pre-booked arrival and departure transportation to move the SIXTEEN (16) study tour delegates to and from Jomo Kenyatta International Airport, Kenya to their hotel on the day of arrival and departure in Kenya	1				
F	TRAVEL INSURANCE – Travel insurance for ten delegates covering personal accident, personal liability, cancellation or curtailment of journey, baggage cover, emergency medical expenses and repatriation as a MINIMUM.	16				

Item	Name and required parameters	Quantity	Unit price EUR	Total item price EUR	Compliance* Yes/no	Remarks
Logistics arrangements for TVET study-tour <u>within</u> Kenya						
G	TRANSPORTATION – Pre-booked transportation (which includes a dedicated driver) to transport the SIXTEEN (16) delegates to each destination in and around Nairobi, Kenya in accordance with the preliminary itinerary shown in Annex 2.	1				
H	ACCOMMODATION - 3 or 4-star hotels for the SIXTEEN (16) delegates in Nairobi, Kenya s in accordance with the finalized itinerary comprising THREE (3) overnight stays per delegate.	1				
I	SUBSISTENCE - Booking and payment of two meals per day (breakfast, lunch) for the SIXTEEN (16) delegates for the duration of the study-tour.	1				
Logistics arrangements for TVET study-tour to Zambia from Kenya						
J	VISA – Travel visa to Zambia for a Liberian national including invitation letter, visa preparation and visa approvals <i>All coordination with the embassies shall be done by the Contractor.</i>	14				
K	FLIGHTS – One-way trip economy class flight from Jomo Kenyatta International Airport, Kenya to Simon Mwansa Kapwepwe Airport Ndola, Zambia	16				
L	TRANSPORTATION – Pre-booked arrival and departure transportation to move the SIXTEEN (16) study tour delegates to and from Simon Mwansa Kapwepwe Airport Ndola, Zambia to their hotel on the day of arrival and departure in Zambia	1				
M	TRAVEL INSURANCE – Travel insurance for ten delegates covering personal accident, personal liability, cancellation or curtailment of journey, baggage cover, emergency medical expenses and repatriation as a MINIMUM.	16				

Logistics arrangements for TVET study-tour within Zambia						
N	TRANSPORTATION – Pre-booked transportation (which includes a dedicated driver) to transport the SIXTEEN (16) delegates to each destination in and around Ndola, Zambia in accordance with the preliminary itinerary shown in Annex 2	1				
O	ACCOMMODATION - 3 or 4-star hotels for the SIXTEEN (16) delegates in Ndola, Zambia in accordance with the finalized itinerary comprising EIGHT (8) overnight stays per delegate.	1				
P	FLIGHTS – One-way trip economy class flight from Simon Mwansa Kapwepwe Airport Ndola, Zambia to Lusaka, Zambia	16				
Q	TRANSPORTATION – Pre-booked arrival and departure transportation to move the SIXTEEN (16) study tour delegates to and from Lusaka Airport, Zambia to their hotel on the day of arrival and departure in Lusaka, Zambia	1				
R	ACCOMMODATION - 3 or 4-star hotels for the SIXTEEN (16) delegates in Lusaka, Zambia in accordance with the finalized itinerary comprising ONE (1) overnight stay per delegate.	1				
S	TRANSPORTATION – Pre-booked transportation (which includes a dedicated driver) to transport the SIXTEEN (16) delegates to each destination in and around Lusaka including an approximately 3-day trip to Kafue Gorge, Zambia in accordance with the preliminary itinerary shown in Annex 2	1				
T	ACCOMMODATION - 3 or 4-star hotels for the SIXTEEN (16) delegates in Kafue Gorge, Zambia in accordance with the finalized itinerary comprising TWO (2) overnight stay per delegate.	1				
U	ACCOMMODATION - 3 or 4-star hotels for the SIXTEEN (16) delegates in Lusaka, Zambia in accordance with the finalized itinerary comprising TWO (2) overnight stay per delegate.	1				
V	SUBSISTENCE - Booking and payment of two meals per day (breakfast, lunch) for the SIXTEEN (16) delegates for the duration of the study-tour.	1				

Logistics arrangements for TVET study-to Liberia from Lusaka, Zambia						
W	FLIGHTS – One-way trip economy class flight from Lusaka Airport, Zambia to Roberts International Airport, Liberia.	14				
Subsistence Allowance						
X	Disburse miscellaneous allowance of USD 52.00 per night directly to each of the SIXTEEN (16) delegates for the whole Study Tour.	1				
Y	OTHER COSTS – <i>please specify</i>					
GRAND TOTAL in EUR (A to Y)						

* Compliance must be confirmed by the supplier's offer and technical documentation and will be verified by UNIDO during technical evaluation; if not compliant with UNIDO parameters, the supplier must indicate his parameters in column 'Remarks'

Bidders Declaration of Understanding

Please tick boxes to confirm acceptance / rejection of the requirements listed in Section 7 indicated in the Terms of Reference.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/we confirm that I/we have the capacity and resources to be able to meet the organisational and logistical requirements of this tender.
<input type="checkbox"/>	<input type="checkbox"/>	I/we confirm that I/we have the capacity to operate in Kenya and Zambia.
<input type="checkbox"/>	<input type="checkbox"/>	I/we confirm that I/we have the flexibility to accommodate travel plan date changes and city itinerary changes, provided that UNIDO gives a minimum of two (2) week notice of any amendments to the proposed preliminary itinerary detailed in Annex 2.

Name _____ Signature _____ Date _____

ANNEX 2: PRELIMINARY ITINERARY for Oct/ Nov 2019 (*SUBJECT TO CHANGE)

Example itinerary for information only

**Itinerary including dates and cities to be confirmed by UNIDO 2 weeks prior to visit.*

Estimated date	Activity	Accommodation location
Sunday 27 th Oct.	Arrive to Nairobi, Kenya.	Overnight Nairobi
Monday 28 th Oct.	Nairobi	Overnight Nairobi
Tuesday 29 th Oct.	Nairobi	Overnight Nairobi
Wednesday 30 th Oct.	Flight Nairobi, Kenya to Ndola, Zambia	Overnight Ndola
Thursday 31 st Oct.	Ndola	Overnight Ndola
Friday 1 st Nov.	Ndola	Overnight Ndola
Saturday 2 nd Nov.	Ndola	Overnight Ndola
Sunday 3 rd Nov.	Ndola	Overnight Ndola
Monday 4 th Nov.	To Luanshya Back to Ndola	Overnight Ndola
Tuesday 5 th Nov.	To Kitwe Back to Ndola	Overnight Ndola
Wednesday 6 th Nov.	To Mopani Copper Mine Back to Ndola	Overnight Ndola
Thursdays 7 th Nov.	Flight Ndola, Zambia to Lusaka, Zambia and in Lusaka	Overnight Lusaka
Friday 8 th Nov.	Lusaka to Mazabuka Town to Kafue Gorge	Overnight Kafue Gorge
Saturday 9 th Nov.	Kafue Gorge	Overnight Kafue Gorge
Sunday 10 th Nov.	Kafue Gorge	Overnight Kafue Gorge
Monday 11 th Nov.	Kafue Gorge to Lusaka	Overnight Lusaka
Tuesday 12 th Nov.	Lusaka	Overnight Lusaka
Departure to Liberia on Wednesday 13 th November 2019 – Hotel required for the night depending on departure time.		

End