

Read Skill Reporter for Tenders EOJ Jobs News E

*Tender*  
*Announcement*  
**Hospitality Training**  
**Vocational Skills Development**  
**Program 2018**

## Table of Contents

1. Overview.....	2
2. About this tender announcement.....	2
3. The VSDP .....	3
3.1. Achievements in the VSDP First Main Phase.....	4
3.2. Contribution of training provider activities in the VSDP Second Main Phase.....	4
3.3. Expected impact and outcomes of activities.....	<b>Ошибка! Закладка не определена.</b>
3.3.1. Impact level .....	4
3.3.2. Outcome level .....	4
3.4. Support provided to the training provider by the VSDP ....	<b>Ошибка! Закладка не определена.</b>
4. Scope of Work .....	5
4.1. Overview.....	6
4.2. Support provided to the training provider by the VSDP .....	8
5. Tendering and Selection Process.....	8
5.1. Eligibility .....	9
5.2. Tender process .....	9
5.3. Evaluation for selection of training provider .....	10
6. Funding Allocation.....	11
7. Contracting.....	12
8. How to submit an expression of interest .....	13
1. Annex 1 – Instructions for completing Expression of Interest .....	14
1.1. Organisational Profile.....	15
1.2. Motivation to partner with the VSDP.....	16
1.3. Management Capacity .....	17
1.4. Technical capacity and experience.....	18
1.5. Human Resources.....	21
1.6. Professional references .....	22
1.7. Programming and activities portfolio.....	22
2. Annex 2 – Responsibilities of the VSDP to support implementation of hospitality training .....	1

## 1. Overview

---

Name of tender	Implementation of VSDP Hospitality Training
Objective of the requested service	Selected training providers organise and deliver hospitality training courses according to the VSDP approach
Tendering organisation	Vocational Skills Development Program (VSDP)
Date of issue	10 April 2018
Briefing of interested Training Providers	A briefing will be organised to further explain the tender announcement and respond to inquiries or questions. The briefing will take place at 09:00am on Thursday 26 April 2018 at the Parami Hotel (No. 2, Parami road, Mayangone township, Yangon).
Deadline for submitting Expression of Interest	4 May 2018
Timing of service delivery	18 June 2018 to Dec 31 2019 with the possibility of extension
Geographic coverage	Yangon (with potential expansion to other geographic areas)

## 2. About this tender announcement

---

Swisscontact is pleased to announce a new partnership opportunity for the implementation of hospitality training courses under the Vocational Skills Development Programme (VSDP). The purpose of this tender announcement (TA) is to explain the services to be contracted by the VSDP for the implementation of these courses for an initial contract period of up to 20 months with an option for renewal. VSDP reserves the right to award up to two subsequent subcontracts to the successful applicant for this tender procedure if a change of applicants is not possible for economic or technical reasons, or would cause significant difficulties or incur disproportionate costs for the VSDP.

This TA lays out a process for an open competitive tender through which Swisscontact will issue a subcontract to one selected TP to deliver technical services that have been successfully implemented during the VSDP First Main Phase. In other words, the VSDP wishes to identify TPs which meet the minimum eligibility criteria and which are competent, motivated and well-positioned to potentially spend up to the next four years (2018 to 2022) implementing selected activities, as part of the activities of the VSDP, the technical design of which has already been developed, tested and proven by the VSDP over the last four years (2014 to 2018).

It is possible that new hospitality training activities (new occupations or new approaches) will be introduced incrementally over the next 4 years and it is expected that the selected TP will contribute to developing and rolling out these new activities. TPs responding to this TA will be expected to have

a flexible approach to managing delivery of training courses that allows the space to make changes and improvements over time. Swisscontact also expects that as the selected TP gains experience, implementing VSDP approach, they will be able to contribute to innovation of new training concepts and means of delivering courses. This approach to the partnership is explained in greater detail in the sections below.

The opportunity to collaborate with the VSDP on the implementation of the hospitality training announced through this TA is open to locally-owned private hospitality training schools, institutes, local non-governmental organizations (NGOs), or civil society organizations (CSOs).

