

Request for Quotation with Curriculum Vitae

Reference Number: JICAEG第202305020001

Reference Title: Training Coordinator: May 11, 2023

Attention: Mr./Ms. The person who may have concern

The Japan International Cooperation Agency (JICA) Egypt Office now invites quotation to provide the following consulting services: Training Coordinator. More details of the services are provided in the Terms of Reference.

This Request for Quotation includes the following documents

Section 1 - Instruction to Coordinators

Section 2 - Form of Price Quotation

Section 3 - Form of Curriculum Vitae

Section 4 - Terms of Reference (TOR)

Sincerely,



KATO Ken
Chief Representative
JICA Egypt Office

Section 1. Instructions to Coordinators

1. Name of the assignment	Training Coordinator
2. Method of selection	Selection based on Price Quotation with Curriculum Vitae
3. JICA's officer in charge	KITADA Chiemi JICA Egypt Office Address: 1191 Corniche El Nile Street, Boulak, Cairo, Egypt Telephone: +20 2 2574 8240/41/42 E-mail: Kitada.Chiemi2@jica.go.jp
4. Pre-proposal conference	A pre-proposal conference will be held: Yes _____ No <input checked="" type="checkbox"/>
5. Type of contract	Lump-Sum Contract
6. Contents of Quotation	The Quotation shall comprise the documents and forms listed below. (1) Price Quotation for the Service (2) Curriculum Vitae of the person assigned
7. Quotation submission deadline	Date: June 1, 2023 Time: 15:30 Egyptian local time
8. Quotation submission address	same as the above 3. JICA's officer in charge
9. Expected date for the negotiations	June 8, 2023
10. Expected date for the commencement of the Services	June 15, 2023
11. Taxes	The JICA's evaluation of the Price Quotation shall include taxes and duties in Egyptian Pounds.

Section 2. Form of Price Quotation

{Location, Date}

To: Chief Representative
JICA Egypt Office

Dear Sir or Madam:

We, the undersigned, offer to provide the consulting services for Training Coordinator in accordance with your Request for Quotation dated May11, 2023.

The Price offered by this quotation is {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including transportation fee and all indirect local taxes.

Remuneration					
No.	Name	Position	Person-month Remuneration Rate	Time input in person/month	Cost
1	Name of Coordinator				
Total of Remuneration					

Indirect Local Tax Estimates		
1	{insert type of tax. e.g., VAT or sales tax}	
2		
Total Estimate for Indirect Local Tax		

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Contact information (phone and e-mail): _____

Section 3. Form of Curriculum Vitae

Position Title	{e.g., Financial Analyzer}
Name of Coordinator:	{Insert full name}
Date of Birth:	{Insert day/month/year}
Country of Citizenship / Residence	{Insert name of country}

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment:

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization or coordinated company and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
{e.g., May 2005-present}	{e.g., Ministry of, Coordinator to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister}		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Contact information: (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Coordinator	Signature	Date {day/month/year}
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Name of authorized Representative of the Coordinator (the same who signs the Proposal)	Signature	Date {day/month/year}
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Section 4. Terms of Reference (TOR)

1. Background

Japan International Cooperation Agency (JICA) Egypt Office (the Client) was founded in 1977. JICA is the implementation Agency of Japanese Official Development Assistance (ODA) to provide financial, non-financial, technical and voluntary assistances to Egyptian Government. The Client consists of total 49 staff members including 17 Japanese and 32 Egyptian staff members as of March 1st, 2023. There are 12 teams in operation sector to implement various projects to contribute to Egyptian economic and social development.

JICA started to implement technical cooperation to Egypt in 1954. Among various schemes of technical cooperation, JICA implements Knowledge Co-Creation Program (KCCP) which is Training Program in Japan / online utilizing Japan's experience. There are two different types of KCCP, such as a short-term training course and a long-term training course. The short-term one is less than one year training course. The long-term training course is over one year training course, and the Client dispatches the trainees into graduate programs in Japanese universities. In previous Japanese fiscal year (JFY), we implemented 89 short-term training courses with 123 participants and 6 long-term training courses with 19 participants. For this JFY, the Client is going to implement 85 short-term one and 5 long-term one as well. Among the long-term training course, JICA implements a master's degree and internship program of African Business Education Initiative for Youth (ABE Initiative) which is to offer to study at Japanese Universities starting from 2014. The Client is going to select 9 applicants of JFY 2022 for dispatching in 2023.

2. Objective

To provide necessary services in order to implement KCCP of JICA Egypt Office.

3. Scope of Services

(1) Short-term Training

- ✓ To confirm General Information (hereinafter referred to as “GI”) which listed overall information about the individual course of KCCP through KCCP system which is dedicated system for KCCP in JICA.
- ✓ To confirm destination to send GI with a designated team in operation section in JICA Egypt Office.
- ✓ To distribute GI to call application from Egyptian government officials for KCCP courses including drafting official letters to Ministry of Foreign Affairs of the Government of Egypt for each course and arranging their delivery.
- ✓ To collect application forms with all necessary documents from Egyptian Government counterparts.
- ✓ To register all necessary information for each applicant into KCCP system by deadline.
- ✓ To draft Official Acceptance Letter for succeeded applicants followed by confirming their availability to join courses.
- ✓ To support communication between succeeded applicants with JICA domestic centers such as gathering missing items, providing flight tickets, share applicants' food restrictions information, and helping visa acquisition.
- ✓ To notify unsuccessful applicants the results by e-mail.
- ✓ To maintain rental equipment for online courses.

