

Om-Habibeh Foundation
Terms of reference (TOR)
For
Vocational Training Consultancy

1. BACKGROUND:

The Om Habibeh Foundation (OHF) is an Egyptian non-profit organization established in 1991 under the supervision of the Ministry of Social Solidarity. OHF is the implementation agency for the Aga Khan Foundation Egypt and is an affiliate of the Aga Khan Development Network of organizations, and was founded by Om Habibeh Sultan Mohamed Shah Aga Khan to contribute to and support local communities in the governorate of Aswan in areas including health care, education, and providing income for deprived communities through long-term development activities. OHF works in the following areas: Continuing Education, Civil Society, Agriculture and Food Security, Economic Inclusion, Women Empowerment, and Early Childhood Development. Om Habibeh Foundation (OHF), in partnership with the World Food Programme (WFP), is implementing a project entitled Integrated Livelihood “I-live) Program. The project aims at fostering an enabling environment for the socio-economic inclusion of forcibly displaced persons (including refugees, asylum-seekers, and vulnerable migrants), together with their host communities. The project seeks to improve both immediate and long-term access to protection, livelihoods, and employment opportunities while empowering local actors and strengthening community resilience.

The project will be implemented in partnership with NGOs in four areas in Cairo governorate: Ain Shams, Nasr City, Haram and Faisal, and Maadi.

2. OBJECTIVE

A qualified vocational Training Provider (individual or company) will design and deliver short-term vocational training programs in selected trades. The objective of this assignment is to enhance the practical skills, employability, and income-generation opportunities of targeted beneficiaries through hands-on vocational training aligned with local labor market needs.

Note: Om Habibeh Foundation (OHF) **will divide the consultancy assignment among more than one** Training provider.

3. TARGETED AUDIENCE

A total of **400 participants (women and men), aged between 18 and 60 years, from refugees, asylum seekers, and the host community, across the project’s four targeted geographical locations in Cairo and Giza, with 20 to 30 participants per group and 7 to 9 training days per group.**

4. SCOPE OF WORK and DELIVERABLES

The Training Provider shall perform the following tasks:

Task 1: Training Preparation and Delivery

-) Develop training plans, curricula, and session outlines for selected vocational tracks, including but not limited to:
 - o **Sewing**

- **Elderly Care**
- **Mobile phone maintenance and repair**
-)] Prepare training materials, tools, and practical exercises.
-)] Deliver practical, hands-on vocational training sessions for selected beneficiaries.
-)] Ensure participatory and practice-oriented training methodologies.
-)] Apply occupational safety and basic protection standards during training.

Task 2: Reporting & Documentation

-)] Submit a final comprehensive report (including photos) covering all trainings conducted, key achievements, challenges, success stories, links for employment opportunities and recommendations. The report should also include evaluation summaries and pre/post-test analysis for the training as a whole per location, and for every participant.

Note: All reports must be submitted in: **Soft copy (Word and Excel formats)**

5. TIME FRAME

The assignment should be completed within **the following time frame: Start Date 10th of March 2026; end Date: 31th of May 2026 ; expected duration of about 3 months.**

6. REQUIRED QUALIFICATIONS

The Training Provider entity should demonstrate the following qualifications:

-)] Not less than **5 years of experience** in vocational training or skills development.
-)] Proven experience in providing short-term, practical vocational training programs.
-)] Technical expertise in one or more of the targeted vocational areas.
-)] Experience working with youth, vulnerable groups, or community-based programs is an asset.
-)] Ability to deliver hands-on, results-oriented training.

7. TECHNICAL AND FINANCIAL PROPOSAL:

The Training Provider shall submit a complete technical and financial proposal outlining the proposed work strategy to achieve the desired results of the consultancy assignment, including:

-)] The Training Provider experience
-)] Work plan and timeline
-)] Detailed financial proposal
-)] Attached Tax Registration Number
-)] Attached Certificate of registration in the electronic invoicing system

Note: Training provider should **have a tax card and can issue an e-invoice.**”

8. SELECTION CRITERIA

Technical Criteria (70%)

- Qualification and experience of the Training Provider entity (quality of the previous work samples) (15%).
- Demonstrated technical expertise and relevant experience (10%).
- Proposed detailed work plan (15%).

- Technical proposal including learning methodology, (30%).

Financial Criteria (30%)

- Financial proposal is in the form of : **Cost of participant for all deliverables (mentioned above) with clarification of exact number of training days;** and break for 25 to 30 participants per day, certificates, necessary tools, hall rent, photography and all taxes.

Please use this form:

Total Cost per participant	Exact Number of training days

9. PAYMENT AND OTHER CONDITIONS:

Payment will be made after finalizing the training of three groups and upon submission of an invoice and/or a statement of workdays.

10. Contact Information:

Applications must be submitted before 26th of March 2026 COB with the subject “Vocational Training -second trades - Name of the Training Provider” to procurement@omhabibeh.org

Late or incomplete applications will not be considered

Only Shortlisted Proposals will be contacted

The organization reserves the right not to provide reasons for rejection. The organization also reserves the right to review the applicants for the consultancy assignment and request a revised rate (if needed) or additional documents. **The organization will divide the consultancy assignment among more than one** Training Provider entity

Note: Training Provider entity (Training institution) reports to Project Manager

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