

Terms of Reference

Vocational Education and Training Programme for Employment (VET4JOB-II) Project

Procurement of Services for the Application of Mural Paintings and Staircase Slogans in Selected Vocational Training Centres

1) PARTIES

Administration: Expertise France

Contractor: Natural or legal person who will provide the required services as described in the tender document.

2) BACKGROUND AND CONTEXT

About Expertise France

Expertise France is the French public agency for international cooperation, which implements projects aligned with Sustainable Development Goals (SDGs) and France's external action priorities. Expertise France's core mission is to support partner countries in enhancing the quality of their public policies to tackle complex environmental, social, economic, and security challenges. Key areas of Expertise France's focus include:

- Democratic, economic, and financial governance,
- Stability, international security, and peace,
- Sustainable development, climate, and agriculture, and
- Health and human development.

About the VET4JOB-II Programme

The VET4JOB-II programme, funded by the European Union Delegation to Türkiye, aims to support skills development for refugees and host communities in Türkiye. The programme provides vocational and apprenticeship training to adults and adolescents in 14 target provinces (Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kocaeli, Konya, Mersin, Osmaniye, and Şanlıurfa) to improve employment prospects in line with labour market demands.

Subject of Work

Within the scope of the "Vocational Education and Training Programme for Employment (VET4JOB-II) in Türkiye" programme, a tender is planned for the "Procurement of Services for the Application of Mural Paintings and Staircase Slogans in Selected Vocational Training Centres".

The purpose of this Terms of Reference is to provide prospective tenderers with the essential information, scope, and requirements for the services to be procured. The procurement aims to contract a qualified service provider for the application of approved mural designs on previously identified wall surfaces and the application of approved slogans on designated staircase surfaces in selected Vocational Training Centres (VTCs) under the VET4JOB-II Project.

The mural paintings and staircase slogans are part of the programme's communication and visibility efforts and are intended to enhance the visibility, attractiveness, and learning environment of

vocational education through creative visual expression. They are also intended to reflect and visually represent the vocational fields taught in the respective VTCs.

The Contractor shall carry out the services in accordance with the site-specific requirements, including surface measurements, existing surface conditions, access conditions, required surface preparation and repair works, approved mural designs, designated staircase application areas, implementation schedule, quality standards, and instructions provided by Expertise France. Detailed site-specific information, including the work details and repair works required for each VTC, is provided in Annexes to this Terms of Reference. The approved staircase slogans shall be provided by Expertise France to the selected Contractor at the contract signing stage.

3) SCOPE OF SERVICES AND IMPLEMENTATION REQUIREMENTS

This section outlines the services to be provided, the locations of implementation, and the main requirements for carrying out the works. Detailed site-specific information for each Vocational Training Centre (VTC) is provided in Annexes.

3.1 Locations of Implementation

The services will be implemented in the selected Vocational Training Centres (VTCs) listed in the table below. The Contractor shall take into account the location, site conditions, access conditions, and specific work requirements of each VTC as detailed in Annexes.

No.	Province	District	VTC
1	Ankara	Altındağ	Ahi Evran Mesleki Eğitim Merkezi
2	Ankara	Etimesgut	Özkan Erdek Mesleki Eğitim Merkezi
3	Ankara	Yenimahalle	Ostim Mesleki Eğitim Merkezi
4	Gaziantep	Nizip	Nizip Mesleki Eğitim Merkezi
5	Hatay	Antakya	Hatay Mesleki Eğitim Merkezi
6	Hatay	Reyhanlı	Reyhanlı Mesleki Eğitim Merkezi
7	Hatay	Payas	Payas Mesleki Eğitim Merkezi
8	İstanbul	Sancaktepe	Sancaktepe Mesleki Eğitim Merkezi
9	İzmir	Bornova	Ayküsan Mesleki Eğitim Merkezi
10	Şanlıurfa	Haliliye	75. Yıl Mesleki Eğitim Merkezi
11	Şanlıurfa	Eyyübiye	Eyyübiye Mesleki Eğitim Merkezi
12	Osmaniye	Merkez	Şehit Onur Deniz Mesleki Eğitim Merkezi
13	Kahramanmaraş	Onikişubat	Onikişubat Kavlaklı Mesleki Eğitim Merkezi
14	Konya	Meram	Meram Mesleki Eğitim Merkezi
15	Konya	Selçuklu	Konya Organize Sanayi Mesleki Eğitim Merkezi
16	Kayseri	Develi	Develi Mesleki Eğitim Merkezi

3.2 Description of Services and Site-Specific Work Details

The Contractor shall apply the approved mural designs, indicated in Annex III - VTC Details, on the designated wall surfaces of the selected Vocational Training Centres (VTCs) and apply the approved staircase slogan texts on designated staircase surfaces, where applicable.

