



**Annex 2: Technical Specifications Form**

Required Services as per TOR	Indicate Comply/Not Comply	Alternative Offer as applicable
<p><b>Location of Service Performance</b></p> <p>a. Akkar b. Bekaa c. North</p>		
<p><b>Project description:</b></p> <p>Business Development training</p>		
<p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>- <b>45 BDT beneficiaries in North and Akkar governates.</b></li> <li>- <b>35 BDT beneficiaries in Bekaa governate.</b></li> </ul>		
<p><b>Service Inclusions:</b></p> <ol style="list-style-type: none"> <li>1. Provide BDT to newly identified beneficiaries.</li> <li>a- Share a proposed methodology. (e.g., theory and practice modules, number of sessions and days required for each training available, accreditation details, other...).</li> <li>b- Share a BDT work plan (e.g., Training preparations, venue set up, any recruitment aspect, training details timeframe, Exams (business plan preparation, and grading), etc.).</li> <li>c- Facilitation of BDT sessions.</li> <li>d- Venue provision.</li> <li>2. Cover Procurement aspects (e.g., stationery, other...).</li> <li>3. Conduct Beneficiaries' evaluations and exams.</li> <li>4. Deliver certificates to beneficiaries upon training completion.</li> <li>5. Conduct Satisfaction Surveys.</li> </ol>		

<p>6. Conduct a training evaluation and provide recommendations.</p> <p>7. Assist IOM by granting access to junior entrepreneurs/ skilled individuals for provision of additional business development services, or by referring them to Microgrants program provided by IOM.</p> <p>8. Receive referrals from IOM's supported businesses / individuals to service provider's existing trainings. – proposed wording Provide a list to IOM of available training related to business and allow IOM to share to IOM's supported business/individuals to apply.</p>		
<p><b><u>Schedule of Services:</u></b></p> <ul style="list-style-type: none"> <li>- The overall duration of the service will be 2 months in total, covering all the aspects of implementation listed above.</li> <li>- The actual business development training should last between 10 to 20 days.</li> </ul>		
<p><b><u>Responsibility of the Service Provider:</u></b></p> <ul style="list-style-type: none"> <li>a) The Service Provider will be directly reporting to, seeking approval from, and obtaining certificate of acceptance of output from the National Program Officer.</li> <li>b) The methodology and work plan must be submitted after 1 week of contract issuance.</li> <li>c) The final report on the implementation of the tasks should be submitted 1 week after finishing the training.</li> <li>d) IOM ERR staff will be monitoring the delivery of the training from</li> </ul>		

<p>the planning phase until the implementation and the submission of the final report.</p>		
<p><b><u>Qualifications of SP and personnel:</u></b></p> <ul style="list-style-type: none"> <li>- At least 3 years of experience in conducting Business Development Training.</li> <li>-</li> <li>- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.</li> <li>- Excellent inter-personal communication skills including experience of facilitation of training/workshops and presentation.</li> <li>- Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques, and systems of project management.</li> <li>- Excellent communication and written skills in English.</li> <li>- NGO or private institution with relevant experience in incubation services are eligible to apply.</li> </ul>		

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*Supplier's authorized signature over printed name*