



Express of Interest

For implementation of Basic Entrepreneurship Training (BET) and Seed Money (SM) under the Vocational Training and Employment Support Services (VTESS) project

August 2023

This Express of Interest (Eoi) contains:

- a) Guidelines for consultants to submit the proposal.
- b) Annex 1: Scope of Work (SoW)

Guidelines for candidates to submit the proposal.

A: General

The objective of this Eoi is to shortlist suitable candidates to undertake the work described in the **Scope of Work** in Annex 1.

Consecutively to the Eoi, the project will issue a Request for Proposal (RfP) to the shortlisted candidates inviting them to submit a more specific proposal. A more detailed ToR will then accompany the RfP.

B: Eligible applicants

Eligible are applicants (individuals/ organization/ consortium) with an appropriate setup (fully equipped with physical facilities and competent team members) to conduct work. The applicants must be familiar with skills development and entrepreneurship promotion, specifically, must have a track record during the past 5 years of having conducted Basic Entrepreneurship Training (BET) and/ or Seed Money (SM) provision and business coaching for business start-ups.

C: Content of the proposal

The language of the proposal is English. The proposal must be submitted in Microsoft Word, maximum 5 pages A4, font size Calibri 11, Standard Margin and 1.5-line spacing excluding cover page and annexes.

The request for Eoi consists of two parts; **Part 1: Basic Entrepreneurship Training (BET)** and **Part 2: Seed Money (SM)**. The applicants may respond either to Part 1 or Part 2, or both. Additionally, all applicants are required to fill in the section **General Information**.

The request is structured as a panel of questions. The applicants are required to respond to each question under their chosen Part(s).



#	General Information
1.	Name of the organization
2.	Legal status
3.	Geographic office locations in Lao PDR
4.	Short introduction of the organization including an organizational profile

#	Part 1: Basic Entrepreneurship Training (BET)
1.	Please provide a track record of the past 5 years for BET and business coaching . Provide the name of the assignment, name of the client, date of work undertaken and a short description of what the assignment was about (objective, beneficiaries).
2.	Please describe your BET and business coaching experience of past assignments for target groups similar to the Project's ¹ .
	Annexes may be included by the applicant for further clarification.

#	Part 2: Seed Money (SM)
1.	Please provide a track record of the past 5 years for managing small-scale funding to business start-ups . Provide the name of the assignment, name of the client, date of work undertaken and a short description what the assignment was about (objective, beneficiaries).
2.	Please describe your experience in managing small-scale funding to business start-ups for target groups similar to the Project's .
3.	What is your link to microfinance organization(s)/ programmes to leverage Seed Money - if microfinance is not core of your business already.
	Annexes may be included by the applicant for further clarification.

D: Evaluation process

- c) The main part of the proposal will be taken for the evaluation only, excluding the annexes;
- d) All proposals submitted in a different format and/or structured other than required under paragraph I.C: : Content of the proposal' above might be excluded;
- e) Swisscontact has no obligation to provide any further information to the applicants or any other 3rd party about the evaluation process and its results.

¹ Definition of the target group see Annex 1.



E: Timeline

#	Tasks	Due date
1.	Express of Interest out by date:	September 4, 2023
2.	Applicants may submit questions for clarification to the VTESS project by email to maria.claudelin@swisscontact.org until date: (Emails will be confirmed. If no confirmation is received re-mail and contact telephone +856 21 454 148. Questions will not be answered by phone.)	September 15, 2023
3.	The VTESS project will respond to questions to all applicants by mail by date:	September 20, 2023
4.	The final Eol must be sent to the VTESS project by email to maria.claudelin@swisscontact.org until date: (Emails will be confirmed. If no confirmation is received re-mail and contact telephone +856 21 454 148. Questions will not be answered by phone.)	September 22, 2023
5.	The VTESS project will evaluate the Eols and inform applicants; and invite qualified applicants to the Request of Proposal (RfP) round.	September 29, 2023



Annex 1: Scope of Work (SoW)

For implementation of Basic Entrepreneurship Training (BET) and Seed Money (SM) under the Vocational Training and Employment Support Services (VTESS) project

A: Background - Swisscontact

Swisscontact is a Swiss based private non-profit foundation in international development with specialization on private sector development. Its vision is to make a sustained, effective contribution towards the reduction of economic disparities in an increasingly complex, globalized world. Its mission is to promote economic, social, and environmental development by helping people integrate into local economic life, making it possible for them to improve their living conditions through their own initiatives.

