

Scope of Work

Provision of Technical and Soft Skills courses

Introduction

Company is a joint venture operating in Mozambique under a governmental concession to explore and exploit a gas field in northern Mozambique. Project is now on Development phase and therefore significant training programs will be implemented in the next 5 years to make available skilled staff and to professionalize company staff with the needed skills and competencies.

1. Scope of Work

COMPANY has identified the need to raise the skills and competencies in Technical Skills area for the staff. The strategy to attain this objective foresees the delivery of the courses by a single Provider.

Technical skills knowledge and capabilities to perform specialized tasks related to a specific field.

Scope of this document is to give technical specifications to TENDERER for the provision the following areas of Training courses for COMPANY staff:

Services will be required to TENDERER on a call-off basis during the entire duration of the contract. The open contract will have a validity of 3 years with the option to be renewed for an additional year.

CONTRACT is on a call-off basis with no minimum guarantee.

TENDERER shall include in the proposal technical and soft courses for the following sections/ departments:

1. HR
2. Administration
3. General Services
4. Security
5. HSE
6. ICT
7. Procurement
8. External Relations
9. Finance
10. Legal & Compliance
11. Business Interface
12. Planning
13. Accounting
14. Management Accounting
15. Project Management
16. Budget Control
17. Financial Management

18. Budget Planning
19. Human Resources Administration
20. Recruiting
21. Training
22. Risk Management
23. Procurement
24. Contracts
25. Oil & Gas
26. Administration
27. Health and Safety
28. Microsoft Office
29. Soft Skills

REQUIREMENT FOR TRAINING COURSES

For each required training course, COMPANY will issue a request and call-off with minimum 10 days in advance notice, while TENDERER shall provide at least, but not limited to:

- Course title.
- Course objectives.
- Participants' role or/and profile.
- Detailed course content, including practical parts, if any.
- Course duration.
- Course pre-requisites, if any.
- Delivery methodology, including the implementation of practical exercises whenever required and use of Case Study, if any.
- Booklet(s) and any support training materials developed by TENDERER.
- Slides for course delivery / presentation.
- Instructor profile, CV and qualifications for each specific course.
- Attendance and Learning / Proficiency Reports shall be provided per each course participant.
- Submission of trainee feedback forms as provided by COMPANY.

And administer the beginning of each requested course within 10 days, or more, if agreed with COMPANY first, after receiving the Call-off.

The training courses shall consist of theoretical lessons and, whenever applicable and required, practical sessions too in order to reach the stated course's objectives.

Training courses shall be held at TENDERER's premises or any other suitable location in Maputo.

TENDERER shall provide training material/didactic supports/hands-out/equipment (such as flip-chart, projector, etc.)/tools required for both classroom and practical activities, and arrange for its displacement at the course delivery place. In case of special

equipment needed TENDERER shall clearly specify per each course of this SoW which material, equipment, tools are to be provided by COMPANY and which are at TENDERER care.

At the end of each training course the attendees shall undergo an assessment designed and delivered by TENDERER in order to evaluate the learning progress and course effectiveness. Practical test and exercises shall be submitted whenever required.

The whole trainer's logistics and administration (i.e., but not limited to, accommodation, travel, if any, to reach the site, local transportation to reach the training delivery site, food, medical insurance, etc.) is at TENDERER's full care and charge, whose costs are to be included into the course quotation and/or trainer's daily rate, whatever applicable.

An attendance certificate shall be issued to each participant. Besides, depending the type of course, successful participants shall also receive an internationally recognized certification issued by an internationally accredited Body, as the course might require. The latter might even be a Third Party subcontracted by TENDERER for the purpose of certifying the successful participants whenever required.

COMPANY can request courses for individual attendees or for groups of up to 15 participants max, depending the COMPANY needs. TENDERER is therefore requested to arrange relevant courses' implementation accordingly, directly or through a Third Party/International Provider proposed by TENDERER. The appointment of a Third Party to deliver the requested course remains subject to COMPANY approval. In this regards, prior to start a Call-off process, a pre-enquiry will be issued by COMPANY to TENDERER to scout the feasibility and the costs of the needed course. A Call-off process is then initiated upon COMPANY acceptance of TENDERER proposal.

In case of CONTRACT award, TENDERER is requested to accept and sign a Confidentiality Agreement for all the activities, documents, etc. that might be provided from COMPANY to TENDERER for the execution of the Scope of Work.

Language

The courses are to be mainly delivered in English Language. The English Language level of the participants to be trained may vary from very Beginners level to Intermediate level and might be mixed among participants to a course. An option to deliver the courses in Portuguese language might be considered by the TENDERER upon COMPANY request for the delivery of courses to personnel not much confident, or with no command, with English language.

Any activity, training delivery, didactic supports, material and deliverables requested in this scope of work shall be provided in English and/or Portuguese language, on the basis of the specific Call-off.

English language is required for tender document and for any communication between COMPANY and TENDERER.

Training Facilities

TENDERER’s premises or any other suitable location where training takes place shall have as a minimum:

- Sufficient seating for group size of up to 10 trainees with full visibility for all participants and a minimum of 1 Participants.
- Power Point projector and Screen.
- White Boards as requested.
- Flip Charts for group work.
- When appropriate, break out rooms to allow small Group work.
- Tea and Coffee facilities (at TENDERER charge) for 1 or 2 coffee breaks and when required lunch.
- Evacuation Plan and Fire-fighting facilities as per local Laws and Regulations.
- Controlled environment for temperature and lighting.

TENDERER’s premises, or subcontracted ones shall abide by all applicable local Laws and Requirements.

Technical Bid Minimum Requirements

For tender evaluation purposes, the below shall be provided as a minimum by TENDERER:

#	KEY ELEMENT IN TECHNICAL BID	Minimum requirements - Document support
1	Description of TENDERER current and past activities as Training Provider.	<ul style="list-style-type: none"> • Minimum 5 recommendations letters of previous similar works • Availability of appropriate licenses, permits and certificates to run the service

2	Trainer' s strong background	<ul style="list-style-type: none"> • Minimum academical bachelor's degree or equivalent • At least 10 years of experience in the field. Professional certification in the field of training • Minimum of 2 years at Oil and Gas sector • Trainer's CV
3	An indication which part of the work, if any, TENDERER intends to subcontract and shall submit to COMPANY's approvals, the list of potential Sub-TENDERERS/Vendors with their commercial name, contact and address.	<ul style="list-style-type: none"> • Technical proposal specification • Methodology - approach for course delivery