



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 - UNITED STATES AFRICAN DEVELOPMENT
FOUNDATION (USADF) EMPLOYABILITY PROGRAM**

JANUARY 2025

Deadline for Submission: 3rd February 2025

Table of Contents

SECTION I - REQUEST FOR PROPOSAL	3
SECTION II – INSTRUCTIONS TO VOCATIONAL TRAINING CENTRES	4
A. 4	
B. 4	
C. 5	
D. 7	
E. 8	
F. 9	
G. 10	
ANNEX I - THE TOR FOR THE PROJECT	
ANNEX II - APPLICATION FORM FOR THE PROJECT	
ANNEX III - USADF COMPLIANCE AND DISCLOSURE FORM	

SECTION I - REQUEST FOR PROPOSAL [RFP]

REQUEST FOR PROPOSALS FOR THE TRAINING AND JOB PLACEMENT OF SELECTED RESIDENTS OF LAGOS STATE FOR THE LSETF - USADF EMPLOYABILITY PROGRAM

The Lagos State Employment Trust Fund ("LSETF") intends to collaborate with the United States African Development Foundation (USADF) on a program (the "LSETF - USADF Employability Programme Program") to support 10,000 young people by equipping them with relevant industry trade skills that cut across sectors, including but not limited to: Education, Fashion, Technology, Construction, Business Support and Health . The training period at the training center must be followed by a professional internship period in the same sector (or similar), a key measure of the project performance being the fast access to formal employment or entrepreneurship in the sector of training. Gender balance and inclusion of trainees from vulnerable groups are also key objectives of the project.

To carry out the purpose of the program, LSETF and USADF intend to engage Vocational Training Centers ("VTC") with experience working on youth employment activities. The VTC will conduct skills development training and provide paid job placements with the goal of securing full-time employment for their trainees. Through this Request for Proposals, LSETF-USADF are inviting competent Vocational Training Centers ("VTCs") in Lagos State to submit applications in furtherance of the LSETF-USADF Employability Programme. The VTCs must be able to train eligible participants between the ages of 18 and 40 (at least 50% of trainee beneficiaries are expected to be women, and at least 75% of trainees are expected to be youth between the ages of 18-35 years), place them in an internship of at least three (3) months, and ensure monitoring and evaluation of the program (up to a minimum period of 6 months after completion of training and internship).

Interested applicants will find below:

- detailed instructions relating to the submission of your Proposal in "Section II – Instructions to Vocational Training Centers" of this document; and
- sample forms for the submission of your Proposal in Section III of this document.

Your Proposal should clearly highlight the information listed in Section II of this document.

Requests for clarification can be sent to the email address below, until **Monday, 20 JANUARY 2025** : procurementunit@lsetf.ng

Please submit your Proposal titled "Request for Proposal for the LSETF - USADF Employability Program" before close of business (4:00 p.m. WAT) on **Monday 3 FEBRUARY 2025** 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
Executive Secretary

SECTION II – INSTRUCTIONS TO VOCATIONAL TRAINING CENTRES

A. INTRODUCTION

- 1. General** This RFP is issued for application proposals to collaborate with LSETF and USADF on training programs and job placement for selected trainees.
- 2. Definitions**
 - «**LSETF**» means the Lagos State Employment Trust Fund;
 - «**USADF**» means the United States African Development Foundation;
 - «**Project**» means the "LSETF - USADF Employability Program".
 - «**Proposal**» means a Proposal submitted by a Vocational Training Centre, pursuant to this RFP;
 - «**RFP**» means Request For Proposal;
 - «**TOR**» means the Terms Of Reference, setting out the detailed scope of work required from a VTC for each program, which are enclosed herewith as Annexes;
 - «**VTC**» means the Vocational Training Centers, that has responded to this RFP and, if selected, will collaborate with LSETF and USADF on training and job placement;
 - «**Training Organization**» -also noted as VTCs- means an organization that has responded to this RFP and, if selected as a grant recipient, will collaborate with LSETF and USADF on training and job placement programs; and
 - «**Day**» means calendar day unless stated otherwise.

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 Vocational Training Centers in Section II
 - ❖ The TOR for the Project enclosed as Annex I to this RFP
 - ❖ Application Form for the Project enclosed in Annex II to this RFP
 - ❖ USADF Compliance and Disclosure Form for Grant Applicants in Annex III of this RFP

3.2 The VTC 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, the LSETF and USADF may, for any reason at their own initiative or in response to a clarification requested by a VTC, modify the RFP.

4.2 All VTC 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 VTCs reasonable time in which to take the amendments into account in preparing their Application Proposals, following a request for clarification LSETF and USADF may, at their discretion, extend the deadline for submission of Application Proposals.

