



LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

REQUEST FOR PROPOSALS

**FOR THE TRAINING AND JOB PLACEMENT OF
SUITABLY SELECTED RESIDENTS OF LAGOS STATE FOR
THE LSETF EMPLOYABILITY SUPPORT PROJECT**

Deadline for Submission: JUNE 30, 2024

Table of Contents

SECTION I - REQUEST FOR PROPOSAL.....	3
SECTION II – INSTRUCTIONS TO TRAINING ORGANIZATIONS.....	5
A. INTRODUCTION.....	5
B. REQUEST FOR PROPOSAL.....	5
C. PREPARATION OF PROPOSAL.....	6
D. SUBMISSION OF PROPOSAL.....	8
E. OPENING AND EVALUATION OF PROPOSAL.....	9
F. PROJECT DEVELOPMENT	10
G. ENGAGEMENT OF DELIVERY PARTNER	10
ANNEX I - TERMS OF REFERENCE FOR GET INTO EMPLOYABILITY PROGRAMME.....	12
Get Into Programme Overview.....	12
.....	13

SECTION I - REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS FOR THE TRAINING AND JOB PLACEMENT OF SELECTED RESIDENTS OF LAGOS STATE FOR THE LSETF-PTI EMPLOYABILITY SUPPORT PROJECT

The Lagos State Employment Trust Fund (“LSETF”) intends to collaborate with Prince's Trust International (“PTI”) on a programme (the “LSETF-PTI Employability Support Project”) which has an objective to support up to 3,000 young people by equipping them with relevant skills that cut across sectors including but not limited to: Technology, Creative, Agriculture Value Chain, Transport & Logistics, Renewable Energy, Construction, Hospitality, and others. The training period at the schools under the Get Into programme (detailed below), must be followed by a professional internship period in the same sector, and a key measure of the project performance will be the fast access to formal employment in the sector of training. Gender and diversity, as well as inclusion of trainees from vulnerable groups are key objectives of the project, and dedicated policies by the RFP applicants will be considered positively.

In furtherance of this objective, the LSETF and PTI intend to engage Training Organizations that have experience working on youth empowerment activities to conduct skills development training, connecting youth with employers and providing paid job placements or full-time employment for successful trainees. For this purpose, LSETF and PTI are inviting Proposals from competent Training Organizations for:

The ‘Get Into’ programme, for which we are inviting organisations engaged in vocational trainings, to provide training, internship with employers, and ensure monitoring and evaluation for a maximum period of six (6) months to eligible youth. To aid in this initiative, LSETF and PTI will utilize vocational training centres (“VTCs”) in Lagos State for the training who are able to connect youth to job placements as part of the programme.

LSETF and PTI hereby invite Training Organizations to submit applications in furtherance of the programmes under the LSETF-PTI Employability Support Project.

For this purpose, you will find:

- detailed instructions relating to the submission of your Proposals in “Section II – Instructions to Training Organizations” of this document; and
- sample forms for the submission of your Proposal in Section III of this document.

Your Proposal shall, among other things, clearly indicate the information set out in Section II of this document.

Requests for clarification can be made to the below email address, on or before **Friday**

21st June 2024 : procurementunit@lsetf.ng

Please submit your Proposal titled “Request for Proposal for the LSETF-PTI Employability Support Project” no later than close of business (4:00 p.m.) on **Sunday 30th June 2024** » through: <https://lsetf.ng/tenders>

This RFP is solely for preparing and submitting a Proposal and confirmation of your ability to provide the required services. All information, both written and oral, which is obtained or provided in response to this RFP is confidential.

Yours truly,

Feyisayo Alayande
Ag. Executive Secretary

SECTION II – INSTRUCTIONS TO TRAINING ORGANIZATIONS
A. INTRODUCTION

1. **General** This RFP is issued for application proposals to collaborate with LSETF and PTI on training programs and job placement for selected trainees.

2. **Definitions**
 - «**Day**» means calendar day;
 - «**PTI**» means Prince's Trust International or King's Trust International;
 - «**LSETF**» means the Lagos State Employment Trust Fund;
 - «**Project Name**» means "Request for Proposal for the LSETF-PTI Employability Support Project".
 - «**Proposal**» means a Proposal submitted by a Training Organization, pursuant to this RFP;
 - «**RFP**» means this Request for Proposal;
 - «**Training Organization**» means an organization that has responded to this RFP and, if selected as a delivery partner, will collaborate with LSETF and PTI on training and job placement programs;
 - «**TOR**» means the Terms of Reference, setting out the detailed scope of work required from a Training Organization for each programme, which are enclosed herewith, as Annexes; and
 - «**VTC**» means the Vocational Training Centres to be engaged under this Programme.

