Terms of Reference /TOR/

For Selection of a Training Firm that provides Training on Cloud Architect & Design, Power BI, and Certification for EthERNet, Higher Education and TVET Instituions Staffs

Procurement Reference No: ET-MINT-288456-CS-QCBS

**May 2022**

### Background

The Ministry of Finance (MoF) of the Federal Democratic Republic of Ethiopia has received financing from the World Bank toward the implementation of the Ethiopia Digital Foundations project. The Digital Foundations project will be financed through an SDR 138.9 million (US$200 million equivalent) IDA credit that will involve a range of stakeholders. The project is intended to lay the building blocks to develop Ethiopia’s digital economy through support to the policy and regulatory environment, improving infrastructure and quality of broadband connectivity and support the digitalization of services, and promote digital entrepreneurship. The project development objective is “to improve Ethiopia’s competitiveness in the digital age through increased inclusiveness and affordability of digital services and through digital job creation”. One of the beneficiaries is the Ethiopian Education and Research Network (EthERNet).

Part of the project involves providing professional development and training in cloud architecture and digital literacy for staff at EthERNet, higher education institutions and TVETs in order to strengthen their technical capacity on these subjects.

### Objective

The main objective of the recruitment of the firm is to provide cloud architecture and digital skills training and certification for EthERNet, higher education institutions and TVET staff. The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified companies for the **provision of training in Information and Communication Technologies.** The bidder will be awarded to the Company with the best proposal, i.e., the proposal that will have the highest score according to evaluation criteria.

### Scope of Services

Staff at various level of the higher education institutions need to be educated in cloud architecture and digital literacy.

The scope includes:

**TASK 1**

* Provide digital skill training for Universities and TVET institution staffs, and providing the relevant and accompanying certifications.

**TASK 2**

* Provide Cloud Architect and Design and Power BI boot camp overseas trainings for EthERNet professionals and providing the relevant and accompanying certifications.

### Minimum requirements / Administrative compliance for the bidder:

* Company profile (organizational structure, relevant experience/related assignments, quality assurance procedures, previous experience with international organizations).
* Work plan and approach (detailed description of activities, agenda).
* CVs of personnel involved.
* Willingness of to agree with participating agencies to interview and approve instructors prior to training delivery.
* Training services/Trainer and soft copy training materials
* All the required Lab and simulation for practice
* Arranging a seat for all industry exam is vendor’s responsibility

### Details of the Training for the digital literacy

The training shall be based on **ICDL Workforce (Or equivalent industry level training and certification)** grouped in three module categories, namely: 1) Essentials Skills, 2) Office Applications and 3) Good Practice. These modules should include the follow:.

1. ESSENTIAL SKILLS

* Computer & Online Essentials
* Application Essentials
* Tablet Essentials
* Tablet Essentials Plus

1. OFFICE APPLICATIONS (based on Microsoft Office)

* Documents
* Spreadsheets
* Presentations
* Teamwork

1. GOOD PRACTICE

* Cyber Security
* Remote Work
* Data Protection
* Information Literacy
* Online Collaboration

## Number of Trainees:

The firm should expect to train sixty-four (64) participants from Higher Education and TVET institutions. At the end of the training, these participants should be equipped and receive all the required trainers’ materials as the expectation is that they provide the same or similar training at their institutions.

## Key Deliverables

* Develop Digital Skill Course Materials for Trainers (Modules, presentation, and assessments)
* Provide E-learning digital content for participants
* Provide Digital MOOC Assessment Exam
* Provide digital skills training for future trainers at both both higher education institutions and TVETs
* Certify all trainees (industry certification from ICDL or equivalent)

## Requested training format

* Face to face instructor lead training with certifications.
* Self-paced learning options for all the staffs including online assessment, learning and certification platform, including eLearning content, eBooks, and Diagnostic Assessments for Certification Tests.
* Provide access to PowerPoint Presentation and other instructional materials during the trainings.
* All necessary configuration and instruction manuals must be made available for each trainee.
* If there are any Video materials for the specific training, it should be included as training material.

For the digital literacy local training, all the training facilities (including computers and media equipment) for the trainees, accommodation and catering facilities shall be the responsibility of Ministry of Education (training@ethernet.edu.et).

### Details of the Cloud Architect and Design and Power BI Training and Certification

**The below boot camp trainings are for EthERNet professionals**

The proposed overseas training should be a boot camp training and hands on with the required lab facilities. The proposal should also include all the exam vouchers required for industry certification.

The Deliverables includes.

* It should be instructor led training with the exam voucher and certification
* It should have an intensive and immersive hands-on learning environment
* It should be on approved and authorized with the required lab facilities
* All the transpiration, accommodations and periderm should be covered by the bidder.

## Details Training Lists

|  |  |  |
| --- | --- | --- |
| **No** | **Training** | **Number of participants** |
| 1 | Microsoft Azure Fundamentals (AZ-900T00) for at least 2 days | 3 |
| 2 | Designing Microsoft Azure Infrastructure Solutions Certification and Training - Exam AZ-305 for at least 4 days | 3 |
| 3 | Introduction to Power BI training and certification vouchers. for at least 4 days | 2 |
| 4 | Analyzing Data with Microsoft Power BI certification training (DA-100 Intro to Power BI). for at least 4 days | 2 |

### Duration

The project should be completed within three months after the signing of the contract

### Technical Evaluation Criteria

All proposals shall be evaluated using the same criteria and scoring process. The evaluation team to evaluate proposals shall use the following criteria:

|  |  |  |
| --- | --- | --- |
| No. | Name of Criteria | Point in % |
| 1 | Qualification and competence of the key professional staff engaged in the consultancy service.   1. Digital Literacy Trainer or ICDL certification or similar certifications.    * 1. Similar experience for more than 8 years on the mentioned application deployment and training and have BSc and above= (30%) 2. Digital Literacy Trainer    * 1. ICDL certification or similar certifications and above and having similar experience for more than 6 years and BSc and above = (5%) 3. Digital Literacy Trainer    * 1. ICDL certification or similar certifications and above and having similar experience for more than 4 years and BSc and above = (5%) | 40% |
| 2 | **Adequacy of the proposed methodology and work plan in responding to the term of reference:**   1. Technical approach and methodology (15%) 2. Work plan (15%)   Organization and staffing (5%) | 35% |
| 3 | Specific Experience of the company relevant to the assignment. The company should have at least 5 years of general experience in the field.   1. 5 Similar experiences with this assignment (10%) 2. 4 Similar experiences with this assignment (6%) 3. 3 Similar experiences with this assignment (2%)   Below 3 Similar experiences with this assignment (0%) | 10% |
| 4 | Suitability of the transfer of knowledge (training) program   1. Relevance of training program (10%) 2. Training approach and methodology (5%) | 15% |

**Remark: Technical Evaluation will comprise 70 % of the mark and Financial Evaluation will comprises 30 % of the mark.**