



In partnership



REQUEST FOR PROPOSALS

(PROCUREMENT OF SERVICES)

CONSULTANCY SERVICES TO DELIVER ENTERPRISE-BASED TECHNICAL UPSKILLING, WORK READINESS TRAINING AND TOOLKIT DISTRIBUTION FOR 2025

RFP Ref:	<i>RFP/FSME/SAYE/002/25</i>
Date of RFP Issuance	3 rd March 2025
Deadline for submission of proposals	17 th March 2025
Expected date of contract signing	31 st March 2025

REQUEST FOR PROPOSALS
RFP No: *RFP/FSME/SAYE/002/25*

**Assignment Name: Consultancy to delivering enterprise-based
technical Upskilling, work readiness training and toolkit
distribution for 2025**



Request for Proposals

The Federation of Small and Medium-Sized Enterprises (hereinafter called FSME) intends to hire a Service Provider to deliver enterprise-based technical Upskilling, work readiness training and toolkit distribution for 2025.

More details on the services are provided in the attached Terms of Reference (TOR).

The Service Provider /Consulting Firm will be selected under a Quality–Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- Section I. Instructions to Service Providers/ Consulting Firms
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Forms
- Section IV. Terms of Reference

Proposals must be submitted by Courier / Hand delivery to the address below:

Bid submission address:

FSME Head Office
Plot 43, Stretcher Rd, Ntinda, Kampala
Or BDS Centre, Mafubira Jinja

FSME reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers/ Consulting Firms

Name: Peter Sebiweke
Title: Ag. Head, Procurement and Disposal Unit
Date: 03rd March 2025

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Section I - Instructions to Service Providers/ Consulting Firms

1. Introduction

- 1.1 Only eligible Service Providers/ Consulting Firms may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm.
- 1.2 Service Providers/ Consulting Firms should familiarize themselves with local conditions and take them into account in preparing the proposal. Service Providers/ Consulting Firms are encouraged to visit FSME before submitting a proposal and to attend a pre-proposal conference if it is specified in Item 2.3. of this Instruction.
- 1.3 The Service Providers/ Consulting Firms costs of preparing the proposal and of negotiating the contract, including visit/s to the FSME, are not reimbursable as a direct cost of the assignment.
- 1.4 Service Providers/ Consulting Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the FSME.
- 1.5 FSME is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/ Consulting Firms.
- 1.6 FSME shall provide at no cost to the Service Provider/ Consulting Firm the necessary inputs and facilities and assist the Firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and report (see Section IV. terms of reference).

2. Corrupt, Fraudulent, and Coercive Practices

- 2.1 FSME Policy requires that all FSME Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. FSME shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, FSME defines for the purposes of this paragraph the terms set forth below as follows:
 - Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
 - Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the

Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.

- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

3. Conflict of Interest

3.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder.
- A Bidder has the same representative as that of another Bidder for purposes of this bid.
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process.
- A Bidder submits more than one bid in this bidding process.
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

4. Clarifications and Amendments to RFP Documents

4.1 At any time before the submission of the proposals, FSME may, for any reason, whether at its own initiative or in response to a clarification amend the RFP. Any amendment made will be made available to all short-listed Service Providers/ Consulting Firms who have acknowledged the Letter of Invitation.

4.2. Service Providers/ Consulting Firms may request clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submitted to FSME at the address indicated in the invitation at least *(2) calendar days* before the set deadline for the submission and

receipt of Proposals. FSME will respond in writing or by standard electronic means to the said request and this will be made available to all those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

- 4.3 For this purpose, a pre-proposal conference will not be organized, due to time limitations.

5. Preparation of the Proposal

- 5.1 A Service Provider/ Consulting Firm Proposal shall have two (2) components:

- a) the Technical Proposal, and
- b) the Financial Proposal.

- 5.2 The Proposal, and all related correspondence exchanged by the Service Providers/ Consulting Firms and FSME, shall be in *English*. All reports prepared by the contracted Service Provider/ Consulting Firm shall be in *English*.