C. PREPARATION OF PROPOSAL

5. Language The Proposal and all related correspondence shall be in English.

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 VTC; 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 VTC, 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;
- ❖ Post-Training Placement Commitment Letter(s);
- ❖ The estimated salary/wages of the employment placement offers for successful trainees; and
- ❖ Any other information which the VTC reasonably believes is necessary, having reference to the contents of the TOR.

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 VTC 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 VTC must clearly state the validity period of the quotes in its Proposal (it is expected that the validity period should be no less than 90 days). |
| 9. Cost of Preparation of Proposal | The VTC shall bear all costs associated with the preparation and submission of its Proposal. LSETF and USADF 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 USADF 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 VTC. |

D. SUBMISSION OF PROPOSAL

10. Sealing Making Proposal.

and of

10.1 The VTC 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 **VTC**, the **Project Name** and **reference number of the Proposal** as indicated in the Letter of Proposal. The preferred format of the proposal documents is as follows:

10.1.1 – Technical Proposal (PDF)

10.1.2 – Financial Proposal (EXCEL)

10.1.3 – Supporting Documents (PDF)

10.1.3.1

The supporting documents required are:

1. Evidence of registration with Corporate Affairs Commission (CAC)

2. Tax Clearance Certificate for the preceding 3 (three) years 2021-2023 from the Lagos Internal Revenue service (LIRS)

3. Evidence of registration/renewal as a consultant with the Lagos State Public Procurement Agency (LASPPA) for the current year (2025)

4. Audited Financial Statement for the last 3 (three) years (2021-2023)

5. Corporate profile of the company services and affiliations

6. Curriculum Vitae of at least 3 key professional staff

7. An affidavit that all documents submitted are genuine and Verifiable.

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 Monday 3 February 2025.

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 USADF 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 VTC requiring additional clarification of any part of this RFP, may notify the LSETF via the contact details provided in Section 1. LSETF will respond in writing, or by standard electronic means to any request for clarification of the RFP that it receives no later than 20 JANUARY 2025 and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all VTCs. If LSETF and USADF deem it necessary to amend the RFP because of a clarification, it shall notify any VTC that has submitted a Proposal prior to such amendment.

**13. Modification/
Withdrawal of
Proposal:**

13.1 A VTC 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 after the deadline for submission of Application Proposals without prior approval from the point of contact specified in Section 1.

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 to confirm conformity with specifications contained in the RFP and the substantial responsiveness of each Technical Proposal to the RFP. For this purpose, an acceptable Proposal is one that conforms to all terms and conditions of the RFP without material deviations. LSETF and USADF'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 acceptable 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.

USADF 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, USADF , its technical partner, 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 USADF's requirements.

16.2 During this phase of project development USADF , its technical partner, and LSETF will be the main point of contact, but USADF 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 USADF, with the recommendation of the Evaluation Committee and after the period of project development and due diligence, shall award grants to the VTCs whose application Proposals have been determined to be substantially responsive to the requirements of the Request for Proposal and with the most compelling and competitive budget. Note that the maximum budget should be up to 100 Million Naira.

17.2 LSETF and USADF 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 VTCs and without any obligation to inform the affected VTCs of the grounds of its action.

18. Notification of Engagement:

USADF intend to enter into grant agreements directly with successful VTCs. Successful organizations will be notified and contacted by email or telephone. No award between USADF and prospective grantee is binding. After the grant has been prepared, signed, and countersigned by all parties, and after a process of due diligence consistent with the policies and practices of USADF and LSETF, parties to the grant agreement will ensure compliance with the terms of the grant agreement.

19. Fraud and Corruption:

The LSETF, USADF and Vocational Training Centers shall hold the highest ethical standards, both during the selection process and principle, and shall always abstain 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 VTCs 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 USADF shall reject a proposal for award if it determines that the VTC 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.

Annex I: Terms of Reference (ToR)

Objective

The Grantee is entrusted with the implementation of the LSETF - USADF Employability Program aimed at increasing employment and improving the economic welfare of youth in Lagos State, Nigeria, through vocational training and internship placement. The Grantee is encouraged to include in their response to this Request for Proposal a workplan with the number of beneficiaries and corresponding financial proposal (budget). The proposal should align with the main project outlines below.

Key Responsibilities of the Grantee

Program Implementation

1. Planning and Reporting:

- Develop an annual work plan and detailed scope of work for program implementation.
- Submit a project implementation plan before the first disbursement.
- Conduct a market survey and skills gap analysis to identify high-demand vocations and associated skills.

