

REQUEST FOR PROPOSALS (RFP)

RFP Reference:	YMP/2026/TVET/001
Contracting Organization:	ADRA Uganda
Target Districts:	Agago District and Amuru District, Northern Uganda
Total Beneficiaries:	319 Young mothers and vulnerable youth
Bid Submission Deadline	29 th May 2026

1. Background And Context

ADRA Uganda is implementing the Young Mothers' Project 2026, a programme aimed at enhancing the economic resilience and self-reliance of young mothers and vulnerable youth in the post-conflict communities of Agago and Amuru Districts, Northern Uganda.

The Young Mothers' Project seeks to equip YMs and vulnerable youth with practical, market-relevant skills through field-based Technical and Vocational Education and Training (TVET).

In this regard, ADRA hereby invites suitably qualified and experienced TVET training institutions, vocational training Centre's, and skilled training service providers to submit proposals for the delivery of skills training to project beneficiaries in Agago and Amuru Districts.

2. Objectives of the training

The overall objective of this assignment is to build the vocational and entrepreneurial skills of young mothers and vulnerable youth to enable them to generate sustainable livelihoods. Specific objectives are:

- Equip beneficiaries with practical, market-relevant vocational skills in their chosen trade areas.
- Build confidence and entrepreneurial mind-set among trainees.
- Ensure training is contextualized, accessible, and field-based within the target communities.

3. Scope of work

The selected service provider(s) shall be responsible for:

3.1 Training Delivery

1. Design and deliver practical, hands-on TVET training in the following courses across Agago and Amuru Districts.
2. Provide all necessary training materials, tools, equipment, and consumables required for effective skills transfer.
3. Assign experienced and qualified trainers/instructors for each course.
4. Maintain participant attendance registers and training records throughout the programme.

3.2 Courses and Participant Numbers

The following courses are required, with participant numbers per district as indicated:

S/N	Course / Trade	Agago District	Amuru District	Total Participants
1	Oil Extraction (Sunflower)	26	3	29
2	Soap Making	30	3	33
3	Hair Dressing	30	81	111
4	Mechanics (Bicycles & Motorcycles)	39	32	71
5	Construction & Brick Laying	27	2	29
6	Welding	11	35	46
7	Tailoring (Local Artisan), At least 2 trainers, 1 per district.	TBD	TBD	TBD
TOTAL		163	159	319

Note: Numbers for Tailoring are to be confirmed (TBD). Bidders should quote a per-participant unit rate for this course.

3.3 Assessment and Certification

5. Conduct pre- and post-training skills assessments for all participants.
6. Issue certificates of completion to all beneficiaries who successfully complete training.
7. Where applicable, facilitate linkage of trainees to relevant national certification bodies (e.g. UBTEB, DIT).

3.4 Reporting

8. Submit an inception report within five (5) working days of contract signing.
9. Provide monthly progress reports capturing attendance, activities, and challenges.
10. Submit a comprehensive final report including participant outcomes, lessons learned, and recommendations within ten (10) working days of training completion.
11. Provide photographic documentation of training activities (with appropriate consent).

4. Duration and timeline

The assignment is expected to be completed within three months, commencing from the date of contract signing. Bidders are required to submit a detailed implementation plan/work plan as part of their proposal.

Training may be conducted in phased batches to accommodate operational logistics and ensure quality. The service provider must clearly indicate in their proposal how they intend to manage multi-district, multi-course delivery simultaneously or in sequence.

5. Eligibility Criteria

Proposals are invited from organizations and institutions that meet the following minimum requirements:

- Legally registered TVET institution, NGO, company, or consortium with demonstrable capacity to deliver vocational training.

- Minimum of three (3) years' experience in delivering TVET or vocational skills training programmes.
- Demonstrated experience working in Northern Uganda or comparable post-conflict/rural settings.
- Availability of qualified and certified trainers in the required trade areas.
- Valid tax clearance certificate and registration documents.
- Ability to deliver field-based, community-level training in Agago and/or Amuru Districts.

6. Proposal Requirements

Interested bidders must submit a complete proposal package comprising the following:

6.1 Technical Proposal

12. Cover letter (signed by authorized representative).
13. Organization profile and registration documents.
14. Detailed methodology and training approach for each course.
15. Proposed work plan / implementation schedule.
16. CVs and qualifications of lead trainers/instructors.
17. Relevant experience: list of at least two (2) similar assignments with references.
18. Description of training facilities and equipment available.
19. Approach to monitoring, assessment, and certification.

6.2 Financial Proposal

20. Detailed budget breakdown per course, per participant, and per district.
21. All costs inclusive of: trainer fees, training materials and consumables, tools and equipment, venue/logistics, reporting, and certification.
22. The total overall cost for the training activity shall be in Uganda Shillings.
23. Any applicable taxes should be clearly indicated.

7. Evaluation Criteria

Proposals will be evaluated on the basis of the following weighted criteria:

#	Evaluation Criterion	Weight (%)
1	Technical capacity and relevant experience	30%
2	Methodology, approach, and work plan	25%
3	Qualifications and experience of trainers	20%
4	Financial proposal (value for money)	15%
5	Previous experience in Northern Uganda / post-conflict contexts	10%
TOTAL		100%

8. Submission Instructions

Interested bidders should submit their complete proposal packages (Technical and Financial, in separate sealed envelopes or clearly labelled and submit the physical documents to our ADRA

office in Kireka by Submission **deadline of Friday, 29th May 2026 at 12:00Noon** on the following Address:

ADRA Uganda

Kireka Hill, Kampala Uganda

P.O. Box 9946

Bids shall be opened on the 29th of May 2026, at 12:30PM

9. Clarifications and Questions

Any questions or requests for clarification regarding this RFP must be submitted in writing to the emails; pio@adrauganda.org; and elina@adrauganda.org , esthernalunga@adrauganda.org no later than 22nd May 2026

10. General Conditions

You are required to meet the following criteria to be eligible to participate in this procurement:

- Not to have a conflict of interest in relation to this procurement requirement.
- Strive to provide supplies/service of high quality and accept full responsibility for all or supplies provided.
- shall not offer gifts directly or indirectly, to the staff of a procuring and Logistic that might be viewed by others as having an influence on a procurement decision.
- Shall not engage in deceptive financial practices, such as bribery, double billing, or other improper financial practices.

Shall not misrepresent facts to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing team.