- 5.3 The Service Providers/ Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

6. Technical Proposal

- 6.1 When preparing the Technical Proposal, Service Providers/ Consulting Firms must give particular attention to the following:

- a) If a Service Provider/ Consulting Firm deems that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Service Providers/ Consulting Firms may associate with the other consultants invited for this assignment or to enter into a joint venture with consultants not invited, only with the approval of FSME. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.¹
- b) For assignment of the staff, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
- c) It is desirable that the majority of the key professional staff proposed is permanent employees of the firm or have an extended and stable working relationship with it.

¹ This clause shall be included/revised as deemed necessary

- d) Proposed professional staff must, at a minimum, have the experience of at least *Five years*, preferably working under conditions similar to those prevailing in the country of the assignment.
- 6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 6 (Section III).
- a) TPF-1: Technical Proposal Submission Form
 - b) A brief description of the Service Providers/ Consulting Firms organization and an outline of recent experience on assignments of a similar nature (TPF-2), if it is a joint venture, for each partner. For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
 - c) A description of the approach, methodology and work plan for performing the assignment (TPF-3). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (TPF-7)
 - d) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff (TPF-4).
 - e) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TPF-5) Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last *five years*.
 - f) A time schedule estimates of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members (TPF-6).
 - g) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work plan (TPF-7).

6.3 The technical proposal shall not include any financial information.

7. Financial Proposal

- 7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (Section IV).
- 7.2 The Financial proposal shall include all costs associated with the assignment. If appropriate, these costs should be broken down by activity. All items and activities described in the technical proposal must be priced

separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.

- 7.3 The Service Provider/ Consulting Firm may be subject to local taxes on amounts payable under the Contract. If such is the case, FSME may either: a) reimburse the Service Provider/ Consulting Firm for any such taxes or b) pay such taxes on behalf of the Consultant. Taxes shall not be included in the sum provided in the Financial Proposal as this will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 7.4. Service Providers/ Consulting Firms shall express the price of their services in *UGX*.
- 7.5 The Financial Proposal shall be valid for *30 calendar days*. During this period, the Service Provider/ Consulting Firm is expected to keep available the professional staff for the assignment. FSME will make its best effort to complete negotiations and determine the award within the validity period. If FSME wishes to extend the validity period of the proposals, the Service Provider/ Consulting Firm has the right not to extend the validity of the proposals.

8. Submission, Receipt, and Opening of Proposals

- 8.1 Service Providers/ Consulting Firms may only submit one proposal. If a Service Provider/ Consulting Firm submits or participates in more than one proposal such proposal shall be disqualified.
- 8.2 The original Proposal (both Technical and Financial Proposals) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Service Providers/ Consulting Firms themselves. Any such corrections or overwriting must be initialized by the person(s) who signed the Proposal.
- 8.3 The Service Providers/ Consulting Firms shall submit the Technical Proposal and the Financial Proposal in separate envelopes.
- 8.4 The Proposals must be delivered by hand to:

FSME Head Office
Plot 43, Stretcher Rd, Ntinda, Kampala
Or BDS Centre, Mafubira Jinja
- 8.5 No late proposal shall be accepted.
- 8.6 After the deadline for the submission of Proposals, all the Technical Proposals shall be opened first by FSME. The Financial Proposal shall remain sealed until all submitted Technical Proposals are opened and evaluated. FSME has the option to open the proposals publicly or not.

9. Evaluation of Proposals

9.1 After the Proposals have been submitted to FSME and during the evaluation period, Service Providers/ Consulting Firms that have submitted their Proposals are prohibited from making any kind of communication with any FSME staff regarding matters connected to their Proposals. Any effort by the Service Providers/ Consulting Firms to influence FSME in the examination, evaluation, ranking of Proposal, and recommendation for the award of contract may result in the rejection of the Service Providers/ Consulting Firms Proposal.

10. Technical Evaluation

10.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than *two (2) calendar day* after the deadline for receipt of proposals.

10.2 FSME shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criterion, sub criteria and point system. Each responsive proposal shall be given a technical score (St). The proposal with the highest score or rank shall be identified as the Highest Rated/Ranked Proposal.

10.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is *70%*.