2. Training Delivery:

- Conduct training courses for selected cohorts, ensuring certification for at least 90% of participants.
- Provide training materials, stipends, and support for trainees to meet program goals.

3. Internship Management:

- Ensure placement of 80% of trainees in three-month internships.
- Coordinate with employers and manage internship contracts and stipends.

Support and Capacity Building

- Enhance the visibility of the training program through media outreach.
- Build the capacity of staff and upgrade facilities, tools, and equipment for effective program delivery.

Monitoring and Evaluation

- Develop and follow a monitoring plan.
 - Collect and report data on trainee progress and post-program outcomes, including income levels and employment rates.
 - Provide “success stories” and multimedia documentation of program impacts.
-

Expected Outcomes

- At least 65% of placed trainees secure permanent employment post-internship.

- Significant improvement in employability skills and economic opportunities for youth participants, with at least 50% female representation.
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Collaboration and Oversight

- Work closely with USADF, LSETF and their Technical Partner for guidance, training, and compliance.
- Participate in financial management and reporting training.
- Ensure transparency and accountability through third-party audits and progress evaluations.

Annex II Application Form for prospective Training Organizations / Vocational Training Centers

(response boxes below are free to extend if needed)

I. Organization Details

1. **Organization Name:**

2. **Registration Number:**

3. **Date of Establishment:**

4. **Organization Type (Non-Profit, For-Profit, Social Enterprise, etc.):**

5. **Primary Contact Person:**

○ Full Name:

○ Title/Position:

○ Phone Number:

○ Email Address:

6. **Physical Address:**

7. **Website (if applicable):**

8. **Social Media Handle (if applicable):**

II. Organizational Mission and Vision

1. **What is your organization's mission?**

2. **What is your organization's vision?**

3. **How does your mission and vision align with the objectives of the LSETF - USADF Employability Program?**
(Please describe in brief.)

III. Technical Expertise

1. **Describe your organization's experience in delivering vocational training programs.**
(Please include years of experience, specific sectors trained, and success stories if applicable.)

2. **What specific skills and vocations do you specialize in training?**
(Provide a list of skills or sectors in which you have demonstrable expertise.)

3. **Do you have certified trainers in the identified fields?**
- Yes
 - No
- (If yes, please provide a list of qualifications or certifications.)

4. What training methodologies do you utilize?

(For example: hands-on training, online training, blended learning, etc.)

IV. Project Concept Plan

1. Please outline your proposed project concept for this program, including:

- A brief overview of how you will implement the training program.
- The number of trainees you intend to enroll per cohort.
- Your proposed training duration.
- The types of support you will provide (e.g., stipends, materials, transport, etc.)

2. What is your target number of beneficiaries over the course of the program?

3. What is your financial proposal or total estimated budget for the implementation of this project, excluding allowances for the trainees

V. Employer Engagement and Networks

1. Describe your organization's network of employers and partners.

- How do you engage employers in providing internship and permanent employment opportunities?
- Do you have established partnerships with specific employers? Please list them.

2. How do you ensure that your training programs are aligned with the needs of the labor market?

(Please describe your market survey or skills gap analysis process.)

3. What strategies will you use to facilitate employer partnerships and internship placements for trainees?

VI. Monitoring and Evaluation Framework

1. Does your organization have a Monitoring and Evaluation (M&E) framework?

- Yes
 - No
- (If yes, please describe your framework and how it will be applied in this program.)

2. How do you track and measure trainee progress during the program?

(Describe any tools or systems you use for monitoring and assessment.)

3. What key performance indicators (KPIs) do you use to evaluate the success of your training programs?

4. How do you ensure that the data collected from trainees is used for continuous program improvement?

5. What experience does your organization have in evaluating post-program outcomes (e.g., employment rates, income levels, skills acquisition)?

VII. Organizational Capacity

1. **What is the size and structure of your team?**

(Please list the roles and the qualifications of key team members.)

2. **What is the capacity of your organization to manage a project of this scale?**

(Please describe any previous experience in managing similar programs.)

3. **Do you have the necessary facilities and equipment for effective program delivery?**

Yes

No

(If yes, please describe the facilities, equipment, and any infrastructure used in your training.)

4. **What are the key challenges you anticipate in delivering this program, and how will you address them?**

VIII. Additional Information

1. **Please provide any other relevant information about your organization that may support your application.**

2. **Do you agree to provide regular updates and reports as required by the LSETF and USADF?**

Yes

No

3. **Attachments (Please attach the following documents):**

- Organizational Registration Documents
 - Financial Proposal (Budget)
 - CVs of Trainers and Key Staff
 - Past Performance Reports (if applicable)
 - Other Supporting Documents
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Submission Instructions:

- Please ensure that all sections of this application form are completed.
- Submit the application form along with any required documents to <https://lsetf.ng/tenders>.
- The deadline for submission is **Monday 3rd FEBRUARY 2025**.