The locations of implementation and the specific work details for each VTC are provided in Annexes. These Annexes include site-specific information such as wall and staircase dimensions, application areas, surface conditions, access conditions, required preparation or repair works, colours to be used, approved mural design information, designated staircase surfaces for slogan application, and visual references.

The approved staircase slogan texts will be provided separately by Expertise France to the selected Contractor at the contract signing stage. The Contractor shall apply staircase slogans only on the designated staircase surfaces indicated in Annex III - VTC Details, unless otherwise instructed in writing by Expertise France. The Contractor shall not modify the mural designs, staircase slogan texts, colours, dimensions, or application areas without prior written approval.

The services shall include all works required for proper completion, including preparatory works, surface cleaning, surface preparation and repair works, mural painting, staircase slogan application, final corrections, and post-implementation cleaning. The Contractor shall carry out the services in accordance with the approved mural designs, approved staircase slogan texts, site-specific work details provided in Annexes, and the instructions of Expertise France.

The staircase slogan applications shall be organised, where applicable, as supervised workshop activities with the students, serving communication and visibility purposes. Such workshops shall be limited to the application of the approved staircase slogans and mural painting, shall not include surface repair works, work at height, use of access equipment, or any activity that may create occupational health and safety risks for students.

Tenderers shall review Annexes carefully and prepare their financial offers by taking into account all site-specific work details and requirements.

Annex II – List of VTCs and Dimensions also includes the indicative implementation period for each VTC. Tenderers shall take these indicative implementation periods into account when preparing their technical note, work plan, mobilisation arrangements, and financial offer. The final implementation schedule shall be agreed with Expertise France following contract signature.

All costs related to the completion of the services, including but not limited to personnel-related costs, materials required for surface preparation, repair and painting works — including primers, repair mortars, plastering materials, glass fibre mesh, exterior paints and mural paints — tools, equipment, transportation, logistics, mobilisation and demobilisation, access equipment such as lifting equipment, ladders, scaffolding, lifting platforms or cradles where required, occupational health and safety measures, workshop supervision, documentation, reporting, cleaning, and final corrections, shall be included in the Contractor's financial offer. No additional payment shall be requested for the proper completion of the services described in these Terms of Reference and Annexes.

3.3 Materials, Workmanship and Quality Requirements

All works shall be carried out using materials, equipment, and workmanship suitable for the relevant surface type, site conditions, and intended use. Materials used for mural paintings and staircase slogans shall be durable, compatible with the application surfaces, and appropriate for interior or exterior conditions, as applicable.

All paints, primers, repair materials, adhesives, coatings, and other materials used during implementation shall be suitable for use in school environments and shall not contain substances harmful to human health or the environment. The Contractor shall use all materials in accordance with the manufacturers' instructions and applicable safety requirements.

Before application, the Contractor shall inspect the relevant surfaces and carry out the preparation and necessary repair works. These may include cleaning, scraping, removal of loose or blistered paint, removal of weak plaster layers, repair of cracks or damaged areas, application of primer, plastering, levelling, and repainting of repaired areas. The surfaces to be painted shall be dry, clean, stable, and ready for application before mural painting or staircase slogan application begins.

Where required, the Contractor shall use appropriate repair, preparation, and painting materials, including but not limited to acrylic-based exterior adhesion primer, cement-based exterior repair mortar, glass fibre mesh for larger repair areas, fine levelling plaster, matt acrylic exterior primer, exterior paint, mural paint, and other materials necessary for the proper completion of the works.

The surfaces on which mural application will be carried out shall be dry, stable, clean, and ready for application. For mural applications, Montana Gold / Montana Black aerosol paint, or an equivalent product meeting the same technical standards, shall be used. The product shall be nitro-combination based, highly pigmented, high-opacity, matt-finish, UV-resistant, and suitable for exterior conditions. The mural application shall be carried out in accordance with professional mural techniques, with due attention to layered composition, detail accuracy and surface integrity. No varnish shall be applied to the surface after completion of the mural application.

The materials, paint system, and application methods shall ensure a neat, durable, and long-lasting result resistant to cracking, peeling, swelling, fading, and weathering, and shall provide adequate resistance to exterior atmospheric conditions, including sunlight, rain, and temperature changes, as relevant to the application area. The mural paintings shall be applied accurately in line with the approved mural designs, and the staircase slogans shall be applied clearly, neatly, and legibly on the designated staircase surfaces, using suitable colours and application methods.

3.4 Contractor Responsibilities

The Contractor shall be responsible for providing all labour, personnel, materials, tools, equipment, access equipment, transportation, logistics, mobilisation, demobilisation, and other inputs required for the full and proper completion of the services. This includes all surface preparation, repair works, mural application, staircase slogan application, corrections, cleaning, documentation, reporting, and finalisation works.

