

RECRUITMENT OF TRAINER / TRAINING FIRM

Leadership and Communication training for FHI 360 Staff

Period of Performance: From August 28th – September 30th 2022
Place of Performance: Tunis, Tunisia

1. Program Background

As part of its localization strategy, FHI 360 is working on supporting the staff in leadership, technical skills, and communication capabilities to reinforce innovation and to enhance team cooperation, communication with the local community, and most importantly enhancing the community involvement in our communication.

2. Mission objectives

FHI 360 is seeking a trainer or a training firm to design and deliver training courses for its staff as follows:

- Business Communication Training: **In-person Bootcamp format for a project team.** By the end of the training, the participants should be able to demonstrate enhanced communication skills. These skills encompass primary forms of communication like active listening, empathy, along with communication techniques that are necessary to build professional relationships and communicate properly with projects' beneficiaries and deal with institutional partners.
- Leadership for senior managers' course: **Online modules for senior managers** of the organization. By the end of the course, the participants should be able to demonstrate improvement in their ability to set goals, Decisions Making, complex problem solving, time and team management

DELIVERABLES

The trainer/ firm will be responsible for preparing and submitting the deliverables to the Technical Monitor according to the following schedule.

	Task	Deliverable(s)	Due
1	<u>Develop and deliver a 3 days Business Communication training program for project team</u>	- Detailed Proposition: Methodology of the capacity building , process, results and indicators . - Supporting documents for the training	01, 02, 05 September 2022
2	<u>Develop and deliver an online leadership course for senior managers (5 days training 2hrs/Day)</u>	- Detailed Proposition: Methodology of the capacity building , process, results and indicators . - Supporting documents for the training	6 th of September 2022 till 16 th of September 2022
3	<u>Final report</u>	Detailed report: in depth analysis of the participant behavior during the training and the fol-	20 th of September 2022

		low up sessions, an assessment of their learning and recommendations to sustain the training impact	
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3. Required Skills and Qualifications

- Postgraduate degree in Communication or any relevant field
- A minimum of 5 years demonstrated experience developing and delivering relevant trainings.
- A strong experience in developing and delivering online trainings.
- Strong analytical skills and written and oral communication skills.
- Knowledge of English and French required.

CRITERIA/QUALIFICATION FOR EVALUATION

Candidates will be evaluated and ranked by an evaluation committee according to the conditions described in the evaluation criteria below, with a total overall maximum point value of 100. Candidates will first be evaluated and scored from a technical standpoint. Candidates that are considered to be technically qualified shall then be evaluated in terms of cost reasonableness of their daily rate. The contract shall be issued to the candidate with the highest combined technical and cost score.

Criteria	Weight
Academic qualifications	5%
Past performance and related experience in designing trainings and learning experiences for professionals	60%
Experience in designing online courses	20%
References	10%
Reasonableness of price	5%
<i>Total</i>	100%

4. Level of Effort and Remuneration

The mission will consist of 9 working days between August 28th and September 30th.

The trainer will be paid based on suggested flat rate

5. Location

Tunis

6. Submission Instructions

Interested applicants should send the following application materials to Tunisprocurement@fhi360.org with the subject line "ACEA staff capacity building in communication and leadership" by no later than August 26th.

1. The trainer/company presentation
2. An updated Resume/CV of all trainers who will be conducting the capacity-building program.

3. A detailed technical offer with the capacity building methodology, the different modules and how to assess the skills development of the participants
4. List of at least 3 references, with contact email and phone numbers, who can independently verify past work.
5. Financial offer (flat rate/*forfait*)
6. Tax ID and RNE

Candidates must provide full, accurate and complete information as required by this solicitation and its attachments. Please **DO NOT** begin work until a contract has been signed between FHI 360 and the Trainer.

NB: The trainer/company staff must be fully vaccinated.

7. Disclaimers and FHI 360 Protection Clauses

- FHI 360 may cancel the solicitation and not award.
- FHI 360 may reject any or all responses received.
- Issuance of the solicitation does not constitute an award commitment by FHI 360.
- FHI 360 reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions.
- FHI 360 will not compensate offers for response to solicitation.
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI 360 will be contacting offers to confirm contact person, address and that bid was submitted for this solicitation.