



Office in Baku

Pre-Proposal Meeting

- **ITB AZE 05/2009 Entrepreneurship and SME Business Development Training and Counselling Services**
- **ITB AZE 06/2009 Accountancy Training and Counselling Services**



Office in Baku

OSCE project no. 4300084 “Promoting Entrepreneurship and SME Business Development”

Period: May – December 2009

Budget: 50,000 EUR

Objective: To contribute to creating new and sustaining existing jobs by stimulating entrepreneurship and helping small and medium sized enterprises (SMEs) keep up and improve their businesses.



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Background

- Global economic downturn is hitting Azerbaijan.
- Reports on job cuts, lay-offs and salary arrears have lately become commonplace in the media.
- Azerbaijani migrant workers abroad may be increasingly returning home as the economic conditions in their current countries of residence deteriorate.
- The OSCE Office in Baku has experience since 2007 in supporting entrepreneurs and SMEs as well as in introducing the international accounting standards.



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Outputs

1. Entrepreneurship training and counselling is provided to one hundred *potential* entrepreneurs to help them assess the viability of their business ideas and get started with their businesses.
 2. Business development training and counselling is provided to one hundred *existing* entrepreneurs (or SME managers) to help them sustain and further develop their businesses.
 3. Accountancy training and counselling is provided to one hundred SME accountants (or managers tasked with accounting) to help them adopt international accountancy standards and principles in their businesses and thereby increase the confidence in their businesses among the clients, creditors, investors, and other interest groups.
- ITB AZE 05/2009
30,000 EUR
- ITB AZE 06/2009
15,000 EUR



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Tender

- All duly registered commercial or non-profit entities having relevant professional expertise and sufficient administrative capacity may participate in the tenders.
 - For details on eligibility, see Chapter 2 of the Instructions to Bidders
- Tenders must be submitted in English using the standard forms included in the Bidding Documents.
 - One original and one copy to be delivered to the OSCE Office by 12:00 (GMT+4) on 9 July 2009
 - No electronic submissions
- The procurement selection method is fixed-budget selection
- The assignment is tax exempt



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Bidding Documents

- Section I: Instructions to Bidders
- Section II: Bidding Data Sheet
- Section III: Technical Proposal Standard Forms
- Section IV: Financial Proposal Standard Forms
- Section V: Terms of Reference



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Requirements of the Technical Proposal

- 1) Duly completed Technical Proposal Submission Form (Section III – A)
- 2) Duly completed Qualification Form (Section III – B)
- 3) Copy of Certificate of the State Registration
- 4) Copy of the official Statute/Charter in the original language and in English
- 5) Any comments or suggestions on the Terms of Reference and on the data, list of services, and facilities to be provided by the OSCE (Section III - C)
- 6) Description of the methodology and work plan for performing the assignment (Section III - D)
- 7) CVs recently signed by the proposed professional staff and the authorized representative submitting the Proposal (Section III - E)



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Evaluation of the Technical Proposals

- (i) Specific experience of the Bidder related to the assignment
[max 10 points]
- (ii) Adequacy of the proposed training and counselling methodology and work plan in responding to the Terms of Reference
[max 60 points]
- (iii) Qualifications and competence of proposed key staff for the assignment
[max 20 points]
- (iv) General project management skills and administrative capacity to deliver the intended training and counselling programmes
[max 10 points]

Total maximum score: 100 points



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General advice

- Note the requirement for administrative capacity
- Be creative in designing your programme(s)
 - Sensible focus – regionwise and, if justified, sectorwise
 - Meaningful group size
 - Meaningful diversity of the types of activities
 - Relevant training materials
 - Linking the beneficiaries up with financing
 - Any other measures to improve the impact of the programme(s)
- Indicate clearly the length of your programme(s) in terms of hours foreseen to be spent by an individual participant in each activity
- If you have weighty reasons to suggest changes to the Terms of Reference, feel free to do so



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Next steps

- Submission of Proposals no later than at 12:00 Baku time, 9 July 2009
 - Technical Proposal
 - Financial Proposal
- Interviews tentatively scheduled for 13-14 July 2009
- Selection tentatively scheduled to take place on 15 July 2009
- Services expected to commence in August 2009
- Mid-term review tentatively scheduled for mid October 2009
- Services expected to terminate and end state review to be concluded at the end of November 2009
- Final reporting to be concluded by 15 December 2009