

**SOS Children's Villages in Liberia is seeking a qualified individual or entity to provide vocational skills training in catering, interior decoration, and cosmetology.**

**The overall objective**

The aim of this initiative is to provide an integrated platform through which 17 SOS parents and 10 family assistants will receive vocational skills training in catering, interior decoration and cosmetology.

**Specific objectives:**

1. Explain the opportunities and limitations of the three areas of vocational skills training for informed decision making by SOS parents and family assistants;
2. Guide all 17 SOS parents and 10 family assistants to select only one vocational skill that is of interest to them;
3. To provide training to all 17 SOS parents and 10 family assistants on the vocational skills of their choices (catering, interior decoration or cosmetology);

**Information on request for proposals**

This advert is open to all public, private and individual trainers within Montserrado County, Liberia. However, interested business entities should be legally registered, with all documents updated including, tax clearance and official business account for USD transactions. Financial estimate must be stated only in United States Dollars (USD).

**Process of Submission of Proposals**

To facilitate the easy submission of proposals at any time, the submission can be done electronically in PDF format and sent to [recruitment.hr@sosliberia.org](mailto:recruitment.hr@sosliberia.org), with copies to [Prosper.Ndione@sos-kd.org](mailto:Prosper.Ndione@sos-kd.org), [Suzanne.Bassama@sos-kd.org](mailto:Suzanne.Bassama@sos-kd.org) ; [victoria.nanakpallah@sosliberia.org](mailto:victoria.nanakpallah@sosliberia.org) and [nehmah.yeanay@sosliberia.org](mailto:nehmah.yeanay@sosliberia.org)

The title of submitted documents should clearly state – **"Proposal for Skills Training Program for SOS Parents and Family Assistants"**

For any clarification, please contact [victoria.nanakpallah@sosliberia.org](mailto:victoria.nanakpallah@sosliberia.org) or [nehmah.yeanay@sosliberia.org](mailto:nehmah.yeanay@sosliberia.org)

**Documents to be submitted:**

1. Update legal documents including, Business Registration, Letter of Accreditation and or Sectoral Clearance (if applicable), Tax Clearance, etc;
2. Budget of overall monthly and total cost for materials and services;
3. Name of official business account;

### **Evaluation and signing of contract**

Each submission to be received will be assessed first on its technical quality and compliance and subsequently on the basis of cost efficiency. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical quality will be determined on the basis of its responsiveness to this Term of Reference (TOR). Furthermore, the following technical areas will be considered:

1. Proven competency (record of previous experience) in organizing vocational skills training for women groups and young people;
2. A good understanding of women empowerment;
3. A good facilitation, organizational and interpersonal skills, especially when it comes to dealing with women;
4. There is no staff with record of child abuse;
5. Brief but very clear and concise action plan and budget, stating the activities, venues, date/timelines, and expected results of how you intend to implement the program as described above;

After identification of the suitable training partner, SOS Children's Villages in Liberia will inform the partner, and subsequently develop a contract for review and signatures. The successful applicant shall immediately begin delivery of requested service upon receipt of signed copy of the contract.

### **Duration and Terms of payment**

This skills training program will last for six (6) months, from July to December 2022. Payment will be made per month within one week upon receipt of invoice, and after the requested services shall have been fully offered according to the General Scope of Work and Specific Terms of the contract;

### **Notice of Delay**

If the successful applicant encounters technical challenges and or delay in the performance of the contract, which may be excusable under unavoidable circumstances; the partner shall notify SOS Children's Villages in Liberia in writing about the cause(s) of any such challenge or delay(s) within one (1) week from the beginning of the delay. After receipt of the partner's notice of delay, SOS Children's Villages in Liberia shall analyze the facts and extent of challenge or delay, and may extend time for performance of contract when in its judgment, the facts presented by the partner justify such an extension.