International NGOs and private sector entities with foreign majority ownership are not eligible to apply. For more information, see section 5 below, Tendering and Selection Process.

### 3. The VSDP

---

The Vocational Skills Development Program (**VSDP**) is financed by the Swiss Agency for Development and Cooperation (**SDC**). It is implemented in Myanmar by a consortium which is led by Swisscontact (the Swiss Foundation for Technical Cooperation) and includes the German company INBAS (Institute for Vocational Training, Labour Market and Social Policy). The Program's overall goal is to: 'Contribute to improved livelihood opportunities for women and men in targeted areas and occupations in Myanmar'. VSDP has four components, namely the Hospitality Training Component, the Local Vocational Training Component, Apprenticeship Pilot Component and the support to the Policy and Stakeholder Engagement Component.

The VSDP facilitates the increase of skilled men and women in the hospitality industry. The main target group is people from disadvantaged backgrounds who will be trained in selected hospitality occupations in cooperation with hotels in Yangon, Nay Pyi Taw, Mandalay, Bagan, Mawlamyine, Hpa-An and Myeik. The Program plans to achieve this both through direct training in hotels, as well as through the training delivered by subcontracted training providers, following VSDP's established methodologies. The training is implemented by training hotel supervisors in the relevant skills to deliver hospitality training courses to hotel line staff as well as people from disadvantaged backgrounds. The VSDP cooperates closely with hotels, so that course participants benefit from extensive on-the-job coaching, familiarising them with the key tasks they would be expected to perform and how hotel operations are organised. This approach prepares them with practical experience and knowledge that addresses the demands of employers and improves their employment opportunities, while also providing solid foundations for future skills testing and certification by the National Skills Standards Authority (NSSA).

An important feature of the Program is that training activities previously implemented directly by the VSDP will be gradually transferred to locally-owned training providers.

### 3.1. Achievements in the VSDP First Main Phase

The targets set for the VSDP First Main Phase were achieved over the course of four years, from September 2014 to April 2018: These included:

- Successfully training 435 supervisors and middle managers as trainers in partner hotels as trainers
- Successfully training 3,000 disadvantaged women and men in relevant hospitality skills in three different departments, namely Front Office, Food & Beverage Service and Housekeeping
- Successfully training 1,000 hotel line staff in relevant hospitality skills
- Ensuring that 50% of graduates from training courses were women
- The graduates from the courses developed new occupational skills, which helped them to improve their employment and income opportunities.

### 3.2. Contribution of training provider activities in the VSDP Second Main Phase

#### 3.2.1. Impact level

The activities under this tender are expected to contribute to the following VSDP impact indicators:

- 70% of training graduates are employed/self-employed within 6 months of graduating (50% of which are women).

By supporting graduates to identify job opportunities and make connections with employers following their graduation from training courses, the training provider will contribute to achieving this impact indicator.

- 60% of training graduates earn incomes above the national poverty line (376,151 MMK per year) (50% of which are women)

By applying the training approach tested by the VSDP during its First Main Phase, and providing support for job placement of graduates, the training provider will contribute to the achievement of this impact indicator.

#### 3.2.2. Outcome level

The activities under this tender are expected to contribute to the following VSDP outcome indicators:

- 50% of the training course graduates (Learner and hotel line staff) are using the skills acquired during the training (50% women)

By applying the training approach tested by the VSDP during its First Main Phase the training provider will contribute to the achievement of this outcome indicator.

- Partner training providers are effectively managing training delivery of vocational training courses in target areas and occupations.

This outcome indicator will be addressed by training providers in the following ways:

- In close cooperation with the VSDP and according to defined selection criteria, the training provider identifies, selects and negotiates with hotels to become partners for training delivery.
- The training provider maintains close and effective working relations with selected Partner Hotels to prevent disruption of training activities and ensure appropriate quality standards are maintained.
- Ensure that Training of Trainers provided to hotel supervisors develop their capacity so that they have the necessary knowledge and skills to deliver training according to the VSDP curricula and training approach.
- Hotel supervisors are mentored throughout the training process to ensure that the Learners and Line Staff meet the course learning objectives.
- Graduates go through NSSA occupational skills tests (target number still to be confirmed).