10.4 The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria and sub-criteria:

Points

(i) Specific experience of the Service Providers/ Consulting Firms relevant to

the assignment: [10]
[sub-criteria are not provided]

(ii) Adequacy of the proposed methodology and work plan in response to the

Terms of Reference:

a) Technical approach and methodology [45]

b) Work plan [20]

c) Organization and staffing [10]

Total points for criterion (ii): [75]

(iii) Key professional staff qualifications and competence for the assignment:

b) A detailed description of the firm's project management team including skills, experience and capabilities of relevant staff. [15]

Total points for criterion (iii): [15]

Total weight: 100%

The minimum technical score S_t required to pass is: 85% Points

10.5 Technical Proposal shall not be considered for evaluation in any of the following cases:

- a) late submission, *i.e.*, after the deadline set
- b) failure to submit any of the technical requirements and provisions provided under the Instruction to Service Provider/ Consulting Firm (ITC) and Terms of Reference (TOR);

11. Financial Evaluation

- 11.1 After completion of the Technical Proposal evaluation, FSME shall notify those Service Providers/ Consulting Firms whose proposals did not meet the minimum qualifying score or were considered nonresponsive based on the requirements in the RFP, indicating that their Financial Proposals shall be returned unopened after the completion of the selection process.
- 11.2 FSME shall simultaneously notify the Service Providers/ Consulting Firms that have passed the minimum qualifying score indicating the date and opening of the Financial Proposal. FSME has the option to open the financial proposals publicly or not.
- 11.3 FSME shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.
- 11.4 FSME will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 11.5 The Financial Proposal of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

$$Sf = 100 \times FI / F$$

Where:

Sf - is the financial score of the Financial Proposal under consideration,
FI - is the price of the lowest Financial Proposal, and
F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights² (T = the weight given to the Technical Proposal = 0.80; F = the weight given to the Financial Proposal = 0.20; T + F = 1)

$$Sc = St \times T\% + Sf \times F\%$$

The firm achieving the highest combined technical and financial score will be invited for negotiations.

12. Negotiations

- 12.1 The aim of the negotiation is to reach agreement on all points and sign a contract.
- 12.2 Negotiation will include: a) discussion and clarification of the Terms of Reference (TOR) and Scope of Services; b) Discussion and finalization of the methodology and work program proposed by the Service Provider/ Consulting Firm; c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, and schedule of activities (manning schedule); d) Discussion on the services, facilities and data, if any, to be provided by FSME; e) Discussion on the financial proposal submitted by the Service Provider/ Consulting Firm; and f) Provisions of the contract. FSME shall prepare minutes of negotiation which will be signed both by FSME and the Service Providers/ Consulting Firms.
- 12.3 The financial negotiations will include clarification on the tax liability and the manner in which it will be reflected in the contract and will reflect the agreed technical modifications (if any) in the cost of the services. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.
- 12.4 Having selected the Service Provider/ Consulting Firm on the basis of, among other things, an evaluation of proposed key professional staff, FSME expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, FSME shall require assurances that the experts shall be actually available. FSME will not consider substitutions during contract negotiation unless both parties agree that the undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case

² May vary depending on the requirement of the Mission; normally, weight assigned to Technical is .80 and .20 for the Financial.

and if it is established that staff were referred in their proposal without confirming their availability the Service Provider/ Consulting Firm may be disqualified. Any proposed substitution shall have equivalent or better qualifications and experience than the original candidate.

- 12.5 All agreement in the negotiation will then be incorporated in the description of services and form part of the Contract.
- 12.6 The negotiations shall conclude with a review of the draft form of the Contract which forms part of this RFP (Section VI). To complete negotiations, FSME and the Service Providers/ Consulting Firms shall initial the agreed Contract. If negotiations fail, FSME shall invite the second ranked Service Provider/ Consulting Firm to negotiate a contract. If negotiations still fail, the FSME shall repeat the process for the next-in-rank Service Providers/ Consulting Firms until the negotiation is successfully completed.

13. Award of Contract

- 13.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the Service Provider/ Consulting Firm with the Highest Rated Responsive Proposal. Thereafter, the FSME shall promptly notify other Service Providers/ Consulting Firms on the shortlist that they were unsuccessful and shall return their unopened Financial Proposals. Notification will also be sent to those Service Providers/ Consulting Firms who did not pass the technical evaluation.
- 13.2 The Service Provider/ Consulting Firm is expected to commence the assignment seven (7) working days after the proposal closing date

14. Confidentiality

- 14.1.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider/ Consulting Firm who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider/ Consulting Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of FSME's anti-fraud and corruption policy.