Annex III: Applicant Disclosure and Compliance Statement

This form is to be signed and dated by the Applicant. The Applicant will initial each of the following statements that are true. The form provides ADF with the assurance that the information used to develop the application is reliable. It also ensures USADF that the Applicant understands its responsibility in meeting project compliance requirements.

General Information – Confirm that the information recorded on the application cover page is correct and complete.

1. The legal name of the organization.
2. The manner in which the organization is registered (e.g.: pre-cooperative, social service organization, NGO).
3. The date and with whom the organization is registered and the registration number.
4. The legal address of the organization.

Information about the Principals - Confirm that the information recorded in the application is correct and complete.

5. The name of the principals (those with substantial influence over the operations of the organization, including owners, board members, management committee members, managers and other with authority to act for the organization) as stated in the application are correct.
6. The citizenship of each principal and their position in the organization is correct. (If a principal holds multiple citizenships, state each.)
7. Have any of the principals, within the past five years, been involved in any of the following legal proceedings? **YES / NO**
(If yes to any, supply details on a separate piece of paper.):
 - Has a bankruptcy or insolvency been filed by or against you, or a receiver, fiscal agent or similar officer appointed by a court for your business or property, or any partnership in which you were a general partner, or any corporation or business association in which you were an officer? **YES / NO**
 - Have you been convicted in a criminal proceeding or are you presently the subject of a pending criminal proceeding (excluding minor traffic offenses and other minor offenses)? **YES / NO**
 - Have you been the subject of any governmental or legal order related to your work with the applicant organization? **YES / NO**
8. Have any principals resigned within the past year? If so, please describe the circumstances. **YES / NO**

9. Do any of the principals stated in the application, particularly those that will be delivering services to USADF work for the government? If yes, please explain. **YES / NO**

Information about the Organization - Confirm that the information recorded in the application is correct and complete.

10. Have all loans to the organization and all encumbrances, mortgages, liens, etc. on any of the organization's assets been fully disclosed in the application materials? **YES / NO**
11. Are there any loans (either of money or in kind) to or from principals of the organization? **YES / NO** If yes, provide additional details such as any written agreements to this effect
12. Have all grants received by the organization over the past five years, their purpose and current status been fully disclosed in the application materials? **YES / NO**
13. Are there any and all pending or threatened litigation, criminal action, government or administrative investigation involving the organization. **YES / NO** If yes, provide additional details.
14. Has the organization paid all taxes due or claimed (e.g. VAT, employee tax withholding, social security, retirement, income taxes)? **YES / NO** If no, provide additional details.
15. Legal status of all fixed property holdings of the organization including property owned outright, leases, assignments, payment of ground rents and other has been provided. **YES / NO**

Implementation Compliance Requirements - Confirm that the organization is willing to abide by these implementation standards.

16. I affirm my sincere intentions to pursue the implementation of this Project Application. I understand that if, in the course of implementation, changes are needed to specific plans and budgets outlined in application package, I will inform USADF and their designated representatives to make alternations and where required, request formal amendments of the project agreement.
17. I affirm that all of the information contained in the bids and proformas received for the goods or services identified for the proposed Project Budget is accurate and true, and that there is no conflict of interest associated with this procurement.
18. I am in agreement with, and fully supportive of the specific financial roles and responsibilities I must comply with if this project is approved for funding. These

responsibilities include preparing and providing accurate quarterly financial and project performance reports within the prescribed reporting period, using the approved USADF report formats. I understand that I have the responsibility and accountability to ensure that any disbursed funding money is carefully controlled, and only used for authorized project budget expenses.

19. I agree to my responsibility to work closely with USADF's Partner Organization and USADF Representatives in fully cooperative manner throughout the implementation period, including regular on site progress reviews and coaching meetings with an USADF representative during project implementation, and for a period following project completion.
20. I understand that failure to meet any of these commitments and responsibilities may result in a termination of the prospective grant, and possible legal action, including the recovery of USADF-funded assets.

I understand that a material misstatement or the omission of material facts may preclude the African Development Foundation from providing a grant, may require the termination of any grant that is awarded and may give cause for legal action by the Foundation.

I confirm that I have necessary authority to act for and on behalf of the organization in making the foregoing statements and that they, to the best of my knowledge and belief, are correct, and that no statement of fact is omitted from this questionnaire which is necessary in order to make the statements herein not misleading.

Printed Name

Title or Position

Signature (Applicant)

Date: