**#0311-01**

**Invitation to the Request for Quotation (RfQ)**

The ***Danish Refugee Council (DRC)***is inviting legally registered companies as well as individuals to participate Request for Quotation (RFQ) for Supply of the Services: ***Provision of the business development Trainings to the selected Social Enterprises in Georgia.***

The service aims to empower the existing businesses by improving the local capacity of social entrepreneurship and enhance the business management skills of the entrepreneurs.

**Introduction**

DRC (Danish Refugee Council), founded in Denmark in 1956, is Denmark’s largest and the world’s leading non-profit, independent, rights-based refugee organization.

Our vision is to assist refugees, internally displaced people and their host communities to a dignified life. We protect lives and human rights and empower beneficiaries throughout conflict displacement by providing shelter, food, and hope in terms of work, education and integration towards a sustainable future.

Since 1998, programs in Georgia are designed through a “protection lens”, ensuring that all activities integrate protection principles. As such, we will continue to work on expanding our knowledge and ensure durable solutions are provided to IDPs, returnees and host communities, and as well as make IDPs, returnees, host communities and persons in a refugee-like situation aware of and actively claim their rights, through legal assistance and awareness raising.

The main DRC donors in Georgia in 2020 are the German Bank of Reconstruction and Development KfW (Kreditanstalt für Wiederaufbau), GIZ and the European Union.

The programs mainly focus on the following core sectors of intervention in line with DRC mandate to provide durable solutions to the displaced in Georgia:

* Livelihoods (self-reliance, small-business and SME development, Social enterprise development, work placement etc)
* Shelter and small-scale infrastructure (construction and rehabilitations work)
* Access to education and community services
* Access to rights and basic freedoms/protection (legal aid assistance)
* Capacity-building and technical assistance to duty bearers at central and regional level.

**Background**

**Subject**: To design and deliver the business development trainings to the social enterprises

**Training Fee:** The cost of each offered training modules should be **GROSS in EUR including VAT and** all relevant costs (transportation, accommodation, etc) to the assignment.

**Objective of the Assignment:**

The objective of the business development training is to build the capacity of Social Enterprises in different filed of the business operation and the gaining of the business management skills that are anticipated to have a positive impact on development, growth and sustainability of the Social Enterprises.

**Requirement**

The successful service provider is expected to design and deliver the following two-day training modules:

1. Introduction to Social Entrepreneurship.
2. Social Enterprise Business planning.
3. Financial Management of Social Enterprises.
4. Marketing for Social Enterprises.
5. Planning and Management of social results of Social Enterprises.
6. Resource Mobilization for Social Enterprises.

The successful service provider will cooperate with DRC under a framework agreement for a period of 1 year. DRC will request conducting the trainings based on the needs of the funded businesses. Therefore, the offered prices should not be changed during the contracting period.

**Required Qualifications and Experience**

The successful training service provider would have a high academic qualifications and extensive experience in the design and delivery of the business development trainings to the Social Enterprises

* The service provider is expected to have a proven track record in the training industry with a focus on training to Social Enterprises;
* At least 3 years of practical experience in designing and delivering the business development trainings to Social Enterprises;
* Experience in working with IDPs, marginalized communities and a clear understanding of the dynamics of displacement in Georgia;
* Ability to conduct online trainings if required.

**Procedure for submission of quotation**

Interested Applicants are expected to submit the following items in response to this **RFQ:0311-01**

* Technical proposal that covers:
* brief introduction of the applicant organization/in case the service provider is individual, please submit updated CV;
* brief information of the experience in conducting the trainings to Social Enterprises;
* brief description of the methodology or syllabus of the trainings;
* other information as applicant deems relevant.
* Filled and signed Request for Quotation Form (Annex B is attached);
* Completed and signed DRC supplier profile registration form (Annex C is attached);
* Signed Supplier Code of conduct (Annex D is attached).

The abovementioned documents should be sent in PDF format to: [**rfq.geo.zug@drc.ngo**](mailto:rfq.geo.zug@drc.ngo)no later than November 16, 2020. Please indicate the following assignment title in the subject line of the email #**0311-01 “Provision of the Business Development Trainings to the selected Social Enterprises”**, otherwise your application will not be considered.

If you have any questions related specifically to the call, you can submit the questions by e-mail only to [**Mzevinar.jojua@drc.ngo**](mailto:Mzevinar.jojua@drc.ngo)

**Evaluation and Selection**

The evaluation is made on an administrative, technical and financial basis.

**Administrative evaluation**

All requested documentation should be submitted as per requirement indicated in the invitation *(Filled and signed Request for Quotation Form, Completed and signed DRC supplier profile registration form, Signed Supplier Code of conduct)*

Only Bids passed the administrative evaluation stage will be evaluated technically and then financially

The proposed **technical offers** by bidders will be evaluated using the following criteria, and points will be allocated on a scale from 1 – 10 for each of the criteria stipulated below, whereas the weighting is as follows:

|  |  |
| --- | --- |
| **Qualifications (50%)** | * Documented experience in conducting the trainings and capacity building of the Social Enterprises |
| **Proposed services (50%)** | * The proposed business development training modules and the methodology is suitable for and meeting DRC’s requirements |
| **Total** | **100%** |

The total cost of the financial offer per training modules should be mentioned in the DRC Bid Form (*Annex B-RFQ is attached*), The price offered in Annex B for each proposed training modules should be a lump sum price, including the training costs, travel expenses, other.