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**جمهورية الصومال**

**وزارةالبريد,الإتصالات والتكنولوجيا**

**ICT SECTOR SUPPORT PROJECT (P152358)**

**Project Implementation Unit**

**Project Implementation Unit**

ICT Sector Support Project

(P152358- TF-AO175)

Request for Expression of Interest

(Consultancy Services- Selection Based on CQS)

**Assignment Title**: Consulting Services- Capacity Building Training for the Ministry of Information, Post, Communication, Culture and Heritage of Puntland State of Somalia.

**Reference No:** SO-MOPT-67171-CS-CQS

**1. BACKGROUND OF THE PROJECT**

The Federal Government of Somalia through the Ministry of Finance, through the Ministry of Post and Telecommunications and Technology (MPTT) to provide a program of ICT sector Support, 2014-2019. The Federal Government of Somalia is the Recipient of the ICT Sector Support in Somalia program endorsed by the Somalia Development and Reconstruction Facility (SDRF) and funded under the Somalia Multi-Partner Fund (MPF) administered by the World Bank.

Under the second phase of the program, the World Bank Group on behalf of the Ministry of Posts, Telecommunications and Technology intends to recruit a consultant firm to conduct trainings and capacity building programs for the Ministry of Information, Post, Communication, Culture and Heritage of Puntland State of Somalia

For this assignment, MPTT is seeking to engage Consultant firm to support the design and build-out of ICT and Data Management training manual along with the facilitation of that training program.

**2. THE OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to carry out Capacity Building Training and the topics to be covered are including; (i)Filing system and data management- in this course participant will get an introduction to the main tools and ideas in filling systems and data management (ii) ICT Skills related to office management- in the course the participants will get an introduction to the necessary ICT skills needed to manage in an office setting and (iii) Statistics and data analyses (Excel & SPSS data package) - in this training participant will learn latest tools and techniques used in statistics and digital researches.

**3. SPECIFIC TASKS AND KEY DELIVERABLES**

**The consultant firm's tasks are to;**

1. Provide a comprehensive training proposal
2. Develop comprehensive training modules on ICT skills and Data Management training.
3. Develop Comprehensive Training plan.
4. Implement the Training Program
5. Produce Final report

**4. IMLEMENTATION ARRANGEMENT**

The Consultancy firm will work closely with Project Implementation Unit, Ministry of Information, Post, Communication, Culture and Heritage of Puntland State of Somalia. The Ministry of Post, Telecommunication and Technology now invites eligible consulting firms (consultants) to indicate their interesting providing the above services. Interested consultants must provide information indicating that they have required qualifications and relevant experience to perform the services (brochures, description of similar assignments, experience in similar conditions, and availability of appropriate skills among staff etc.). The shortlisting criteria are as follows:

1. Background of the firm(s): Summarizing their areas of expertise including organizational capability, years of experience and the size of the firm.
2. General and overall experience of the firm(s).
3. Summary of similar projects undertaken by the firm(s) in an environment similar to that of Somalia.
4. Availability of appropriate skills amongst staff (provide only the general qualifications and the number of key staff). Do not provide CVs of staff.

**5. DURATION OF THE ASSIGNMENT**

The consulting firm will be engaged for a period of forty working days. The assignment will start on November 2018 and will end on December 2018.

**6. SUBMISSION REQUIREMENT**

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011, revised July 2014) (“Consultants”), setting forth for the World Bank’s policy on conflict interest. Please visit [www.worldbank.org](http://www.worldbank.org) setting forth the World Bank’s policy on conflict of interest. In addition, please refer to specific information on conflict interest related to this assignment as paragraph 1.9 of Consultant Guidelines.

Consultant may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The nature of association, whether it is a joint venture or a sub consultancy, should clearly be stated. In case of a joint venture the consultant leading the joint venture should be mentioned.

The Consultant will be selected in accordance with the **Consultant Qualification Selection** **(CQS)** method set out in the consultant Guidelines.

Detailed Terms of Reference for the assignment indicating expected consultant firm qualification and assignment duration are posted on [**http://www.hiiraan.com**](http://www.hiiraan.com)**.** The Project Implementation Unit on behalf of the Ministry invites consultant firms to indicate their interest in providing the above services. Interested consultant firms must provide information indicating that they are qualified to perform the services.

Expressions of Interest and attachments: Company profile and registration must be sent by email to [**piu.procurement@gmail.com**](mailto:piu.procurement@gmail.com) The Consultant firm shall make clear reference in the subject field specifying Capacity Building Training for the Ministry of Information, Post, Communication, Culture and Heritage of Puntland State of Somalia**,** not later than **October,24, 2018, 14:00 hrs.**

Abdisalam Sharif Hussein

Project Manager

ICT Support Project

Ministry of Posts, Telecommunications and Technology