[Swisscontact Laos](#) executes its mission in Laos since January 2013 and is registered as an International NGO with the Ministry of Foreign Affairs.

B: Background - VTESS project

[The Vocational Training and Employment Support Services \(VTESS\) project](#) will enter its 2nd phase by December 2023 for another 4 years. The Project aims at labour market insertion of **young, disadvantaged people, 15-35 years of age, who have completed primary and lower secondary education** (henceforth called youths). The project works in the **5 provinces of Oudomxay, Xayaboury, Xiengkhuang, Khammuane and Saravane and in Vientiane (VTE) Capital**². The goal is to bring these youth into employment, self-employment, or back into the education system. The Project overall duration is August 2019 to November 2027. It is financed by the Swiss Government through the Swiss Agency for Development Cooperation (SDC) and implemented by the consortium of Swisscontact and the Luzern University of Applied Science and Arts (HSLU), Switzerland.

In order for the Project can achieve its goal, it consists of 4 components.

CMP1- IVET (Integrated Vocational Education and Training) Pathway: This component supports delivery of labour market relevant training to combined 2'000 youth (number for phase 2 only) who have the option to attend Certificate 1 (C1), C2 and C3 level courses at IVET (Integrated Vocational Education and Training) schools plus post training support, Outreach Training conducted in more remote locations in a province, and Equivalency Programmes to achieve Lower Secondary School Certification.

CMP2- Employment Support Services (ESS): ESS involves 1'500 youth (number for phase 2 only) in a coaching process with a duration of about 12 months which includes pre-training, skills training (IVET and Enterprise Based Training), and post training support.

CMP3- Entrepreneurship Promotion: This component offers Basic Entrepreneurship Training (BET) for 430 youth (number for phase 2 only) selected among the ESS participants of CMP2. In addition, 300

² VTE Capital in Phase 2 only.



of these BET participants will be selected to receive Seed Money for their business start-up. These youth will also receive business coaching during 6 months after receiving SM.

CMP4- TVET Fund: Testing a Financing Model for Short Courses: This component will contribute to the development of the TVET Fund (TDF) by creating the required laws/ regulations/ guidelines for a funding window for short skills training courses such as C1, C2, EBT and coaching.

C: Background to Basic Entrepreneurship Promotion

During phase 1 of the project, support for self-employment was added to the project interventions to serve aspiring participants under the coaching cycle (CMP 2). Consecutively the project commissioned a local service provider through a competitive process for the tasks of:

- i) Development of a 5-day BET program suitable for the project's target group.
- ii) Training of Trainers from the provinces to deliver the BET programme in the 5 project provinces.
- iii) Backstopping of the trainers in the provinces during their delivery of BET and their coaching of participants during business start-up.
- iv) Participation in the selection of BET participants for Seed Money.

The following tasks were taken care of by the project:

- i) Selection and contracting of BET trainers in the provinces.
- ii) Arrangement for logistics of BET training delivery and Seed Money selection events in the provinces.
- iii) Managing the Seed Money disbursement to the SM recipients.
- iv) Monitoring of training and coaching activities in the provinces and tracking of progress of the business start-ups.

The tasks to be carried out in phase 2 are similar to those in phase 1. However, during phase 2 the project's goal is to achieve institutional (and if possible financial) sustainability for the interventions of BET and financing of business start-ups. For this the project seeks to mandate the implementation of **BET and business coaching (Part 1)** and **business start-up funding (Part 2)** to interested organizations who have the required qualification and the potential interest to continue such interventions also in the future provided funding is available.

The call outlined above serves the purpose of soliciting Expressions of Interest from organizations.