The training provider contributes to this outcome indicator by supporting graduates with at least six months of work experience to apply for NSSA skills testing (tentative target of **90 graduates** certified by the NSSA within the tender period).

### 3.2.3. Output level

The activities under this tender are expected to contribute to the following VSDP output indicators:

- 650 hotel supervisors graduate from the Training of Trainers.

For this specific tender the training provider will contribute by training **32 hotel supervisors** in a Training of Trainers course. This outcome indicator is fully achieved by ensuring that hotel supervisors successfully complete and pass end-of-course tests in the Training of Trainers course.

- 5,250 Learners and 1,750 hotel line staff graduate from hospitality courses

For this specific tender the training provider will contribute by training sufficient Learners and hotel line staff in partner hotels, according to the VSDP training approach, so that **260 Learners and 96 hotel line staff** successfully graduate from hospitality courses.

- Support the VSDP's learning and reporting mechanisms by:
  - Ensuring all monitoring documents are completed and delivered to the VSDP on time with accurate information, as per the schedules agreed with the VSDP.
  - Ensuring that all financial documents are provided on time and in line with the financial procedures of the VSDP.
  - Complying with the Gender Equality and Social Inclusion (GESI) strategy of the VSDP.

## 4. Scope of Work

---

#### 4.1. Overview

In order to successfully replicate the VSDP training model in order to achieve the goals and objectives of the VSDP, as described in section 3.2, the scope of this TA will include training delivery in four mid-range hotels in Yangon and include the following scope of work for the selected TP.

Services to be delivered by the TP	
Training venue management	Set up project management office.
	Define requirements (qualifications, experience) and develop job descriptions for all staff members assigned for the subcontract, in close consultation with the VSDP.
	Assign staff, as agreed with the VSDP, to their workplaces.
	Select, together with the VSDP, and employ 1 Training Coordinator, 1 Admin and Finance and 2 trainers who will organise and deliver the hospitality training courses.
	Organise, jointly with the VSDP, orientation workshops for the allocated personnel to familiarise them with the VSDP, the subcontracted services and their tasks.
Coordination & Liaison	Liaise with the concerned officials from the Ministry of Hotel and Tourism and other industry stakeholders for the smooth operation of hospitality training in close coordination with VSDP.
	Select and make an agreement with partner hotels after consulting with the VSDP.
	Select supervisors or middle line managers to receive ToT training jointly with the VSDP.
Learner Mobilisation & Selection	Select and mobilise local Community-based Organisations (CBOs) to disseminate training announcements and collect and conduct a basic screening of applications from potential Learners.
	Interview and select motivated Learners to attend hospitality training courses, following predetermined criteria, developed by the VSDP
	Conduct the preparatory course at a venue organised by the training provider.
Logistics, Procurement & Finance.	Organise facilities, teaching aids and purchase consumables. This includes convenient storage of teaching aids and consumables that is needed during the training in the partner hotels.
	Make the necessary arrangements for transportation allowances for learner following VSDP's procedures

	Coordinate training activities, workshops and other events in close coordination with the VSDP.
	Ensure that the required training tools, equipment and consumables are in place at training venues for courses to begin as scheduled.
	Assess and facilitate opportunities for the job placement of training graduates.
	Print and distribute training materials to all training participants for implementing the hospitality courses (printing and binding).
	Manage all financial transactions related to the responsibilities of the implementing partner, including management of office petty cash, and collection and settlement of vouchers.
Human Resources	Review (and where necessary amend) job descriptions for all TP staff involved in the subcontract
	Recruit and issue employment contracts to all TP staff involved in the subcontract
	Manage learner stipends and their regular disbursement to learners.
	Organisation of monthly review meetings
	Manage the provision of accident insurance to learners.
Monitoring and Reporting	Collect information required for the VSDP's Monitoring and Results Measurement (MRM) system. This includes participants' personal data, attendance, drop-outs etc.
	Report to designated counterparts from the VSDP all perceived problems or risks that may impede the delivery of the hospitality training courses.
	Submit monthly timesheets for all staff contributing to the subcontract.
	Submit monthly financial reports showing all spending related to the subcontract.
	Submit narrative reports after each batch of hospitality training courses to the VSDP describing the implementation process, results achieved and lessons learned.
	Facilitate skills testing, assessment and certification of graduates by the National Skills Standards Authority (NSSA) in close coordination with VSDP.
Other	Support other activities which have not been planned but which are required to successfully implement the hospitality training courses.