B. REQUEST FOR PROPOSAL

3. **Contents of the Request for Proposal**
 - 3.1. This RFP describes the procedure, terms, qualifications, requirements and conditions for the submission of a Proposal and the collaboration for the training and job placement for selected Lagos State Residents. This RFP consists of the following:
 - ❖ The Letter of Request for Proposal in Section I
 - ❖ Instructions to Training Organizations in Section II
 - ❖ The TOR for the Get Into programme enclosed as Annexure I to this RFP
 - ❖ Application Form for the Get Into programme enclosed Annexure IA to this RFP

3.2 The Training Organization shall examine the instructions, sample documents and specifications provided in this RFP and adhere to all instructions and requirements herein, in submitting a Proposal.

- 4. Amendment of RFP**
- 4.1 At any time prior to the deadline for submission of Application Proposals, the LSETF and PTI may, for any reason at its own initiative or in response to a clarification requested by a Training Organization, modify the RFP.
- 4.2 All Training Organizations that have responded to the RFP by sending a proposal in due time will be notified in writing or by standard electronic means of any amendments to the RFP.
- 4.3 In order to afford the Training Organizations reasonable time in which to take the amendments into account in preparing their Application Proposals, following a request for clarification LSETF and PTI may, at its discretion, extend the deadline for submission of Application Proposals.

C. PREPARATION OF PROPOSAL

- 5. Amendment of RFP** The Proposal and all related correspondence shall be in English Language.
- 6. Contents of Proposal**
- 6.1. The Proposal shall use the attached application form and include two components: The Technical Proposal and the Financial Proposal.
- 6.2. The Financial Proposal shall consist of the following documents:
- ❖ A written letter signed by the authorized representative of the Training Organization; and
 - ❖ (If Applicable) The detailed breakdown of the estimated annual operating cost for a VTC, including without limitation, the annual rent, salaries of trainers, cost of procuring training materials or equipment, cost of maintenance of the VTC, materials and equipment, etc.
- 6.3. The Technical Proposal shall consist of the following documents:
- ❖ The Profile of the Training Organization, setting out its organizational structure, relevant experience, its resource plan and the proposed methodology for providing the services detailed in the TOR;
 - ❖ Course content and training curriculum;
 - ❖ Number of trainees the VTC can accommodate in each year;
 - ❖ Number of trainers and tutors for the course content and curriculum;
 - ❖ Details of the trainers/tutors and their resumes;

- ❖ Employment Placement Commitment Letter;
- ❖ The estimated salary/wages of the employment placement offers for successful trainees; and
- ❖ Any other information which the Training Organization reasonably believes is necessary, having reference to the contents of the TOR.
- ❖ Gender and diversity, as well as inclusion of trainees from vulnerable groups are key objectives of the project, and dedicated policies or proposals for inclusivity will be considered positively.

6.4. The Technical Proposal shall not contain any pricing information whatsoever. Pricing information shall be separated and only contained in the Financial Proposal.

6.5 Any information which the Training Organization considers confidential shall be clearly marked as such and shall be treated accordingly.

- | | |
|---|---|
| 7. Currency of the Proposal | The prices in the Proposal should be quoted in Naira. |
| 8. Validity of the Proposal | The Training Organization must clearly state the validity period of the quotes in its Proposal. |
| 9. Cost of Preparation of Proposal | The Training Organization shall bear all costs associated with the preparation and submission of its Proposal. LSETF and PTI shall in no case be responsible or liable for any costs associated with submitting the Application Proposals, regardless of its conduct or the outcome of the Proposal. The LSETF and PTI reserve the right to annul the Proposal process at any time prior to making a payment to the delivery partner, without thereby incurring any liability to the Training Organization. |