The Contractor shall ensure that the approved mural designs and slogans are applied accurately, neatly, and to a high standard of workmanship. The Contractor shall not make any changes to the designs, colours, slogans, dimensions, or application areas without the prior written approval of Expertise France.

The Contractor shall be fully responsible for the occupational health and safety of its personnel and any subcontracted personnel involved in the works. The Contractor shall comply with all applicable occupational health and safety legislation and regulations in force in Türkiye, including requirements related to working at height, use of ladders, scaffolding, lifting platforms, cradles or other access equipment, use of personal protective equipment, risk prevention, and protection of workers, school staff, students, and third parties. Expertise France shall not be held liable for any incidents, injuries, damages, losses, or claims, including those involving students, school staff, visitors, or other third parties, arising from the Contractor's failure to comply with occupational health and safety requirements or from risks related to the Contractor's performance of the services.

Where staircase slogan application is organised as a workshop activity with students, the Contractor shall ensure that student participation is limited to safe, supervised, and age-appropriate activities related only to the application of approved staircase slogans and mural painting. Students shall not be involved in repair works, work at height, use of access equipment, or any activity that may create occupational health and safety risks.

The Contractor shall take all necessary measures to protect the school premises, existing surfaces, furniture, equipment, and surrounding areas from damage, paint stains, dust, and debris. Any damage caused by the Contractor, its personnel, equipment, or activities shall be repaired by the Contractor at its own cost.

The Contractor shall keep the work areas clean and safe during implementation and shall complete post-implementation cleaning before handover. The Contractor shall complete an On-site Completion Confirmation Form (Annex V) for each VTC, serving as an on-site completion confirmation before leaving the VTC. The form shall be signed by the VTC School Principal or Deputy School Principal and the Expertise France Regional/Institutional Coordinator, or their authorised representatives. This confirmation shall verify that the works have been completed at the relevant VTC and that no visible damage, missing work, or immediate deficiency has been identified at the time of departure. Any observations or deficiencies identified at this stage shall be addressed by the Contractor before leaving the VTC, unless otherwise instructed in writing by Expertise France.

3.5 Documentation and Reporting

The Contractor shall submit a Work Completion Report (Annex VI) for each VTC upon completion of the works in that VTC. The Work Completion Report shall include, at minimum, completed works, the duration of the work, a shared drive link where before-and-after photographs can be accessed and relevant observations from the implementation process. The before-and-after photographs shall clearly show the condition of the relevant surfaces before implementation and the completed mural paintings and staircase slogan applications after implementation. At the end of the contract, all the photographs for 16 VTCs shall also be submitted to Expertise France, in a hard drive or USB.

Each Work Completion Report shall be submitted to Expertise France for review and approval. Expertise France shall review the submitted report and provide approval or comments within ten (10) working days following receipt. If no written comments are provided within this period, the relevant Work Completion Report shall be deemed approved.

4) GENERAL CONDITIONS

- Tenderers shall submit an offer covering the full scope of services for all VTCs listed in Section 3.1 and detailed in the Annexes. The financial proposal shall include a separate fixed price for each VTC and a total price covering all 16 VTCs. Partial offers covering only selected VTCs, selected locations, or selected components of the services shall not be accepted.
- By submitting an offer, the Tenderer confirms that it has reviewed these Terms of Reference, Annexes, the site-specific work details, approved mural designs, staircase application requirements, and all related requirements, and has fully reflected them in its financial offer.
- The Contractor undertakes to perform and complete the services with qualified personnel, appropriate materials, suitable equipment, and due care, in accordance with these Terms of Reference, Annexes, the approved designs and slogans, the agreed implementation schedule, quality requirements, and the instructions of Expertise France.

- The Contractor shall not assign, transfer, or subcontract the contract or its responsibilities to any third party without the prior written approval of Expertise France. In all cases, the Contractor shall remain fully responsible for the proper performance of the contract.
- The Contractor shall be responsible for all coordination and practical arrangements required for implementation at each VTC, in coordination with Expertise France and the relevant school administration.
- The Contractor shall be responsible for maintaining effective communication and coordination with Expertise France, the relevant school administrations, and other relevant institutional authorities, where required, at all stages of implementation.
- Students participating in staircase slogan application workshops shall be identified by the relevant school administration. The Contractor shall supervise workshop arrangements with the school administration and ensure that student participation is safe, supervised, and limited to the approved staircase slogan application activities.
- The Contractor shall comply with the visibility, documentation, reporting, and communication requirements communicated by Expertise France during the implementation of the services.

5) VISIBILITY

- The Contractor shall coordinate with the EF Ankara Senior Communication Expert and the Administration regarding the correct application of logos, visibility elements, and visual materials.
- Following the signing of the contract, the Contractor shall contact the EF Ankara Senior Communication Expert to ensure that all logos, visibility elements, and visual materials to be used are prepared and applied correctly.