Section II – Technical Proposal Standard Forms

TPF-1: Technical Proposal Submission Form

[Location, Date]

To: *[Chairperson Name and address of FSME Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We acknowledge and accept FSME's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with FSME as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

TPF – 2: Service Providers/ Consulting Firms Organization

[Provide here brief (two pages) description of the background and organization of your firm/entity and each associate for the assignment (if applicable).]

TPF – 3: Description of the Approach, Methodology and Work Plan for Performing the Assignment

[The description of the approach, methodology and work plan should normally consist of not more than 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]

TPF – 4: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

TPF – 5: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____
Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member and authorized representative of the firm]Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

TPF-6: Time Schedule for Professional Personnel

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____ Part-time: _____
 Reports Due: _____
 Activities Duration: _____
 Location: _____

Signature _____ of _____ Authorized Representative: _____

Full Name: _____
 Title: _____

TPF-7: Activity (Work) Schedule

No.	Activity/Work Description	Duration											
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1													
2													
3													
4													
5													

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

Section III. Financial Proposal - Standard Forms

FPF-1: Financial Proposal Submission Form

[Location, Date]

To:

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

We acknowledge and accept the FSME right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the FSME as a result of this Proposal or not.

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers/ Consulting Firms (ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Consulting Firms, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

FPF- 2: Summary of Costs

Costs	Currency	Amount(s)
I – Remuneration Cost (see FPF- 3 for breakdown)		
II - Delivery Cost (see FPF – 4 for breakdown)		
Total Amount of Financial Proposal ¹		

¹ Indicate total costs, net of local taxes, to be paid by FSME in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in all Forms FPF-3 provided with the Proposal.

Authorized Signature:
Name and Title of Signatory:

FPF-3: Breakdown of Costs by Activity

Group of Activities (Phase): ² <hr/> — <hr/> —	Description: ³ <hr/> <hr/> <hr/>	
Cost Component	Costs	
	Currency	Amount
Delivery costs (costs to other sub-contractors)		
Remuneration ⁴		
Subtotals		

¹ Form FPF3 shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment

(e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider/ Consulting Firm shall fill a

separate Form FPF-3 for each Group of activities.

² Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-8.

³ Short description of the activities whose cost breakdown is provided in this Form.

⁴ For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in FPF-4 and FPF-5.

Authorized Signature:

Name and Title of Signatory:

Section IV. Terms of Reference

Terms of Reference (TORs) for consultancy services to deliver enterprise-based technical Upskilling, work readiness training and toolkit distribution for 2025.

1.0 BACKGROUND

1.1 About the Federation of Small and Medium-Sized Enterprises-Uganda

The Federation of Small and Medium Enterprises-Uganda (FSME) is the umbrella body for Micro, Small and Medium Enterprises in Uganda that plays a pivotal role in creating a robust and conducive business environment for small and medium businesses in Uganda. It is a not-for-profit membership association, registered as a company limited by guarantee. The Mission of the FSME is to equip MSMEs for success and growth, by ensuring that there is a conducive environment for business and access to quality business development services. The strategic priorities of FSME for the period 2020-2025 are: to build a healthy entrepreneurial ecosystem and advocate for a conducive business environment for the growth of MSMEs, to increase the competitiveness of MSMEs in Uganda by addressing constraints in financing, entrepreneurship, technical skills, value chains and access to markets, to support the post COVID-19 recovery and resilience of MSMEs through digital transformation and to promote the inclusion of women, youth and other marginalized groups in the association's programs and structures.

1.2 About the SAYE Project:

The Federation for Small & Medium Enterprises (FSME) is part of a consortium implementing a 5-year project led by Heifer Project International in partnership with Master card Foundation under its program the Young Africa Works. The project seeks to improve socio-economic wellbeing and resilience of young people in the Busoga sub-region by 2029. The project will focus on four intervention areas; skills development, equitable access to markets, innovative and inclusive finance and creating an enabling environment to realize desired outcomes. The project target is to reach 250,000 young people between 16-35 years (70% females and 3% youth with disabilities). FSME will deliver on two major outcomes: Increased growth of youth-led agriculture and service-based enterprises; and Increased participation of youth in decision making, resource allocation, and utilization focusing on two intervention areas: **Access to Market and the Enabling Environment** to realize the desired outcomes.