D. SUBMISSION OF PROPOSAL

- 10. Sealing and Making Proposal.** 10.1 The Training Organisation shall place the application form, the Technical Proposal (and its supporting documents), and the Financial proposal (and its supporting documents) in separate folders, marked as such, and upload to <https://lsetf.ng/tenders>.
- 10.2 The folder shall indicate the name and address of the **Training Organization**, the **Project Name** and **reference number of the Proposal** as indicated in the Letter of Proposal.
- 11. Deadline for the Submission of Proposal.** 11.1 Application Proposals must be received by the LSETF at the address specified in Section I on or before June 30, 2024.
- 11.2 Any Proposal received by LSETF after the deadline for the submission specified in paragraph 11.1 shall not be considered.
- 11.3 LSETF and PTI may, at their sole discretion, extend the deadline for the submission of Application Proposals by amending this RFP in accordance with the terms and conditions hereof.
- 12. Clarifications** 12.1 A Training Organization requiring additional clarification of any part of this RFP, may notify the LSETF via the contact details provided in Section I. LSETF will respond in writing, or by standard electronic means to any request for clarification of the RFP that it receives no later than June 30, 2024 and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Training Organizations. If LSETF and PTI deem it necessary to amend the RFP because of a clarification, it shall notify any Training Organization that has submitted a Proposal prior to such amendment.
- 13. Modification/ Withdrawal of Proposal:** 13.1 A Training Organization may withdraw its Proposal after the submission, provided that written notice of the withdrawal is received by LSETF prior to the deadline prescribed for submission of Application Proposals.
- 13.2 No Proposal may be modified subsequent to the deadline for submission of Application Proposals without prior approval from the point of contact specified in Section I.

E. OPENING AND EVALUATION OF PROPOSAL**14. Opening of Application Proposals**

14.1 The LSETF shall open all Application Proposals received before the deadline. Proposals indicated in the Request for Application Proposal at the same time on the date specified in the Request for Application Proposal with the Evaluation Committee in attendance. The application form shall be opened and assessed prior to the opening of the Technical Proposal or the Financial Proposal. The Technical Proposals shall be opened and evaluated prior to the opening of the Financial Proposals.

14.2 Where the information supplied in the application form is assessed as inadequate and does not meet the criteria provided in the Request for Application Proposal, the Technical Proposal and the Financial Proposal shall not be evaluated and will be left unopened.

The Minutes of the opening of the Application Proposals will be prepared.

15. Evaluation of Application Proposals

15.1 The Evaluation Committee shall evaluate and compare the Application Proposals as follows:

- ❖ Examination of the Technical Proposal in order to confirm conformity with specifications contained in the RFP and the substantial responsiveness of each Technical Proposal to the RFP. For this purpose, a substantially responsive Proposal is one that conforms to all terms and conditions of the RFP without material deviations. LSETF and PTI's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without any recourse to extrinsic evidence.
- ❖ Upon examination of the Technical Proposals, the Evaluation Committee shall select the Technical Proposals that are substantially responsive and examine the Financial Proposals submitted with such Technical Proposals. In examining the Financial Proposals, the Evaluation Committee shall verify any arithmetical errors. For example, if the Proposal in figures is different from the Proposal in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

PTI and LSETF reserve the right to conduct an in-person examination of prospective delivery partner facilities as part of the selection process.

F. PROJECT DEVELOPMENT

16. Project Development

16.1 Once selected for Project Development, PTI and LSETF will contact prospective delivery partners by email and phone. A process of due diligence and project development will occur in order to confirm and finalize project items such as cost, timelines, etc. as well as to make certain that the project will satisfy PTI's requirements.

16.2 During this phase of project development PTI and LSETF will be the main point of contact, but PTI reserves the right for staff in its central team to further clarify items via email and/or phone calls directly with the prospective delivery partner.

G. ENGAGEMENT OF DELIVERY PARTNER

17. Award of Project Delivery Amount:

17.1 Both organisations, with the recommendation of the Evaluation Committee and after the aforementioned period of project development and due diligence shall award amounts to the Training Organizations whose Application Proposals have been determined to be substantially responsive to the requirements of the Request for Proposal and targeting at least **60 trainees per cohort** per delivery partner.

17.2 LSETF and PTI reserve the right to accept or reject any Proposal, to annul the RFP, or reject all Application Proposals at any time prior to the legal contracting of potential delivery partners, without thereby incurring any liabilities to the Training Organizations and without any obligation to inform the affected Training Organizations of the grounds of its action.

17.3 Note that successful Training Organizations may be required to create a separate bank account for project funds and must be able to receive project delivery amount funds in both Great Britain Pounds (GBP) and Naira.

