Scope of Work (re-tendering)

|  |  |
| --- | --- |
| Subject | Delivery of 5 (five) capacity building trainings and 9 (nine) individual webinars within the Foreign and Commonwealth Office funded Capacity Support for Civil Society project |
| Location of implementation(tentative) | Gaziantep or Istanbul , Turkey | Erbil , Iraq | Amman , Jordan |
| Sectors of relevance | Capacity building for civil society organizations  |
| Duration of assignment | From 2nd of November 2015 to 20th of March 2016 |
| Language and content of proposal | Proposals must be submitted in English language.Proposals must include the following:* Registration documents
* Portfolio and references
* Capacity building methodology tools and approaches
* List of trainers and facilitators; their CV’s and credentials
* Budget
 |
| Deadline for submission | **26th of October 2015, 11:59 p.m. Beirut time (GMT+3)** |

**Background**

International Relief and Development (IRD), through its Capacity Support for Civil Society (CSCS) program, is seeking qualified organizations – training providers – to deliver five (5) capacity building trainings and nine (9) webinars (herein and after referred to as “training services”) to Syrian Civil Society Organizations (CSOs). The workshops will be held in in Turkey, Iraq and Jordan (specific locations yet to be determined) in the period November 2nd, 2015 – March 20, 2016.

Currently Syrian civil society is primarily comprised of village-level relief committees with a few more established CSOs, trying to fill critical gaps across all sectors as most international NGOs have limited access.

Syrian CSOs are struggling to meet the mounting needs of their communities. They are working across sectors and engaged in a plethora of activities including food and medicine distribution, reporting human rights violations, creating makeshift schools for children, and teaching people how to seek shelter during shelling and armed clashes. Syria’s nascent civil society is anxious to provide their communities with other options, but they are hampered by their lack of cohesiveness and experience. To more effectively meet the increasing needs of their communities, CSOs need to build up their organizational capacities and begin to coordinate and work with others so they can collectively respond to the growing needs as the conflict continues. The overall objective of this call is to continue enhancing the capacities of Syrian CSOs so they can better respond to the needs of their communities through targeted grants and trainings.

**Location**

The capacity building trainings will be delivered in Gaziantep or Istanbul - Turkey, Erbil -Iraq, Amman- Jordan; the specific locations yet to be determined. The webinars will be delivered online.

**Time Frame**

The training services will be delivered in the period November 2, 2015 until March 20, 2016.

**Description of Services**

Under the overall guidance of, and in coordination with, the Program Manager and the Program Coordinator, the selected service provider will design and deliver the training services in line with the following specific guidelines:

1. Two core training courses, as per the details provided in the table below, are to be designed based on the needs of Syrian CSOs and delivered in the specific locations (yet to be confirmed) in Turkey, Iraq and Jordan. The core training courses are intended for both nascent and well-established CSOs as to increase their organizational capacity and fund raising capabilities. Each core training course should last up to 4 days and will require the efforts of one facilitator and at least two qualified trainers certified for the modules and/or topics listed below. The core training course will be delivered to an estimated number of 60 participants. All training material must be provided to IRD Program Manager in English and Arabic on a CD ROM, 10 days prior to the training session. IRD reserves the right to revise and/or amend the training material if deemed necessary.

|  |
| --- |
| **Core Training Course** |
| **Module 1:** Non-Governmental Organization Management * Human resources
* Administrative management and procedures
* Developing strategies
* Developing mission and vision
* Developing by laws
* Internal communication
* Team management
 |
| **Module 2:** Fund Raising and Financial Management * Proposal writing (International proposal standards)
* Financial regulations
* Financial reporting
* Budget management
* Resource management
 |

1. Three advanced training courses, as per the details provided in the table below, are to be designed and delivered in the specific locations (yet to be confirmed) in Turkey, Iraq and Jordan. The advanced training courses are intended for CSOs that successfully passed the core training courses as to increase their project management capacity, monitoring and evaluation capabilities, as well as media and communication skills. Each advanced training course should last up to 4 days and will require the efforts of one facilitator and at least three qualified trainers certified for the modules and/or topics listed below. The core training course will be delivered to an estimated number of 60 participants. All training material must be provided to IRD Program Manager in English and Arabic on a CD ROM, 10 days prior to the training session. IRD reserves the right to revise and/or amend the training material if deemed necessary.

|  |
| --- |
| **Advanced Training Course** |
| **Module 1:** Project Management* Project development
* Project sustainability
* Segregation of duties and tasks with clear workflow
 |
| **Module 2:** Monitoring and Evaluation* Enhance the understanding of the M&E concept and logic
* Understand the roles of M&E throughout the program phases
* Enhance the understanding of the logical frameworks
* Set up appropriate indicators for measurements
* Learn about end of project evaluation
 |
| **Module 3:** Communication and Media * Identify the nature and role of CSOs in promoting for change
* Social media tools
* How to deliver a message
* Virtual techniques
* Promotional materials
 |

1. Nine individual webinar courses covering topics listed in the table below are to be designed and delivered online to CSOs identified by IRD. Each webinar should last up to one day and it will require at least one trainer specialized (certified) in the webinar topics. The webinar sessions will be in Arabic. All webinar materials must be provided to IRD Program Manager in English and Arabic on a CD ROM 10 days prior to the webinar session. IRD reserves the right to revise and/or amend the webinars material if deemed necessary.