The selected TP will be required to implement a minimum of one Training of Trainers courses for hotel supervisors and 48 courses (in four batches, consisting of 12 courses each) in Yangon during the



first subcontract period. Following this, there is the possibility of two further subcontracts include one Training of Trainers Course for hotel supervisors and 36 courses in each subsequent subcontract.

Table 1 - Training courses delivered 2018-19

	1	2	3	4	5	6	7	8	9	10	11	12
<b>2018</b>							VSDP builds capacity of TPs					
									TP trains hotel supervisors			
											Supervisors train Learners & hotel line staff	
<b>2019</b>				Supervisors train Learners & hotel line staff								
						Supervisors train Learners & hotel line staff						
								Supervisors train Learners & hotel line staff				

In the above table, the TP is expected to train 32 hotel supervisors (2018) in one Training of Trainers course. The TP is then required to deliver preparatory training to Learners and then coach and monitor the hotel supervisors as they deliver hospitality courses to Learners and hotel line staff. Hotel supervisors will deliver 3 courses (one for each occupation) in each hotel one time in 2018 and three times in 2019 (see orange boxes in the table above).

#### 4.2. Support provided to the training provider by the VSDP

The VSDP will provide comprehensive training and support to the training provider on the VSDP training approach, monitoring processes and financial procedures.

In addition, based on mutual agreement, the VSDP will support the training provider with the development of new products and services for its future business activities.

## 5. Tendering and Selection Process

## 5.1. Eligibility

Training providers must fulfil all of the following conditions in order to qualify as an applicant under this TA. All applicants must:

- be registered as a legal organisation in Myanmar (written verification required, original or copy).
- have at least one facility which can be exclusively used as office space for the purposes of the subcontract.
- have a good reputation among key stakeholders, including government and be willing to submit to professional reference checks;
- include at least one contact person who has good spoken and written English language skills. The contact person must be accessible for VSDP staff by telephone and e-mail during normal office hours. He/she must be a full-time management or staff member of the applicant.
- have a non-political profile.
- be willing to recruit, if necessary, staff required to fulfil the subcontract.
- not have submitted more than one Expression of Interest for this tender to VSDP

Past experience in delivering vocational training or skills development courses, particularly in the hospitality sector, is an advantage.

International NGOs and private training provider with majority with foreign ownership are not eligible to apply under this TA.

## 5.2. Tender process

The VSDP has planned a 4-step process to identify and select the most motivated, competent and well-placed TPs to implement hospitality training in the VSDP Second Main Phase. These steps are:

**Step 1** a competitive tender announcement that is open to all locally-owned TP is advertised. Applicants will be required to submit a structured Expression of Interest (based on the format shown in Annex 1., based on which the VSDP will short-list the most competitive applicants.

**Step 2** involves a second round of competition among the short-listed TPs only.

**Steps 3 and 4** involve evaluating the short-listed TPs and entering into a subcontract negotiation with the preferred TP. Signature of subcontracts between the VSDP and the selected TP is planned for 7 June at the latest.