6) SUBMISSION AND EVALUATION OF OFFERS

6.1 Technical Capacity and Technical Offer

Tenderers shall demonstrate that they have the technical capacity and relevant experience required to provide the services described in these Terms of Reference and Annexes.

As part of their offer, Tenderers shall submit at least two (2) signed and stamped institutional reference letters, or equivalent official confirmations, demonstrating previous experience in mural painting, façade/wall painting, visual design application, staircase slogan application, or similar visual application works. The references shall be supported by photographs or visual evidence of the completed works. References should include, the name of the client/institution, scope of work, location, implementation period, and contact details of the client/institution.

Failure to submit the minimum required references and supporting visual evidence shall result in the offer being considered technically non-compliant.

Tenderers shall also submit a brief technical note describing their proposed implementation approach, including the proposed team structure, equipment and access arrangements, implementation planning in line with the indicative implementation periods provided in Annex II, quality control measures, and occupational health and safety arrangements, including measures for working at height and ensuring safety in school environments. Failure to submit the technical note may affect the technical evaluation of the offer.

Expertise France will first check the administrative compliance and eligibility of the offers, including whether the Tenderer has demonstrated the minimum technical capacity required to provide the

services. Offers found compliant will then be evaluated on the basis of technical quality and financial proposal.

6.2 Evaluation of Offers

The evaluation shall be based on the following weighting:

- Technical value: 60%
- Financial proposal: 40%

Evaluation Criteria	Maximum Score
Technical value	60 points
<i>Relevance and quality of previous similar works, including institutional references and visual evidence.</i>	40 points
<i>Technical Note</i>	20 points
Financial proposal	40 points
Total	100 points

The technical value shall be scored out of a maximum of 60 points. Only offers obtaining a minimum technical score of 40 points out of 60 shall be considered technically compliant. Financial proposals of Tenderers scoring below this threshold shall not be evaluated, and such offers shall be rejected. The financial proposal of technically compliant offers shall be scored out of a maximum of 40 points.

The technical value shall be assessed on the basis of the relevance and quality of previous similar works, the submitted institutional references and visual evidence, the Tenderer's demonstrated capacity to implement the services across all VTCs, and the adequacy of the proposed organisation, equipment, staffing, work planning, quality control, and occupational health and safety arrangements.

The financial proposal shall be evaluated on the basis of the total fixed price submitted for all 16 VTCs in Annex IV – Financial Proposal Form.

Expertise France may request clarifications from Tenderers where necessary. The contract shall be awarded to the Tenderer submitting the best-rated compliant offer, based on the combined technical and financial evaluation.

6.3 Financial Proposal

The financial proposal shall be submitted by completing Annex IV – Financial Proposal Form included in the Tender Dossier.

The Tenderer shall provide a separate fixed price for each VTC and indicate the total fixed price in EUR, exclusive of VAT, corresponding to the sum of the fixed prices for all 16 VTCs. The financial proposal shall cover the full scope of services described in these Terms of Reference and Annexes.

The proposed prices shall include all costs and expenditures required for the proper completion of the services, including but not limited to labour/personnel costs, materials, tools, equipment, transportation, in-city and intercity travel, accommodation, logistics, mobilisation and demobilisation,

access equipment, occupational health and safety measures, communication, coordination, documentation, reporting, cleaning, and any other costs related to the activities described in these Terms of Reference and Annexes. No reimbursement shall be made by Expertise France for any such expenses.

Partial financial proposals or financial proposals with missing price information for any VTC shall be deemed non-compliant and shall result in rejection of the offer.

The Programme is exempt from VAT. The VAT Exemption Certificate will be provided at the invoicing stage following the relevant approval by Expertise France, and the Contractor shall issue a VAT-exempt invoice accordingly.

All costs related to the preparation and submission of the proposal shall be borne by the Tenderer. Such costs shall not be reimbursed by Expertise France.

7) PAYMENT TERMS

Invoices and payments may be processed separately for each VTC or on a consolidated basis covering multiple VTCs, as agreed between the Parties.

The Contractor may submit an invoice for an individual VTC or for multiple VTCs only after the works for each VTC included in the invoice have been completed, the relevant On-site Completion Confirmation Form has been signed, and the corresponding Work Completion Report has been approved.

Payment for the services covered by the relevant invoice shall be made within thirty (30) days following receipt of a valid VAT-exempt invoice, in accordance with the agreed invoicing arrangement.

We agree to comply with the provisions of these Terms of Reference and to provide the services described herein.	
Company Name	
Name of Authorised Person	
Position of Authorised Person	
Signature	
Stamp	
Date	