



Schweizerische Eidgenossenschaft
Confédération suisse
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**Swiss Cooperation Office
South Caucasus**



CALL FOR PROPOSALS FOR PROVIDING OF FORMAL VET IN THE FIELD OF AGRICULTURE/FOOD PROCESSING

21 April, 2021
Tbilisi, Georgia

INSTRUCTIONS

I. BACKGROUND

The United Nations Development Program Georgia (UNDP) with the financial support of the Swiss Development and Cooperation Agency (SDC) is implementing the project "**Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (Phase II)**", which aims at creating and developing a modern system of vocational education and extension in agriculture in Georgia.

COVID 19 outbreak has created unprecedented challenges and problems, particularly for vulnerable rural populations. In order to overcome the challenges created by the COVID 19, project has allocated additional funds for rural population, farmers and interested persons to finance provision of agriculture, agribusiness and environment protection related short-term training courses. Therefore, the project has announced new competition for VET institutions.

II. PURPOSE OF THE CALL FOR PROPOSALS

The purpose of the Call for Proposal, through providing of formal short-term vocational training courses is to support farmers, rural households and people involved in agribusiness, farming and forestry activities, for their capacity building and further development. This will be good opportunity for vocational educational, training/retraining institutions and other short-term training provider organizations (NGO's) operating in the field of agriculture.

Application should strive to suggest short-term training courses.

III. WHO CAN APPLY

All type of Vocational educational, training/retraining institutions including other short-term training providers and organizations with agriculture development and capacity building and environment protection background (including agriculture/food processing fields). All above-mentioned institutions must demonstrate proven experience and capabilities in carrying out the **Formal Vocational Education and Training/retraining in the field of agriculture/food processing (including agritourism), forestry, and environmental protection.**

Vocational Education, Training/Retraining institutions should have been formally Granted the Right to provide short-term training/retraining program by the National Centre for Educational Quality Enhancement (NCEQE) in order to be eligible for this grant. Also, each suggested short-term training/retraining program must be formal and officially recognized by the (NCEQE).

Organizations should be registered in accordance with the legal requirements of the Government of Georgia, must be able to provide organization's statute and the debt certificate.

IV. PROCEDURES OF GRANT PROPOSAL SUBMISSION

Those wishing to participate:

- Must submit filled Application form (See Annex 1) in line with the goals and directions determined above and provide as an attachment of the application additional documents indicated in Annex 2.

Please send filled application electronically to the following e-mails: konstantine.kobakhidze@undp.org; mamuka.matiashvili@undp.org; in PDF (signed and stamped) and word formats. Call for Proposal is open till **30 July 2021**.

Each application is reviewed individually, and a decision is made according to the submitted eligible application, regardless of the submission time. Therefore, early submitted applications are highly appreciated.

If additional clarifications required, questions can be sent to the same email address indicated above. Answers to questions will be provided within two working days.

The decision will be made in accordance with UNDP regulations.

Note: For any questions please do not hesitate to contact to following email address: mamuka.matiashvili@undp.org.

Other important considerations:

- Applicant can provide one or more authorized short-term training courses.
- Applicants should submit proposals with justified and realistic budgets in line with UNDP estimation.
- Co-funding and in-house contributions are strongly encouraged, as well as partnership with NGO and private sector representatives.
- Eligible costs include honorarium/salary of trainers, stationery and office equipment, printing and translation and administrative costs, also other costs directly related to the project proposal.
- The project staff salary costs (administrative costs) do not exceed 10% of the total budget of the proposal.

V. PROJECT IMPLEMENTATION TIMEFRAME

Duration of each short-term training course shall not exceed 6 months and duration of the contract counted from the date of the signature to the date when all relevant activities have been successfully completed shall not exceed 8 months.

VI. SELECTION PROCESS

Each eligible organization, with eligible authorized and **Formal Vocational Education and Training/retraining programs in the field of agriculture/food processing**, will be selected and financed.

VII. IMPORTANT ADDITIONAL INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See <http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDPAntiFraudPolicyEnglishFINALjune2011.pdf>; <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions> for full description of the policies).

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all time hold UNDP's interest paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;
- Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or
- Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such a conflict exists.

Short-term Training/Retraining Program Implementation and Reporting Plan¹

1. General Information:

Title of suggested short-term training/retraining program(s) :	
Number and date of NCEQE granted rights for suggested short-term training/retraining program(s)	
Name of recipient institution/Organization, Registration Date, Identification Data, Address, E-Mail and Web-Page	
Name, Surname of Authorized Representative(s), Identification Data and Contact Information (telephone, e-mail) ²	
Duration of the project, starts and end dates	
Number of students enrolled	
Cost of short-term training program	

2. Description:

a. The Narrative part³:

b. Logical Framework and Performance:

INDICATOR(S)	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target

c. Workplan:

	Y.Y.					
Description of Activities	Mar	Apr	May	Jun	Jul	etc.

¹ Will be re-submitted during the reporting period.

² Information indicated in this entry will be used to contact applicant during the project proposal consideration process.

³ Short description of the short-term training program(s), justification why it is important to provide this program and what will be benefit.

Output 1						
Activity 1.1						
Activity 1.2, etc.						

d. The Financial Part of the Report:

PROJECT BUDGET							
#	Activities/Sub-activities	Unit	No. of Units	Unit rate	Total UNDP Grant	Total Co-financing	Total Project amount
Output 1 (Please indicate the title of the Output)							
1.1	Please indicate the name of each activity						
1.2							
1.3							
1.4							
<i>Note: Please insert as many rows as needed</i>							
Total for Output 1							
Output 2 (Please indicate the title of the Activity)							
2.1	Please indicate name of each activity						
2.2							
2.3							
2.4							
<i>Note: Please insert as many rows as needed</i>							
Total for Output 2							
Grand Total							

Signature and seal of an authorized representative

Date: _____

Additional document to be submitted

1. Note from Revenue Service on tax obligations⁴;
2. Extract from the public register⁵;
3. Account requisites which will be used only for training project operations
4. Copy of authorization document of suggested short-term training course(s).

⁴ This is obligatory for N(N)LE (NGO) and Ltd.

⁵ This is obligatory for N(N)LE (NGO) and Ltd