The consortium is composed of Heifer Project International, The Consortium for Enhancing University responsiveness to Agribusiness Development Limited (CURAD), The Federation for Small & Medium Enterprises (FSME) Financial Sector Deepening Uganda (FSDU) and ASIGMA group.

In Year 2 of the project, FSME is required to deliver 100 technical upskilling and work readiness training for 4,100 youth from any of the 100 wards across 11 districts in the Busoga sub-region. The aim of these trainings will be to enhance the technical skills of the youth and to improve their work readiness.

OBJECTIVE(S) OF THE ASSIGNMENT:

FSME intends to retain a competent training provider with experience in the Busoga sub-region to coordinate the delivery of 100 technical upskilling and work readiness training for 4,100 youth from any of the 100 wards/T.Cs across the 11 districts in the Busoga sub-region and distribute toolkits to 880 MSE groups. The provider will be under the direct supervision of FSME and will be required to only use the client's tools, manuals and approaches.

The specific objectives of the assignment include:

- i) To deliver short term intensive technical upskilling in the value chains of poultry and horticulture. Examples of these trainings include: chicken roasting, samosa making, feeds manufacturing, tomato sauce manufacturing, juice processing, among others.
- ii) To deliver a work readiness training to the beneficiaries of the technical upskilling programme in order to prepare these young people for work.
- iii) To deliver toolkits to a few MSE groups
- iv) To oversee the activities of the SME Master Trainers to ensure compliance with FSME and SAYE Consortium guidelines (especially Safeguarding).
- v) To select appropriate venues for the trainings and ensure that they are set-up and paid for, as per the guidance of FSME.
- vi) To prepare and submit timely training reports to FSME including any supporting documentation e.g. pictures, attendance lists etc.
- vii) To ensure that all trainees are legitimate participants and coordinate with FSME in submitting M&E data as part of its reporting.

SCOPE OF WORK:

The service provider will be required to provide the services below in 25 pre-identified wards and town councils in 11 districts of the Busoga region. All deliverables will have to be approved by the Business Development Officer and the Business Development Lead.

SME Master Trainer supervision

- To deploy the 200 SME Master Trainers who would have undergone a Training of Trainers (ToT) by FSME to deliver trainings to the 4,100 youth in at least 25 wards/T.Cs.
- To facilitate the travel and compensation of the SME Master Trainers, with approval from FSME
- To supervise the SME Master Trainers to ensure that they are doing their work as per the agreement with FSME.
- To ensure that the SME Master Trainers comply with both FSME and SAYE consortium guidelines especially in the area of safeguarding.
- To undertake any disciplinary action or dismiss against any SME Master Trainer who contravenes SAYE Consortium guidelines

Training delivery

- To organize 100 short term intensive technical upskilling in the value chains of poultry and horticulture. Examples of these trainings include: chicken roasting, samosa making, feeds manufacturing, tomato sauce manufacturing, juice processing, among others with at least 4,100 participants
- To ensure that the participants also receive work readiness training. Some of the topics that will be covered during the work readiness program include: teamwork, personal grooming, time-keeping, communication, leadership and interview/CV preparation skills.
- To ensure that all trainings are delivered to groups of at least 41 participants. In special cases, a few groups with less than 31 participants will also be trained
- To ensure that the training sessions are periods of at least 8 hours per group
- To ensure that the training sessions are delivered in Lusoga or in a language that the participants may prefer
- To ensure that the trainings are participatory and that the participants have ample time to ask questions.
- To utilize relevant training ice-breakers, games and illustrations that ensure that the participants grasp the material
- To ensure that the youth are provided with appropriate snacks during the training sessions.

Toolkits distribution

- Identifying toolkit needs
- Purchasing or fabricating toolkits
- Distributing toolkits following FSME's guidelines

Reporting

- To prepare comprehensive reports for each training activity
- To prepare monthly reports to the BDS Officer and the BDS Lead
- To prepare milestone-based reports for payment, as per the schedule hereunder.