18. Notification of Engagement :

PTI and LSETF intend to enter into tripartite partnership agreements directly with successful training organizations. Successful organizations will be notified and contacted by email or telephone. No award between PTI and prospective organization is binding until this agreement has been prepared, signed, and countersigned by all parties and after a process of

due diligence consistent with the policies and practices of PTI and LSETF have been complied with.

19. Fraud and Corruption:

The LSETF, PTI and Training Organizations shall hold the highest ethical standards, both during the selection process and principle, and shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:

- a) “*corrupt practice*” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in training program execution;
- b) “*fraudulent practice*” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a training program;
- c) “*collusive practices*” means a scheme or arrangement between two or more Training Organizations with or without the knowledge of the LSETF, designed to establish prices at artificial, non-competitive levels;
- d) “*coercive practice*” means harming or threatening to harm, directly or indirectly, persons or their property to influence the application and/or selection process, or affect the execution of a training program.

The LSETF and PTI shall reject a proposal for award if it determines that the Training Organization recommended for engagement as a delivery partner has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in applying to be a delivery partner or in subsequent but related actions.

SECTION III

ANNEX I - TERMS OF REFERENCE FOR GET INTO EMPLOYABILITY PROGRAMME

Get Into Programme Overview

Programme Summary	The Get Into programme is a training and employability programme which helps to break down the barriers between unemployed young people aged 18-35 and employers struggling to find work-ready youth by providing work-experience based training.
Programme Components	<ul style="list-style-type: none"> ➔ Pre-course Taster Day: To introduce participants to the programme ➔ Employability Training: Core skills training delivered by a local partner on skills such as communication, teamwork, and other core skills identified by employers. ➔ Vocational Training: Local Technical and Vocational Education Training (TVET) Centre provides the technical/sector specific skills needed for a job in the relevant sector ➔ On-the-Job training (2-3 months): Young people matched to a work placement with employers and receive a stipend ➔ Celebration (graduation event) ➔ 3-6 months follow up progression support
Programme Outcomes	<ol style="list-style-type: none"> 1. Participants gain employability skills and knowledge to access and retain a job 2. Participants gain technical skills relevant to employment sectors targeted by the project 3. Participants enter employment or achieve other positive outcomes (i.e. pursue further education/training, self-employment or begin/further micro-enterprise)
Programme Delivery Timeline	<p>1st Cycle Commences: July 2024</p> <p>Pre-programme: Youth Recruitment and Partner Preparation</p> <p>Post-Programme: Programme Evaluation</p>

ANNEX 1A

PRINCE'S TRUST INTERNATIONAL GET INTO PROGRAMME APPLICATION FORM



**Prince's Trust
International**

Programme Name:	LSETF-PTI Employability Support Project (Get Into Programme)
Annex Summary:	The below template is for the completion by delivery partners (training organisations) to outline their proposal for delivering the Get Into programme under the LSETF-PTI Employability Support Project. We would encourage delivery partners to attach separately any additional information that is relevant such as strategic plans and/ or recent impact reports. Please complete this form in English.
Date:	

Instructions

1. **Provide Company/Organisation Name and Contact details below.**
2. **Complete Part 1 (Delivery Partner Response) ensuring all answers are inserted in the space beside each section of the requirement / question.**
3. **Complete in Part 2 (Due Diligence Form and Finance Audit)**
4. **Review the information in Part 3 (Evaluation Criteria)**
5. **Complete Part 4 (Submission Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed by an authorised representative.**
6. **Submit all mandatory documentation to ___ by _____ as set out in the Timescales section of the RFP document.**

