



PROCUREMENT OF CONSULTANCY FIRMS OF SOFT SKILLS TRAINING SERVICE PROVIDERS

REFERENCE NO: PSFU/SG+/CONS/21-22/00001

REQUEST FOR EXPRESSION OF INTEREST

BACKGROUND

Private Sector Foundation Uganda (PSFU) is Uganda's apex body for the private sector. It is made up of over 200 business associations, corporate bodies and the major public sector agencies that support private sector growth.

In order to support graduates in their transition to full employment, the WRP under SG+ Project plans to select and hire training providers specialised in soft skills instruction for workers in the targeted sectors mentioned above. The selected training provider will deliver the off-the-job training component of the WRP. They are responsible for contributing on the development and implementing a soft skills curriculum aligned to the needs of each sector for participating graduates, and should be competent and experienced training service organization/ institution to undertake the assignment as per this TOR

1. Objectives of Work Readiness Programme

The objective of the consultancy assignment is to provide training to the recent graduates placed at companies under Work Readiness Program to enhance their soft skills during the first months of their transition to full employment.

SHORTLISTING CRITERIA

PSFU now invites eligible private sector consultancy firms to express their interest for provision of training services. Interested consultancy firm should provide satisfactory information that demonstrates that they have the required qualifications, knowledge and relevant experience.

The short listing criteria will include:

The selected firms will be required to have the specified experience and must provide qualified and experienced trainers, as specified below.

2.1 Firm Experience

The firm shall have the following experience:

- 1) At least 7 years of demonstrated experience and capacity to develop inter-personal skills, life skills and behavioural confidence on employees
- 2) At least 7 years of proven capacity to develop practical training guidelines and programme; experience in documentation, reporting and evaluation of training programs.
- 3) Demonstrated experience in carrying out at least 2 similar assignments in the last 7 years.

2.2 Key experts' qualifications and experience

a. Key staff Qualification

The tenderer must provide suitable and professional trainers / key experts. The bidder must specify the number of all experts they intend to use in this assignment, including the level of competence and effort.

2.3 Team Leader

The lead trainer should have:

- a) Over 15 years of demonstrated experience in leading assignments on soft skills capacity building for similar or related programs.
- b) Master's Degree in Behavioural Sciences, International Development Studies, industrial Psychology, Education, Business Analytics, or related field from a recognized institution.
- c) Experience of work on similar skills development programs; prior work in developing countries would be considered an advantage.
- d) Extensive knowledge and experience of the sectors of interest i.e. Manufacturing and agro processing; Tourism and hospitality; Construction and ICT & digitization and general private sector business dynamics would be considered an advantage.
- e) Excellent knowledge of English language (speaking, writing and reading);
- f) Excellent interpersonal communication skills demonstrated ability to work cooperatively with clients, and ability to liaise tactfully as a member of a multicultural team.
- g) Experience in issues related to the Ugandan education and/or labor market systems shall be considered an advantage.

2.4 Soft Skills Expert

The Soft Skills Expert should have:

1. At least 5 years of demonstrated experience training soft skills for similar or related programs.
2. Bachelor's Degree in Pedagogy, Human Resource Training, Behavioural Sciences, International Development Studies, industrial Psychology, Education, Business Analytics, or related field from a recognized institution.
3. Demonstrated experience of similar work of work readiness skills development programs within last 5 years.
4. Extensive knowledge and experience of the sectors of interest i.e. Manufacturing and agro processing; Tourism and hospitality; Construction and ICT & digitization and general private sector business dynamics would be considered an advantage.

For more information and inquiries, please email procurement@psfuganda.org.ug before **31st December, 2021**

SUBMISSION PROCEDURE

Expressions of Interest for the project described above shall be submitted **ON-LINE** to procurement@psfuganda.org.ug before 5:00 pm, East African Time on **4th January, 2022**

Expressions of Interest shall be submitted together with all the required documents to support the support the short listing process

Further information on the Terms of Reference can be found at the PSFU website, www.psfuganda.org.ug