(2) Long-Term Training

- ✓ To confirm GI through e-mail from JICA HQs.

- ✓ To distribute GI to call application from Egyptian government officials for KCCP courses including to draft official letters to Ministry of Foreign Affairs of the Government of Egypt for each course and to arrange their delivery.
- ✓ To collect application forms with all necessary documents from Egyptian Government counterparts.
- ✓ To set up interviews between candidate trainees with Japanese universities.
- ✓ To register all necessary information for each applicant into KCCP system by each due date.
- ✓ To draft Official Acceptance Letter for succeeded applicants followed by confirming their availability to join courses.
- ✓ To support communication between succeeded applicants with JICA headquarters or domestic centers such as gathering missing items, providing flight tickets, share applicants' food restrictions information to JICA domestic centers, and helping visa acquisition.
- ✓ To support to organize Pre-Departure Orientation for succeeded applicants of JFY2023 including to arrange the date and time and to set the necessary document materials.
- ✓ To notify unsuccessful applicants the results by e-mail.

(3) ABE Initiative

- ✓ To support to distribute GI to call application from Egyptian government officials and private entities for ABE Initiative including to draft official letters to Ministry of Foreign Affairs of the Government of Egypt, designated entities and to arrange their delivery.
- ✓ To support responding to enquiries from candidates considering applying for ABE Initiative.
- ✓ To support completing application forms of applicants after the deadline such as collecting necessary documents and support filling in necessary information.
- ✓ To file the original of AF and preparing copies of application forms and other documents for internal screening and interviewing procedure.
- ✓ To support to arrange the interview such as setting the date and time, booking the venue, sending the invitations and making copies necessary documents including evaluation sheets for interviewers.
- ✓ To support data input to finalize applicants list after first and second screening by JICA Egypt Office.
- ✓ To draft Official Acceptance Letter for succeeded applicants after first and second screening.
- ✓ To support to organize the welcome event and/or Pre-Departure Orientation for succeeded applicants of JFY2023 including to arrange the date and time and to set the necessary document materials.

(4) Others

- ✓ Data organization, compilation of results related to training programs and filing of documents related in training programs.
- ✓ To conduct other tasks which are required by JICA Egypt Office.

4. Number of Coordinator, Qualifications and Requirements for the Coordinator

(1) Expected Number of Coordinator

One individual coordinator

(2) Qualifications and Requirements

- ✓ University graduate
- ✓ Administrative skills (at least 3 year of administrative experience preferred)
- ✓ Good command of written and spoken English. Japanese language ability preferred
- ✓ Good computer skills (including Microsoft Word, Excel and Adobe PDF... etc.)
- ✓ Good communication skills
- ✓ Team worker.

5. Reporting Requirements and Time Schedule for Deliverables

The Coordinator shall submit one copy of a monthly report written in English on the last day of each month except the final report. The final report shall be submitted before the last day of the Contract. The size of the report is A4 both in print and electric file. The Client inspects it within 14 business days and pays monthly payment after completion of the inspection. The monthly report shall contain the Coordinator's outputs or achievements of his activities in designated period.

6. Input by Client and Counterpart Personnel

(1) Input by JICA Egypt Office

The Coordinator works at the Client's office located on the 6th floor, World Trade Center, 1191 Cornish Nile Street, Boulak, Cairo, Arab Republic of Egypt. In case the Client requests the Coordinator to work at his residence due to any special reasons, the Coordinator shall work at his residence.

The Client lends the Coordinator office equipment which the Coordinator needs to use for the service, such as personal computer with necessary OS, software, screen, a keyboard and a mouse, a mobile phone, a card key to enter to the office space. The Clients also provides stationaries and name cards.

(2) Service Providing Hour

The working hour of the Client is from 8:30 to 16:30, from Sunday to Friday. The Coordinator is required to provide abovementioned services to the Client within the working hours of the Client.

(3) Training Team in JICA Egypt Office

The Coordinator works in the Training Team of JICA Egypt Office. There are one manger and three members in the Team as follows:

1) Senior Representative:

- ✓ One, Japanese Manager
- ✓ To supervise and provide overall directions to the KCCP
- ✓ To provide approvals for official documents related to the KCCP in JICA Egypt Office

2) Representative

- ✓ One, Japanese Senior Officers
- ✓ To support the Senior Representative and quality-control all works in the KCCP

3) Project Formulation Advisor

- ✓ One Japanese, Officer
- ✓ To manage overall daily works in the KCCP
- ✓ To draft necessary documentations with the Program Officer

4) Program Officer

- ✓ One Egyptian Junior Officer
- ✓ To implement all required tasks for the KCCP including short-term and long-term training.
- ✓ To draft necessary documents related to the KCCP
- ✓ To communicate with Egyptian participants and Egyptian counterpart ministries and institutions of the KCCP
- ✓ To input necessary data into the KCCP system

End