The key milestones and submission dates for the selection of the TPs are as follows:

<b>STEP 1: OPEN TENDER ANNOUNCEMENT</b>	
<b>10 April</b>	Detailed Tender Announcement is released on Swisscontact's website as well as other media: <a href="http://www.swisscontact.org/en/country/mekong/our-office/jobs.html">http://www.swisscontact.org/en/country/mekong/our-office/jobs.html</a> <a href="https://frontiermyanmar.net/en">https://frontiermyanmar.net/en</a> ; <a href="https://www.mmtimes.com/">https://www.mmtimes.com/</a>
<b>26 April</b>	Briefing to interested TPs on tendering process and respond to questions
<b>4 May</b>	Deadline for interested TPs to submit Expressions of Interest.
<b>STEP 2: HIGHEST SCORING APPLICANTS ARE SHORT-LISTED</b>	
<b>11 May</b>	The VSDP announces a short-list of TPs.
<b>14 May</b>	Applicants briefed in detail and asked to submit a budget proposal, as well as make a presentation explaining the contents of their Expression of Interest document and their budget proposal at a later date.
<b>14 to 22 May</b>	Short-listed applicants' procedures and premises will be assessed by the VSDP at their offices
<b>28 May</b>	Short-listed TPs will submit a budget proposal and present their Expression of Interest and budget proposal to the VSDP in Yangon.
<b>STEP 3: EVALUATION OF SHORT-LISTED APPLICANTS</b>	
<b>24 to 29 May</b>	The VSDP conducts a final evaluation of TPs, taking into account the Expression of Interest, budget proposal and presentation.
<b>STEP 4: NEGOTIATION AND SIGNATURE OF SUBCONTRACTS WITH IPs</b>	
<b>4 June</b>	The VSDP announces the selected TP and begins to negotiate an implementation subcontract.
<b>18 June</b>	The VSDP signs the first subcontract with the selected TP.

### 5.3. Evaluation for selection of training provider

Applicants will be required in their Expression of Interest to demonstrate that they are competent, motivated and well-positioned to fulfil the activities in this TA that have already been largely pre-determined by the VSDP.

In line with this approach, the Expressions of Interest (maximum 25 pages) submitted to the VSDP in response to this TA will be evaluated according to the following evaluation criteria and ranked according to their total scores out of 100 points.

Evaluation criteria	Number of points
Management capacity	30
Technical capacity and expertise	25
Past development programming or business activities portfolio	25
Completeness of (and level of detail in) the submitted Expression of Interest	10
Good reputation based on professional references	5
Demonstrated high motivation and interest to partner with Swisscontact	5
TOTAL	100

## 6. Funding Allocation

The funding available to the TP for the management, organisation and delivery of hospitality training courses is divided into two categories:

- a) **Funding for staffing and administrative costs incurred by the TP.** The VSDP will disburse an annual allocation to the selected TP for the subcontract period, and the TP will manage and account for the expenditure of the funds. These funds will cover expenses such as staff, running costs for the project management office and purchase of assets such as laptop computers and office furniture. This portion of the funding allocation will be based on the value for money offered by the shortlisted TPs. This means that after selected TPs have been short-listed (see Step 2 in Section 5.2), they will be requested to develop their own staffing and administrative cost proposals, based on which they will be evaluated against proposals from other short-listed TPs.

**Funding to cover the operational costs of delivering courses.** These funds will cover expenses such as costs of recruiting learners, teaching aids, course-related printing costs, transport and travel, etc. The selected TPs will manage the expenditure and accounting of the funds. This portion of the funding allocation from the VSDP will be non-competitive. This means that the short-listed private sector training providers and/or NGOs will not be required to develop independent cost estimates for the costs of delivering courses. Rather, a TP is selected to implement the activities in this TA, they will discuss and agree with VSDP the realistic and likely costs of delivering training for the subcontract period. The jointly-agreed operational budget will then be included in the subcontract between the VSDP and the TP. The indicative budget available for operational costs for the first subcontract is approximately **MMK 66,500,000** for 19 Months.

The indicative amount available for operational costs over the subcontract period. If two further subcontracts are awarded to the TP in subsequent year, then the total budget available for

operational costs would be MMK 166,250,000, subject to review and the number of courses to be delivered, among other considerations.

- b) **Profit margin/overhead percentage charged by TPs:** Private sector training providers submitting Expressions of Interest will be entitled to a profit margin (percentage); likewise, NGO applicants will be entitled to propose an overhead percentage. Like the staffing and administrative costs under a) above, this portion of the funding allocation from the VSDP will be evaluated base on the value for money compare to other short-listed TPs. This means that the evaluation of private sector training providers and/or NGOs competing for this tender will consider the competitiveness of the profit margin percentages or overhead percentages that they propose.