Part 1 – Delivery Partner Response

ABOUT THE ORGANISATION	
1. <i>Name of Organisation</i>	
2. <i>Key Contact Person</i>	<ul style="list-style-type: none"> • <i>Name</i> • <i>Title</i> • <i>Email address</i> • <i>Phone number</i> • <i>Address</i>
3. <i>Organisation Address</i>	<i>[Indicate address of the organisation including State and Country where the headquarters of the organisation is located]</i>
4. <i>Geographic coverage and addresses</i>	<i>[Indicate the areas of Lagos where you have delivered programmes and mention if any areas are outside Lagos]</i>
5. <i>Mission and area of focus</i>	<p><i>[Maximum of 300 words]</i></p> <ul style="list-style-type: none"> • <i>What is the organisation's background?</i> • <i>What are its aims?</i> • <i>What are your organisation's strategic priorities over the next three to five years?</i>
6. <i>Organisational structure</i>	<p><i>[Maximum of 200 words]</i></p> <ul style="list-style-type: none"> • <i>How does the organisation deliver and govern projects? (e.g., engage with its own local offices, work via local/partner NGOs identified by the organisation)</i>
7. <i>Capability</i>	<p><i>[Maximum of 700 words]</i></p> <p><i>Suggested questions:</i></p> <ul style="list-style-type: none"> • <i>What technical expertise, experience and capacity does the organisation have in delivering youth education (vocational, technical or otherwise), employability or entrepreneurship programmes for young peoples aged 18-35 featuring the following areas:.</i> <ul style="list-style-type: none"> ○ <i>developing education materials and resources – curriculums, workbooks, session plans, trainings and presentations</i> ○ <i>delivering employability programmes, life/soft/core skills, technical and vocational skills, digital skills, supporting young people to find work, reaching marginalised young people, managing difficult behaviour, youth work, mentoring, providing progression support, managing youth centres etc.</i>

	<ul style="list-style-type: none"> ○ <i>designing, managing and implementing employability programmes/interventions focused on developing <u>core (soft) skills</u> and <u>technical/vocational skills</u> for young persons</i> ○ <i>Developing and delivering face to face and virtual skills training</i> ● <i>Explain any unique advantages the organisation has in delivering programmes or project implementation</i> ● <i>Share project achievements</i>
ABOUT THE PROJECTS YOU RUN	
8. Sectors of experience	<p><i>Please select from the sectors/areas below, briefly outlining your experience and or impact in that sector:</i></p> <ul style="list-style-type: none"> ● <i>Soft/Employability skills</i> ● <i>Work readiness preparation</i> ● <i>Leadership, Etiquette etc.</i> ● <i>Renewable Energy/ Green Economy</i> ● <i>Creative/Orange Economy</i> ● <i>Digital Skills</i> ● <i>Electrical Technology and Engineering (Air Conditioning, Refrigeration, Solar Installations)</i> ● <i>Construction</i> ● <i>Hospitality (Hotel and Catering Management)</i> ● <i>Beauty and Wellness</i> ● <i>Event Planning and Decorating</i> ● <i>Fashion and Textile Design</i> ● <i>Agriculture</i> ● <i>Real Estate</i> ● <i>Health</i> ● <i>Commerce/Corporate/ Banking and Finance</i> ● <i>Other (please give detail)</i>
9. Experience with Target beneficiaries	<p><i>Please give details of your typical beneficiaries (type of young people you usually work with):</i></p> <ul style="list-style-type: none"> ● <i>Age range</i> ● <i>Average Gender ratio</i> ● <i>Average Qualification level</i> ● <i>Literacy/Numeracy levels</i> ● <i>Employed/Unemployed pre-programme</i> ● <i>Areas where they live or are sourced from</i> ● <i>Other</i> <p><i>Also, explain your approach to working with young people from diverse backgrounds including:</i></p> <ul style="list-style-type: none"> ● <i>Women</i> ● <i>Low-income households/communities</i>

	<ul style="list-style-type: none"> • <i>Disadvantaged backgrounds</i> • <i>People with disabilities</i> • <i>Micro and small business owners</i> • <i>Other (please give detail)</i>
10. <i>Current programmes and partners/funders</i>	<p><i>[Maximum of 400 words]</i> Please provide a brief overview of your current programmes</p> <ul style="list-style-type: none"> • <i>What projects do you currently have running? (Please include brief details including start and end date, headline summary, youth numbers, course topics, budget and timescale).</i>
11. <i>Employer/Industry Networks and relationships</i>	<p><i>[Maximum of 500 words]</i> Please provide details of any existing relationships and networks around youth skills development and employment.</p> <ul style="list-style-type: none"> • <i>The programme includes a requirement for participants to be placed on internship for a period between 1 and 3 months with employers relevant to the sectors where young people were trained. This requires partners to be adequately networked with external stakeholders and able to draw on their support and expertise to ensure the impact of the programme. These include:</i> • <i><u>Employers:</u> Do you have existing relationships with employers of varying sizes capable of onboarding and training young people for up to 3 months.</i> • <i><u>Public and Private agencies/organisations:</u> Do you have relationships with key industry stakeholders such as relevant agencies/ bodies which can provide participants with qualifications such as other skills, networks or financial support.</i> • <i><u>External Trainers, Mentors, Alumni:</u> Do you have good relationships which could deliver any programme mentoring, teaching or source of inspiration for participants.</i>
ABOUT THE GET INTO PROGRAMME	
12. <i>Programme Delivery</i>	<p><i>[Maximum of 500 Words]</i> Please outline how you would deliver this project (as stated on the Get Into Programme Terms of Reference)</p> <ul style="list-style-type: none"> • <i>Project summary and description</i> • <i>Staffing structure of the programme</i> • <i>How would you measure and assess success?</i>
13. <i>Digital Economy and Green Economy Knowledge/expertise</i>	<p><i>[Maximum 200 words]</i> We are interested in partners who have a strong understanding of the environment and green economy opportunities and digital skills and the digital economy and how to support young people into these sectors.</p> <p>Please share what knowledge or experience you may have.</p>
14. <i>Youth Engagement</i>	