Monitoring and Evaluation

- To coordinate with the M&E officer to ensure that all youth participating in the trainings are already profiled in the SAYE database
- To input attendance data into the SAYE M&E system after approval by the M&E Officer of FSME

Documentation

- To document success stories and best practices, including pictures, collect impact stories etc.

KEY MILESTONES AND DELIVERABLES

Milestone number	Milestone description	Proposed timelines
Milestone 1	Signing of Contract and submission of the Inception Report	Immediate
Milestone 2	Training of 1,300 youth and submission of the 1 st Progress Report & distribution of toolkits to 290 groups	30 days
Milestone 3	Training of 1,300 MSE groups and submission of the 2 nd Progress Report & delivery of 290 toolkits	30 days
Milestone 4	Training of 1,500 MSE groups, distribution of 300 toolkits and submission of the Final Progress Report	30 days

KEY OUTCOMES

- 880 toolkits distributed
- 4,100 groups provided with technical skilling and work readiness training

PAYMENT SCHEDULE

Milestone number	Milestone description	Percentage	Supporting documents
Milestone 1	Signing of Contract and submission of the Inception Report	30%	Signed contract
Milestone 2	Training of 1,300 youth and submission of the 1 st Progress Report & distribution of toolkits to 290 groups	30%	Approved report Physical attendance lists/evidence of input into the SAYE database Training pictures Pre and post training evaluation forms
Milestone 3	Training of 2,600 MSE groups and submission of the 2 nd Progress Report & delivery of toolkits to 580 groups	30%	Approved report Physical attendance lists/evidence of input into the SAYE database Training pictures Pre and post training evaluation forms
Milestone 4	Training of 4,100 MSE groups, distribution of toolkits to 880 groups and submission of the Final Progress	10%	Approved report Physical attendance lists/evidence of input into the

	Report		SAYE database Training pictures Pre and post training evaluation forms
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DURATION OF THE ASSIGNMENT:

The assignment will last for at least 90 days

PROFESSIONAL FEES:

The total amount of professional fees for this assignment (including the Costs of the Service Providers) shall be agreed upon by both parties upon understanding of the task at hand.

STATUTUTORY DEDUCTIONS:

The Consultant will be responsible for the declaration of the income received for Income tax purposes. FSME will withhold 6% of the Gross amount of this contract for remitting to the Uganda Revenue Authority. Therefore, the Service Provider will be required to submit a valid Tax Identification Number.

QUALIFICATIONS, SKILLS AND COMPEETENCIES:

The successful provider must have prior experience in the following:

- At least 3 years of experience in the design, organizing, managing, and implementing rural training events for youth or Micro entrepreneurs.
- The Mandatory team structure should include: a Training Manager, a Toolkit Distribution Officer, SME Master Trainers (a list to be provided by FSME to all bidders on request) and at least 4 supervisors.

REPORTING:

The Provider will report to and work under the guidance of the SAYE BDS & Training Lead.

HOW TO APPLY:

This is an open competitive request for consulting services. Individuals/firms should submit 3 copies of their technical and financial proposal to the FSME Offices on Plot 43 Stretcher Rd, Ntinda with the following documents to demonstrate eligibility by 17th March, 2025 at 5:00pm:

- A copy of the Certificate of Registration
- A Valid TIN certificate
- A Power of Attorney, duly registered with the Uganda Registration Services Bureau (URSB)
- Evidence of similar work (Completion certificates)

NOTE: The Mastercard Foundation adheres to the highest standards of care related to its programs, those involved in carrying out its mission, and the millions of young people it supports in accessing dignified and fulfilling work. The Foundation has a zero-tolerance policy for all forms of misconduct and takes seriously its responsibility to improve the safety and well-being of the young people who participate in its programs. This duty of care is shared by the Foundation's partners. As such, during recruitment of staff for Foundation supported programs, all necessary mechanisms are put in place to ascertain that candidates under consideration share our commitment to safeguarding.

ONLY SELECTED FIRMS THAT MEET THE REQUIREMENTS WILL BE NOTIFIED.