**UNITED METHODIST COMMITTEE ON RELIEF (UMCOR) HAITI**

**Trainers required**

**“For professional technical skills training”**

**Background:-**

UMCOR- mission has long history of working in Haiti and aimed to provide emergency response, early recovery and transitional development assistance to vulnerable communities in west department. The overall goal of program is to address the issues of food insecurity, strengthening of livelihoods, improving access to water, promoting hygiene and sanitation including construction of required facilities, Gender based violence and construction of schools as well as shelter. UMCOR-Haiti is implementing entrepreneurship development project under the name of **SEED-III** in Carrefour. Over all purpose of project is to bring positive changes in socio-economic status of vulnerable communities. UMCOR-Haiti intended to hire services of consultant/trainer/firms to provide comprehensive trainings to 450 beneficiaries as described below.

**Description:-**

United Methodist Committee on Relief (UMCOR) Haiti invites application from individuals ,reputed and eligible firms/vendors/service providers/ with alike technical background to deliver required services to provide trainings to 450 beneficiaries to develop technical skills at performance level.

**Scope of work:-**

* To prepare module for basic sewing (Shirts, Trousers) skills including provision of training to 128 beneficiaries.
* Development of module for candle preparation and provision of training to 100 beneficiaries
* Development of module for preparation of basic bakery products and provision of training to 50 beneficiaries.
* Development of Module for artisan work and provision of training to 50 beneficiaries.
* Development of module for auto mobile repairing & maintenance and provision of training to 50 beneficiaries.

**Deliverables: -**The work consists of development of modules and provision training to number of beneficiaries as described above. Further details needs to be discussed with program team.

**Competencies: -** Applicants must possess the followings;

* In-depth understanding knowledge of development and delivery of training leading towards enhancing capacity of participants.
* Strong analytical skills required to create long term impact of intervention
* Excellent drafting and presentation skills.

**Required Skills and Experience:-**

* An advanced university degree in social science, public administration or related disciplines.
* At least 5 years of experience in the area of development of local and International development interventions.
* Extensive project/ program execution experience,
* Relevant work experience in Haiti or Caribbean
* Fluency in spoken and written English and French

**Submission of Applications: -**The applicants/eligible firms are requested to submit letter of interest and curriculum vitae along with financial offer in a sealed envelope to the following address:

**UNITED METHODIST COMMITTEE on RELIEF (HAITI)**

**P.O Box 15562, HT 6140, Port- au-Prince, Haiti, Or** Sealed bids can be submitted by hand at 16**, Delmas, 54 office UMCOR-Haiti**

(Separate box is designated for submission of Bids),

Application can be submitted by 19th October 2016.

For technical questions & clarification, please contact: [***procurement@umcor-haiti.org***](mailto:procurement@umcor-haiti.org)***.*** Hence all questions & clarification would be shared among all applicants.

**Evaluation:-**

The evaluation of applicants will be carried out in accordance with defined policies and procedures of UMCOR. There will be evaluation of technical component which represents 60% of the points and followed by evaluation of financial component which represents 40% of the points.

**Refusal of Application:-**

UMCOR Haiti reserves the right to cancel selection process or to reject all applications without any liability to applicants. UMCOR Haiti has no liability of payment incurred for documentation of application to serve purpose of submission.

**Note: -** Applications submitted electronically will not be entertained.