	<p><i>[Maximum of 200 Words]</i></p> <ul style="list-style-type: none"> • <i>What would be your strategy for reaching young people and enrolling them on the programme?</i> • <i>Do you already have contact with young people or would you work with other agencies to bring them on board? Which ones? What is your reach in the location(s) you would be delivering?</i>
15. <i>Employer and Industry Engagement</i>	<p><i>[Maximum of 200 Words]</i></p> <ul style="list-style-type: none"> • <i>What would be your strategy for engaging the stakeholders identified in question 11 and enrolling them on the programme?</i>
16. <i>Project Delivery Timeline</i>	<p><i>[Maximum of 200 Words]</i></p> <ul style="list-style-type: none"> • <i>Please describe your timeline and activity plan for the proposed project and how you intend to resource it. Leave all financial details for the Financial Proposal.</i>
17. <i>Measuring Impact</i>	<p><i>[Maximum of 200 words]</i></p> <ul style="list-style-type: none"> • <i>Please explain the organisation’s approach to monitoring and evaluation of the proposed project</i>
18. <i>Project budget</i>	<ul style="list-style-type: none"> • <i>Please provide the estimated cost of the project in the Financial Proposal. A template titled ‘Get Into Programme Template Budget’ is available as a guide.</i> • <i>We advise dedicating at least a member of staff as Project Manager/ Officer and point of contact.</i>
19. <i>Overheads</i>	<p><i>[Maximum of 200 words]</i></p> <ul style="list-style-type: none"> • <i>What is the organisation’s approach to overhead costs?</i> • <i>PTI defines overheads as costs not directly attributable to delivering the project, and for the overheads to be capped at 5% of the total project budget.</i>
20. <i>Programme Sustainability</i>	<p><i>[Maximum of 200 words]</i></p> <ul style="list-style-type: none"> • <i>What is your capacity to scale up delivery of the programme?</i> <p>Example: <i>What could you deliver in the next 3-5 years? To how many more young people? What resource would you need to do this? What may be your strategy for scaling up beyond one hub or centre?</i></p>
21. <i>Capacity Development</i>	<p><i>[Maximum of 200 words]</i></p> <ul style="list-style-type: none"> • <i>Are there any areas in which you feel you need to develop competencies in order to undertake this project? If so, what is your plan towards this?</i> • <i>Are there any areas in which you feel you would like to develop competencies during the project? Please state as support may be available.</i>

22. Notes	<i>[Maximum of 200 words – any other points of note]</i>
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Please do not submit any additional documentation in support of this initial application; additional documentation will be requested at the second stage of the selection process

Part 2 – Due Diligence Form and Finance Audit

1. What is Prince's Trust International delivery partner due diligence form?

- The purpose of this document is to gather **information on potential delivery partners** to further understand their capacity and ways of working.
- Information in this document will only be **treated internally and confidentially** and might form part of a needs assessment to identify further support needed.
- Bear in mind that some of the information about your organisation requested will mirror those above. You may carry your responses over as relevant.
- We highly appreciate the time and efforts given to complete this form. We highly encourage to review and answer the following questions in the most transparent and open manner.
- **Please complete and sign the Due Diligence form and share a copy of your annual accounts for the last 3 years (audit report).**

2. What will be required from your organisation in the next stage of the application?

For Prince's Trust International to complete its due diligence, we will request in the next stage that you provide the following documents:

- A copy of your article of association/certificate of incorporation (registration document)
- Your mission statement
- A copy of your Health & Safety policy and Security Policy
- A copy of your Safeguarding Policy and/or Youth Protection Policy
- A copy of your code of conduct
- A copy of your Anti-bribery and corruption policy or statement
- A copy of your Anti-money laundering policy or statement
- Records of training on the policies listed undertaken by employees involved in programme delivery

Please note, Prince's Trust International understands not all the documents above might be available and the lack of any of the above would not prevent a partnership from occurring. We may be able to support with the development of these policies through the provision of templates and frameworks.

If you have any questions, please let your key contact for the application process know.

COUNTRY:		DELIVERY PARTNER NAME:	
COMPLETED BY:	<i>[name and job title]</i>	DATE:	

ORGANISATION & GOVERNANCE

<p>1. <i>What type of entity is your organisation? (For example, a charity, social enterprise, corporate, government ministry/public body, school or education institution).</i></p> <p>2. <i>Is your organisation registered (e.g. as a charity / non-profit organisation or company)? If so, please provide details of registrations including with whom registered and registration number(s).</i></p>			
<p>3. <i>What is your registered company address?</i></p>			
<p>4. <i>What is your governance structure? To include patrons, directors, founders etc. What is your staffing structure? Please provide the names of your board of directors/trustees.</i></p> <p><i>Please feel free to provide as an annex an organogram if easier.</i></p>			
<p>5. <i>Do you have an antibribery policy or statement, or one regarding money laundering and/or corruption? If so, please attach.</i></p>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
<p>6. <i>What is the history of your organisation? Please provide a brief summary or attach an overview.</i></p>			
<p>7. <i>How many years have you been operating?</i></p>			
<p>8. <i>Is your organisation regulated? If so, by whom?</i></p>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
<p>9. <i>Do you have public liability insurance or a local equivalent? If so, to what value?</i></p>	Y <input type="checkbox"/>	N <input type="checkbox"/>	

DELIVERY CAPACITY			
10. What other projects do you currently have running? (Please include brief details, start and end date, headline summary and timescale). Do you have a relationship with any other UK charities?			
11. What core competencies relevant to the project do you already hold? (Relevant areas of expertise/experience)			
12. Are there any areas in which you feel you need to develop competencies in order to undertake this project? If so, what is your plan towards this?			
13. Where necessary/relevant are staff able to translate English into the local language (and vice versa) for the purposes of training, management of day-to-day operations and engagement with participants?	Y <input type="checkbox"/>	N <input type="checkbox"/>	
FINANCE			
14. How is your organisation funded?			
15. Please provide your annual report and accounts (showing organisational income, expenditure, and reserves) including your audit report, over the last 3 years.			
16. Are you able to accept funding from overseas/transfer funds overseas to the UK?	Y <input type="checkbox"/>	N <input type="checkbox"/>	
CHILD & YOUNG PERSON PROTECTION/SAFEGUARDING			
17. Do you fully comply with all local child protection and welfare legislation? Please provide further details/examples.	Y <input type="checkbox"/>	N <input type="checkbox"/>	
18. Do you have a child protection or safeguarding policy? (If so, please provide a copy). Is it communicated to all staff and volunteers working with participants? If not, what do you have in place to protect young people you engage with and staff?	Y <input type="checkbox"/>	N <input type="checkbox"/>	
19. Do you have a code of conduct for all staff and volunteers? (If so, please provide a copy) Is it communicated to all staff and volunteers working with participants? Please provide further details.	Y <input type="checkbox"/>	N <input type="checkbox"/>	