### **Termination**

SOS Children's Villages in Liberia reserves the right to terminate without cause the contract at any time upon seven (7) days prior written notice to the partner, in which case SOS Children's Villages in Liberia shall reimburse the partner for all reasonable costs incurred prior to receipt of the notice of termination. However, SOS Children's Villages in Liberia will reserve the right to terminate the contract without any prior notice and, by extension without any financial obligations, in the event the contractor is not meeting its obligations as follow:

1. Agreed time schedule

2. Withdrawal or replacement of key personal without written notice to SOS Children's Villages in Liberia;
3. The deliverables do not comply with requirements of ToR and terms of contract.

### **About SOS Children's Village Monrovia**

SOS Children's Village Monrovia is the first and the largest program of SOS Children's Villages in Liberia. SOS Children's Villages in Liberia itself is a member association of SOS Children's Villages International, the umbrella organization to which all SOS Children's Villages are affiliated.

SOS Children's Village Monrovia started operations in 1981. Currently, the program comprises of alternative care, family strengthening, youth empowerment, as well as an educational and health intervention projects, named the SOS Hermann Gmeiner International School Monrovia and the SOS Medical Center, respectively. Together, these programs and projects provide quality care, safeguarding, protection and development of children and young people who have lost parental care or at risk of losing it - ensuring that children and young people grow up in a loving family environment, and to strengthen families and communities as a preventive measure in the fight against child abandonment and social neglect, and upholds child safeguarding as part of their commitment to the protection of children and young people against abuse.

The vision of SOS Children's Villages International is to see that "Every child belongs to a family and grows with love, respect and security". The mission statement of SOS Children's Villages is "we build families for children in need; we help them shape their own futures and share in the development of their communities". Our values are courage, commitment, trust, and accountability.

Uniquely, we provide long-term, family-like alternative care for children who have lost parental care and we work with vulnerable families and communities to help strengthen them to prevent family separation, and we collaborate with stakeholders for advocacy on implementation of existing laws, policies and guidelines, or formulation of new ones to address major challenges affecting children and young people. In Monrovia, the family-like alternative care has 17 SOS Parents and 10 family assistants, commonly called aunts.

### **Description of context**

One of the most important areas of focus to SOS Children's Village is the continuous development of child-care professionals. All policy documents of SOS put serious emphasis on development of childcare professionals in our programs. For example, section of the SOS Care Promise states: "We promote and continuously strengthen the care profession. We commit to promote the crucial role of care professionals, and encourage skills development. We do this because children have a right to quality care and need a caring and trustworthy relationship with someone they can rely on, every single day" – commitment 5, SOS Care Promise.

Based on the above premise, SOS Children's Village Monrovia has made a small allocation for skills training of SOS parents who are providing day-to-day parental care and support to children and young people in SOS family-like care. In other words, the vocational skills training is an opportunity to develop the skills of the SOS parents, to enable them make improvement in nurturing children and young people entrusted in their care, through mentoring, development and transferring of basic home management skills for independent life.

However, SOS Children's Villages does not carry out training of childcare professionals, education and skills development of program participants and other program related activities alone. This is why the SOS Care Promise highlights the need for SOS to collaborate for supporting services: "We partner for supporting services and advocate for quality care. We commit to focus on our care expertise and partner for supporting services such as education, healthcare and economic empowerment. We also engage with governments and other decision makers to promote quality care" - Commitment 9, SOS Care Promise.

Therefore, in order to fulfill the above premise, SOS Children's Villages in Liberia seeks to collaborate with a legally registered, qualified, suitable and experienced vocational skills training program that will develop skills of childcare professionals in various vocational skills of their choice.

**SOS Children's Villages Child Protection Policy and Code of Conduct:**

SOS Children's Villages International has a Child Protection Policy and Code of Conduct that all partners are expected to comply with, and all partners are required to sign a statement of commitment to the policy. This will happen upon signing of the contract, together with an orientation of partners on internal child safeguarding processes.