|  |
| --- |
| **Webinars** |
| Peace building |
| Working in conflict zones |
| International convention on human rights |
| How to overcome mental problems and depression |
| Renewable energy |
| Conflict resolution |
| Children referral protection |
| Advocacy for children rights |
| Extraction of raw materials |

1. The selected service provider must demonstrate technical capacity in each training component and topic by providing experienced and certified trainers and facilitators with substantial knowledge and understanding of the context of Syrian conflict i.e. the selected service provider may consider engaging Syrian nationals as trainers and/or facilitators.
2. In many cases, CSO’s trainees are volunteers or have limited experience and have varying levels of education and experience, thus the training methodology and tools are very important aspect of the training design and it will be closely reviewed and assessed by IRD’s evaluation committee.

1. Training services will be provided in Arabic language but the training materials are to be developed in both Arabic and English language. The training materials have to be approved by IRD prior to trainings and distribution to CSOs. The selected service providers are to be aware that all training materials developed within this scope are deemed IRD’s property.

**Required Deliverables**

The selected service provider will be required to submit the following deliverables:

1. Two core training delivered described in description of responsibilities section.
2. Three Ad Hoc trainings delivered described in description of responsibilities section.
3. Nine webinar sessions delivered described in description of responsibilities section.
4. All training and webinar materials must be provided to IRD Program Manager in English and Arabic on a CD ROM ten days prior to each training and webinar
5. Report for each training, including a three-page overview, pictures, trainees’ sign off sheets and other information as deemed necessary by the service provider and/or IRD is to be submitted to IRD seven days after the training.
6. Report for each webinar including one-page overview and audio recording is to be submitted five days upon completion of session.
7. Final report including the summary of all capacity building efforts i.e. training courses and webinars, lessons learned and recommendations.

**Evaluation Criteria**

IRD Evaluation Committee consisted of senior program management will review all proposals submitted before the deadline using the *Lowest Cost Technically Acceptable* procurement methodology. In addition to price, the Committee will consider on how well the proposal demonstrates the overall technical understanding of the background, need, purpose of the activities, and operational challenges. Perhaps, the most important aspects of the evaluation process will include assessment of the service provider’s organizational capacity and past experience, as well as the proposed trainers and facilitators, their credentials, knowledge, experience and understanding of Syrian crises and the role of CSOs.

IRD Evaluation Committee shall use the following specific technical criteria and only the organizations who meet these criteria will be considered for the contract award:

1. Proposal submitted before the deadline.
2. Registered non-governmental organization in the country of origin (e.g. consulting firms, private sector educational institutions, civil society organizations with training capacity, etc.).
3. Minimum 5 years of relevant experience (capacity building and training for civil society organizations).
4. Relevant experience with international organizations.
5. Relevant experience within the context of Syrian crises.
6. Clearly described training methodology and tools responsive to the Scope of Work’s above-mentioned Description of Services.
7. Certified trainers for each module or topic, with minimum five years of experience.
8. Certified or experienced facilitators with demonstrated understanding of Syrian crises (e.g. Syrian nationals with relevant experience).
9. Proposed budget submitted in IRD budget template.

Proposals submitted by individuals shall be disqualified.

**IRD Budget Template**

Interested organizations are required to submit their budget proposals in the format provided below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Item | Unit | Unit Cost(US$) | Quantity | Total Cost(US$) |
| Trainer’s Fee |  |  |  |  |
| Facilitator’s Fee |  |  |  |  |
| Training Material Design and Printing |  |  |  |  |
| Communication Costs |  |  |  |  |
| Turkey-Istanbul and Gaziantep Travel Costs (visa, airfares, hotel lodging, personal travel expenses, etc.)  | 2 |  |  |  |
| Iraq-Erbil Travel Costs (visa, airfares, hotel lodging, personal travel expenses, etc.)  | 1 |  |  |  |
| Jordan-Amman Travel Costs (visa, airfares, hotel lodging, personal travel expenses, etc.)  | 1 |  |  |  |
| Other Costs (detailed description of any other costs relevant to proposed training services) |  |  |  |  |
| **GRAND TOTAL (US$)** |  |

Important Note: IRD shall not cover organization’s overhead costs.

IRD Evaluation Committee shall conduct price evaluation using the following main principals:

* Budget is clear and prices are provided in US$
* Budget items and prices are relevant to the proposed services
* Budget is realistic and reasonable for the work that need to be performed

**Selection Process**

Upon completion of the evaluation process which should take up to one week from the submission deadline, IRD Evaluation Committee will select one or more technically acceptable proposals with the lowest cost to conduct services listed in this Scope of Work.

**Proposals Submission Guidelines**

Proposal must be submitted through email to **irdlebanon-procurement@irdglobal.org** with the subject “Proposal for Training Company”. The deadline for submission is **11:59 p.m. Beirut time (GMT+3) on 26th of October 2015**. The proposal package should include at minimum:

1. Proposed capacity building methodology and tools
2. Organization’s registration documents, profile and references
3. List of trainers and facilitators with their CV’s, relevant certificates and credentials
4. Budget

Only selected service providers will be contacted. Incomplete or late proposals shall be disqualified. IRD provides equal opportunity to all vendors and does not discriminate based on gender, ethnicity or religion.