<p>20. Have all members of staff and volunteers received basic training in child and young person protection/ safeguarding? Are there records to show this? Please provide further details.</p>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
<p>21. Do you have an HR or recruitment policy or clearly defined processes around recruitment and onboarding of staff and volunteers? Please provide copies or describe what this is.</p> <p>22. Are criminal records checks carried out on all members of staff and volunteers who work directly with participants? Please provide further details, e.g., what is the name of this check? What is the process for obtaining it? Is this documented in your recruitment policy or process, etc?</p>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
<p>23. Where applicable, will there be more than one member of staff available and present on-site during delivery to participants?</p>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
<p>24. Do you have a mechanism in place for young people, children and their parents/carers to report any incidents or concerns? Please describe the process for this.</p> <p>25. Have there been any reported concerns or incidents in the last 12 months?</p> <p>26. Do you have a whistleblowing policy? Do you have a mechanism for staff and other representatives to raise concerns, without fear of reprisals?</p>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
<p>Prince's Trust International is committed to tackling all forms of human rights abuse, including child exploitation and human trafficking. Please see our commitment to combat modern slavery. As part of this, we want to work only with organisations which share our values and have proper policies and safeguards in place.</p> <p>27. Does your organisation have such processes to protect against modern slavery, exploitation and child exploitation in your programmes and supply chains?</p> <p>28. Does your organisation have processes in place to also ensure that this is a requirement for organisations you partner with, or throughout the supply chain?</p>	Y <input type="checkbox"/>	N <input type="checkbox"/>	

29. <i>Have there been any incidents or concerns about modern slavery, exploitation, or child labour, either at your own organisation or a partner organisation involved in your programme delivery?</i>			
HEALTH, SAFETY & SECURITY			
30. Do you comply with all relevant local Health and Safety legislations? Please provide information on legislations followed for PTI HSS review. NB. Health and Safety standards & legislations vary globally, further evidence may be requested to ensure compliance meets PTI H&S standards.			
31. <i>Do you have a Health and Safety policy and processes in place and communicated to all staff and volunteers? Please provide copy of your H&S policy for PTI HSS review.</i>			
32. <i>Does your organisation face any known security threats and have there been any security related incidents in the last 5 years relating to staff, young people, or property? If yes, provide information for PTI HSS review.</i>			
33. <i>Would international PTI staff visiting your project create any security concerns for your staff, young people overall delivery. If yes, provide information for PTI HSS review.</i>			
DATA PROTECTION			
34. <i>As part of our monitoring and evaluation and consent processes, you may be required to collect information about young people.</i> <i>Do you have systems and processes in place to ensure this data can be stored safely and securely? Please provide details.</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
35. <i>Do you fully comply with national legislation? Please detail the national legislation</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
RISK MANAGEMENT			
36. <i>Do you have a risk management policy or processes? Do you keep a risk register or log? Do you regularly complete risks assessments?</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>	
REVIEWED BY: [PTI use only]		DATE:	

Part 3 – Evaluation Criteria

Supplier responses will be assessed using the following criteria and weightings. A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

Evaluation criteria	Mission and vision overlap	Technical Expertise	Methodology and Approach	Employer Engagement	M&E	Financials
Questions scored on	5,9	7,8,10,13	12,14,16,18	11,15	17	18,19
Weighting	20%	25%	25%	10%	10%	10%

The responses under each subcategory will be scored based on the following matrix:

Interpretation	Scoring criteria	Score
Exceeds the required standard. Response answers the question with precision and relevance. Includes improvement through innovation/added value	Excellent	5
Meets the standard required. Comprehensive response in terms of detail and relevance to the question	Good	4
Meets the standards in most areas but fails in some areas. Acceptable level of detail, detail and relevance	Acceptable	3
Fails the standard in most aspects but meets some. Limited information/inadequate/only partially addresses the question	Limited	2
Significantly fails to meet the standard. Inadequate detail provided/questions not answered/answers not directly relevant to the question	Inadequate	1
Completely fails to meet the standard. Response significantly deficient/no response	Not applicable	0

Part 4 – Submission Checklist

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all the mandatory requirements for this application.

Important Note: Failure to provide all mandatory documentation may result in your submission being rejected.

Submission Checklist	
Document	Y / N
1. Completed Application form (Part 1)	
2. Completed Due Diligence Form (Part 2)	
3. Audited Financial Accounts (the most recent three years) (Part 2)	
4. Completed Financial Proposal (Section C 6.2 of the RFP)	
5. Completed Technical Proposal (Section C 6.3 of the RFP)	
6. Certificate of Year 2024 Registration with Lagos State Public Procurement Agency.	
7. This checklist signed by an authorized representative	
8. Any further documents considered to be relevant to your application	

I confirm on behalf of the organisation submitting the documents set out in the above checklist that to the best of our knowledge and belief, having applied all reasonable diligence and care in the preparation of our responses, that the information contained within our responses is accurate and truthful.

Delivery Partner Name:	
Date:	
Representative Name:	
Position:	
Signature:	
Title:	