The indicative funding amounts available under this TA can thus be summarised as follows:

TYPE OF COST	FUNDING AMOUNT AVAILABLE
a) Staffing and administrative costs	Amount to be proposed by the applicant TPs (at actual cost)
b) Operational costs	MMK 66,500,000 (at actual cost)
c) Profit margin / Overhead percentage	Amount to be proposed by applicant TPs
<b>TOTAL (a + b + c)</b>	MMK 66, 500, 000 + Staffing and administrative costs + Profit margin / Overhead percentage

Following selection of the TPs, the VSDP will introduce the selected TPs to its financial requirements, and support TPs to become fully compliant. This will take the form of in-house capacity-building to be offered to TPs by VSDP staff.

## 7. Contracting

The applicants responding to this TA who are selected will be issued with a subcontract, to be signed between the VSDP and the selected TP. The subcontracts will record the conditions under which the VSDP will make fund transfers to the TP and for what purpose the funds can be used. In addition, the subcontracts will define requirements concerning reporting of financial information and audits.

It is not planned that the TP will be issued with one subcontract for the full 4 years. Rather, the TP will sign an initial subcontract with the VSDP for a duration of approximately one and a half years and this subcontract may be extended two times over the 4-year implementation period. At the end of

the first subcontract implementation period, Swisscontact will review the TP's performance<sup>1</sup> develop the work plan for the next subcontract period jointly with the TP, and agree on any amendments to the next subcontract. A similar performance review, joint work plan development and subcontract amendment is anticipated prior to the signing of a final subcontract for the implementation of activities. The VSDP reserves the right to terminate or not award further subcontracts if the TP's performance is not satisfactory. The total funding values of subcontracts 2 and 3 are expected to be at a similar level (pro rata) to that of subcontract 1.

The timing of the agreement of subcontracts between Swisscontact and the TP is provisionally planned as follows:

	Implementation period
Subcontract 1	18 June 2018 to 31 December 2019 (19 months)
Subcontract 2	1 January 2020 to 31 December 2020 (12 months)
Subcontract 3	1 January 2021 to 31 December 2021 (12 months)

## 8. How to submit an expression of interest

---

TPs responding to this TA are required to submit the following documentation to Swisscontact by the due date of 4 May 2018:

1. Completed Expression of Interest (using the template in Annex 1 of this TA).
2. Supporting documentation (see list of documents below).

The VSDP wishes to stress to interested applicants the importance of detailed and comprehensive answers to all of the questions contained in Annex 1. Written answers to each question are expected to be between 0.5 and 2 pages, and limit for the Expression of Interest is maximum 25 pages (not including supporting documents and Annexes). Applicants that are short-listed by the VSDP will be requested to explain their written Expressions of Interest in an interview with the VSDP, which will take place in Yangon in 28-May 2018.

Supporting documentation to be submitted with the Expression of Interest are listed in Annex 1:

---

<sup>1</sup> Key performance criteria will be the number of learners mobilised, trained and supported to find employment, among other criteria.

