

REQUEST FOR PROPOSAL (RFP)

<WFP PROJECT>



CTG

Committed to Good

ADDRESS

DATE

Table of Contents

Introduction 3

Purpose of the RFP 3

Scope of Work 3

 Learning Outcomes 3

 Training Objectives 4

Deliverables 4

Number of Participants 4

 Success measures 5

Background 6

General Instructions 6

Evaluation Criteria 6

Submission Deadline..... 6

Contact Information..... 6

Disclaimer Error! Bookmark not defined.

Introduction

Committed To Good (CTG) is pleased to announce this Request for Proposal (RFP) for Capacity Building Training services. We are seeking proposals from qualified training providers (consultancies) who can deliver comprehensive capacity building programs to enhance the skills and knowledge of our team members.

As an organization committed to continuous improvement and professional development, CTG recognizes the importance of investing in our workforce. The purpose of this RFP is to identify a training provider who can design and deliver tailored training programs that address our specific needs and objectives.

Key areas of focus for the capacity building training may include but are not limited to:

- **Report Writing**
 - Effective report writing (structure of report, report writing skills, report writing tips, proofreading)
 - Obstacles and barriers that prevent from effective reporting
 - Limitation and issues with using reporting tools
- **Role Specific Need**
 - Conflict resolution
 - Monitoring and Evaluation
- **Business Communication**
 - Verbal communication
 - Feedback and criticism
 - Presentation skills
 - Email writing
- **English Language (work related)**

We invite interested training providers to review the attached RFP document carefully and submit a proposal that outlines their approach, methodology, curriculum, qualifications, and relevant experience in delivering similar training programs.

Purpose of the RFP

CTG is currently in search of service providers/consultancies capable of delivering comprehensive capacity building training aligned with the Training Need Assessment of CTG. Enclosed within this Request for Proposal (RFP) is all the essential information required for a thorough assessment of CTG's training requirements. Service providers are cordially invited to respond to this RFP by detailing how they intend to fulfill the specified requirements and by furnishing any additional information as requested. The responses to this RFP will serve as the basis for qualifying service providers for subsequent phases of evaluation and price negotiation in the selection process.

Scope of Work

Learning Outcomes

The following learning outcomes are typically achieved through a combination of instructional methods, such as lectures, hands-on activities, simulations, case studies, and feedback mechanisms. Training programs are designed to help participants acquire new knowledge and skills that they can apply in their work environment to improve performance and achieve organizational goals.

- Increased knowledge and understanding of staff members on the subject matter
- Improved skills and competencies of staff members related to the job
- Enhanced problem-solving and critical thinking abilities
- Increased self-confidence in performing tasks
- Improved communication and interpersonal skills
- Greater awareness of company policies, procedures, and best practices
- Increased motivation and engagement in work
- Enhanced teamwork and collaboration skills
- Improved time management and organizational skills
- Increased ability to adapt to change and learn new technologies or processes

Training Objectives

CTG has established SMART objectives for the training program, ensuring they are Specific, Measurable, Achievable, Relevant, and Time-bound. The objectives of the training plan encompass:

- Improve employee productivity and efficiency
- Enhance employee communication and teamwork
- Develop leadership and management capabilities
- Ensure compliance with organization regulations and standards
- Reduce errors and improve quality of work
- Foster a culture of continuous learning and development
- Prepare employees for new roles or responsibilities
- Increase employee engagement and job satisfaction
- Support organizational growth and competitiveness
- Develop the knowledge and skills of staff members

Deliverables

TNA	Topics	Means of delivery
Report Writing	<ul style="list-style-type: none"> • Effective report writing (structure of report, report writing skills, report writing tips, proofreading) • Obstacles and barriers that prevent from effective reporting • Limitation and issues with using reporting tools 	In Person
Role Specific Need	<ul style="list-style-type: none"> • Conflict resolution • Monitoring and Evaluation 	
Business Communication	<ul style="list-style-type: none"> • Verbal communication • Feedback and criticism • Presentation skills • Email writing 	
English Language	<ul style="list-style-type: none"> • English Language Package 	Online

Number of Participants

To facilitate seamless monitoring for the client (WFP), CTG adopts a comprehensive approach by delivering the training in two cohorts of staff. Each cohort will undergo the training package within the

specified timeframe. Upon completion of training for one cohort, the staff will shift, and the subsequent cohort will commence their training. Each cohort comprises staff members from all provinces within the cluster.

For the second cohort scheduled for the end of the month, CTG seeks assistance from the WFP country office to process assigning standby field monitors for a one-month period. This support is essential to aid staff in completing monitoring activities, particularly as workloads are anticipated to peak towards the end of each month. The table below outlines the overall timeframe and the request for standby field monitor support for each province.

Composition of cohorts				Topics	Duration	Timeframe
	Province	Male	Female			
Cohort 1	Badakhshan	9	2	Report Writing, Role Specific Need, Business Communication	15 days	TBD
	Takhar	3	2			
	Kunduz	5	1			
	Baghlan	5	1			
Cohort 2	Badakhshan	9	2	Report Writing, Role Specific Need, Business Communication	15 days	TBD
	Takhar	4	1			
	Kunduz	5	1			
	Baghlan	4	2			
All staff	Staff from all provinces in 3 online classes	44	12	English Language	30 days	TBD

Success measures

To develop success measures for the training packages, CTG will require these steps for measurement of training delivery success:

- Training Objectives and Learning Outcomes
- Key Performance Indicators (KPIs)
- Setting of Measurable Targets
- Evaluation Methods
- Collect Baseline Data
- Implement Training
- Monitor Progress
- Evaluate Results
- Report dissemination

Consultancies/Service Providers Instructions

Background

Please provide a brief description about your company/consultancy. This should include any relevant experience and qualifications in delivering similar training programs. *(not more than half of a page)*

General Instructions

- Proposed training approach, methodology, and curriculum outline.
- Detailed timeline and schedule for the training program.
- Qualifications and credentials of trainers/facilitators.
- Proposed budget, including all costs associated with the training program (e.g. training fees, materials, stationary, refreshment, food, venue, travel expenses, etc.).
- References from previous clients or participants.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Alignment with the training objectives and scope of work.
- Demonstrated experience and expertise in delivering relevant training programs.
- Clarity and comprehensiveness of the proposed approach and methodology.
- Qualifications and credentials of trainers/facilitators.
- Cost-effectiveness and value for money.

Submission Deadline

Proposals must be submitted electronically to [Contact Person/Email Address] no later than [Submission Deadline].

Contact Information

For inquiries or clarification regarding this RFP, please contact [Shams Amani] at [+93728293823] [shams@ctg.org].