## ANNEXES

### 1. Annex 1 – Instructions for completing Expression of Interest

---

1. Complete all sections and questions in Annex 1.
2. Swisscontact expects detailed and comprehensive answers to all the questions. Write between 0.5 page and 2 pages in response to each question. One-line answers are discouraged. Applicants will be evaluated on how well they answer each question and how detailed each answer is.
3. Submit the following supporting documentation with the completed Expression of Interest:
  - a. TP's staff structure (organigram);
  - b. TP's financial policy or financial procedures or financial guidelines document;
  - c. TP's human resources policy or guidelines/regulations document;
  - d. TP's procurement policy or guidelines/regulations document;
  - e. CVs of 3 middle-management or senior staff to be involved in any future partnership with the VSDP;
  - f. List of persons (and their job titles) on TP's board of directors or advisory committee or steering committee;
  - g. TP's constitution or mission statement or vision statement;
  - h. Written verification of legal registration as a business/company or local NGO (copy of registration document is sufficient); and,
  - i. Any publicity materials that help explain the TP's programming or business activities (e.g. flyers, pamphlets, fact sheets, etc.).
4. Submit the completed Expression of Interest AND the above supporting documentation to the VSDP by 17:30 on Friday 4 May 2018 to the following email address (maximum file size of 5MB): [mm.procurement@swisscontact.org](mailto:mm.procurement@swisscontact.org)  
or submit the physical copy to Swisscontact at the following address:  
**3 J Minkyaung Street, Kyaik Waing Pagoda road, Ward 3, Mayangone Township**
5. Questions to be sent to [mm.procurement@swisscontact.org](mailto:mm.procurement@swisscontact.org) by 25 April
6. A briefing will be provided for interested TP to further explain the TA and answer questions on 26 April 2018 at Parami Hotel
7. This Expression of Interest should be completed in English.
8. Interested TPs are not required to submit budgets with their Expressions of Interest.
9. A maximum page limit of 25 pages for this Expression of Interest. (not including supporting documents and annexes)

NOTE: -

- a) All information provided to the VSDP by applicants for this tender will be kept strictly confidential.
- b) If for any reason the TP is not able to submit any of the supporting documents listed above, please indicate in Section 1.3.5 (Management capacity) of the Expression of Interest template (Annex 1, below). Explain the reason why certain supporting documents are not able to be submitted.

4.

## 1.1. Organisational Profile

*1.1.1. Please describe the history of your organisation. Explain how the organisation was founded, has grown over the years, and if it has expanded into any new areas of business activity or development programming.*

Read Skill Reporter for Tenders EOI Jobs News E

*1.1.2. For private sector training providers: Please explain in detail your organisation's current business model and business activities.*

**OR**

*1.1.3. For NGOs: In what development sector(s) does your organisation work? Please explain in detail your activities or projects in each sector. See footnote for indicative list of sectors<sup>2</sup>*

<sup>2</sup> Agriculture, Disaster Risk Reduction, Education, Environment, Gender, Governance, Health, Livelihoods, Nutrition, Peacebuilding, Private sector development, Protection, WASH. Feel free to refer to any other sectors not listed here.



1.2. Motivation to partner with the VSDP

1.2.1. Please describe your organisation's vision and plans for the next 5 years.

1.2.2. Please explain in detail your organisation's motivation and interest to partner with the VSDP to help implement hospitality training. How does your interest to partner with the VSDP link with your organisation's current activities and your vision/plans for the next 5 years?

1.2.3. Please describe in detail what experience, strengths and 'value-added' your organisation can contribute to the implementation of the VSDP's hospitality training activities.

### 1.3. Management Capacity

1.3.1. For private sector training providers: Please explain in detail what have been the 2 greatest management challenges that you have faced in your organisation. Explain in detail how you responded to these challenges.

OR

1.3.2. For local NGOs: Please describe in detail the 2 largest development projects that your organisation has implemented at any time in the past 5 years. What were the key management challenges and how your organisation responded to these challenges?

Read Skill Reporter for Tenders EOI Jobs News E

1.3.3. Please describe in detail what management systems/procedures/practices your organisation has in place to manage finances, human resources, administration, and logistics/procurement. Please include any information that may be relevant.

Financial management

Human resources management

Administrative management

Logistics and procurement management

1.3.4. Which areas of your organisation's management capacity is the weakest? In which areas or topics related to management capacity are you interested to receive capacity building from the VSDP and why?

1.3.5. Have all supporting documents requested by VSDP in the tender announcement (see Section 9 "How to submit an Expression of Interest") been submitted with this Expression of Interest? If not, please explain why not.

1.4. Technical capacity and experience

1.4.1. Has your private sector training provider or NGO ever implemented vocational skills or job skills training? If yes, please explain in detail your experience by responding to the questions below.

What types of courses were offered?

Please submit samples of curriculums and training materials used for any of the above courses

How was training content (curricula and training materials) developed?

What were the training methodologies?

Has your organization ever partnered with any other organisations or companies to offer training? If yes, what was the nature of the partnership?

How many persons has your organisation trained in the last 5 years? Please classify persons trained using the course categories listed below:

- Courses lasting between 1 and 4 weeks: \_\_\_\_\_ Persons trained
- Courses 1 to 3 months: \_\_\_\_\_ Persons trained
- Courses lasting more than 3 months: \_\_\_\_\_ Persons trained

In which locations in Myanmar did skills training take place?

Do you offer any learner support services (during training or after training) in addition to vocational skills training? Please explain.

Have you ever recruited/mobilised (conducted outreach to) learners to participate in the training? If yes, how have you done this?



Read Skill Reporter for Tenders EOI Jobs News E

1.4.2. Please indicate whether your organisation has implemented any notable projects or ? If yes, please explain in detail what experience and give examples.

1.4.3. Please explain what you think could be some of the challenges of managing and implementing hospitality training in Myanmar? How will your organisation address these challenges?

Read Skill Reporter for Tenders EOI Jobs News E

### 1.5. Human Resources

1.5.1. If your organisation is successful in its bid under this tender announcement, who will be your top 3 staff who will be involved in implementing hospitality training with the VSDP? Please note that the VSDP expects that all 3 persons you indicate will contribute to the implementation of the subcontract, if your organisation is selected.

Please indicate the name, position title, and length of service in your company or NGO. Please include the CVs of these 3 staff members as supporting documents to be submitted with this Expression of Interest.

Name	Position	Length of service in the
------	----------	--------------------------

		<b>company or NGO</b>

## 1.6. Professional references

1.6.1. Please kindly provide 3 references (clients or other organisations familiar with the work of your organisation) with whom the VSDP can get in touch for purposes of a reference check.

<b>Name &amp; title</b>	<b>Organisation</b>	<b>Email</b>	<b>Mobile number</b>

## 1.7. Programming and activities portfolio

1.7.1. For private sector training providers (companies):

Table 1. below aims to capture information about your key business activities and annual revenue. Please complete it as accurately as possible.

1.7.2. For NGOs:

Table 2. below aims to capture information about the major development projects that your NGO has implemented in the past 5 years. Please complete the table below, entering information for your 5 largest and/or most recent projects. Please include information for up to 10 projects. Please complete it as accurately as possible.

TABLE 1. — TO BE COMPLETED BY PRIVATE SECTOR TRAINING PROVIDERS

PRIVATE SECTOR TRAINING PROVIDER'S ACTIVITIES & REVENUE FOR THE LAST 5 YEARS (2012 to 2017, incl. any current projects)

Year	Types of business activities (for each year)	Clients and Locations where business activities were implemented	Total number of full-time and part-time staff at December of each year	Gross Revenue (pre-tax) for each year
2017				
2016				
2015				
2014				
2013				



TABLE 2. — TO BE COMPLETED BY NGOs

NGO'S PROJECTS FROM LAST 5 YEARS (2012 to 2017, incl. any current projects)

Donor and contact person	Project title and description	Target townships and number of villages	Number of beneficiaries & number of project staff	Total project budget (USD amount)	Years of implementation

## 2. Annex 2 – Responsibilities of the VSDP to support implementation of hospitality training

---

As mentioned in the tender announcement, hospitality training activities will be implemented jointly between the VSDP and the selected TP. The responsibilities of the VSDP in this context are presented below.

Please note that these responsibilities may change and evolve over time.

The VSPD	
Course planning (incl. labour market assessments)	Identify demand for skills through labour market assessments. Collect and update labour market information on a regular basis.
	Identify new occupations for which courses need to be developed, linked to market demand.
	Appointment and remuneration of two designated counterparts from the VSDP to support implementation
	Guidance on the standard operating procedures of VSDP
	Development of training course for TPs on the VSDP approach to hospitality training and related training materials
	Coordination on the selection of hotels and hotel supervisors
	Monitoring and Results Measurement (MRM)
	Support during the recruitment of training participants
	Allowing training materials that were developed during the First Main Phase to be used for VSDP- related activities.
	Support on implementation of administration and financial procedures, documentation etc.