



Request for Quotation (RFQ) ref: RFQ/2022/02

Introduction

HANDICAP INTERNATIONAL FEDERATION (HI), operating under the name Humanity & Inclusion a not-for-profit association governed by the French Act of July, 1st, 1901, domiciled at “138, avenue des Frères Lumière – 69371 Lyon cedex 08, France” and registered in Rwanda under RGB with the registration number TIN No 100600244, Kicukiro sector, Kicukiro District, Ville de Kigali, P.O. Box 747 KIGALI.

Preamble

- HI is an independent international aid organization working in situations of poverty and exclusion, conflict and disaster,
- HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,
- HI is committed to promoting the respect of their dignity and their fundamental rights
- To that end, HI retains service providers who are reputed for their skills in their field of activity,
- HI and the Service provider have agreed to work together in a working relationship devoid of any form of hierarchical subordination.

We kindly request you to submit your quotation for **Training on fundamentals of management for managers** as detailed in annex1 of this RFQ.

Quotations may be submitted on or before **29th May 2022 COB** to the following email address:

dao@rwanda.hi.org .

It shall be remained responsibility to ensure that your quotation will reach the address above on or before the deadline.

Quotations that are received by Humanity Inclusion after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to provide the abovementioned service

Annex 1

Technical specifications

1. Background

Managers play a key role in motivating their teams and individual employees to accomplish the organization's goals and achieve outcomes. However, managers often receive little or no formal training in management, and may struggle to motivate their staff in an effective way while dealing with pressure to meet targets. Job experience may help them gain leadership and management skill sets; however, this is not enough to efficiently and effectively carry out their roles.

Within the Federation Handicap International - Rwanda program, we have staff who are first time managers as well as those who have been in their roles for years. There is therefore a need to build their skills in management to set them up for success which will positively impact them, the team and the organization.

2. Scope and description of the expected service

The consultancy will be conducted through desk review to enable the consultant gain better understanding of HI 's requirements of a manager.

The trainees approximately 12(twelve) in number shall include both first time and experienced managers in various managerial levels.

The contracted firm shall be expected to build the staff skills and understanding in the following topics:

1. What is the role of a manager?
2. How to develop your credibility as a manager
3. Having the ability to communicate in a constructive and positive
4. Knowing how to distinguish between two communication postures and knowing when to use them
5. Communicating well, relaying messages effectively from your hierarchy
6. Knowing how to formulate feedback according to the Facts/Impacts/Recommendations method
7. Understanding the different management styles, the different stages of development of a team member
8. Knowing how to organize and lead team meetings
9. Knowing how to set SMART goals
10. Understanding delegation and how to implement it

3. Expected outputs

- Management skills developed for managers;
- Course program for twelve managers (include both first time and experience managers);
- Learning materials and course literature identified and available
- Trainees will be asked to evaluate the training by filling a questionnaire before and after the training.

4. Requirements for experience and Qualifications

Academic qualifications:

- Master's degree in Strategic management or education
- Minimum 5 years of professional experience in conducting similar training for non-governmental organization employees;
- Excellent proficiency in French, oral and written; English is an added advantage
- Flexibility and ability to adjust to change circumstances and needs.

Competencies:

- Analytical skills, communications abilities, teamwork
- Excellent written and spoken English and French language skills
- Strong professional communication and inter personal skills and able to transfer knowledge to HI staff
- The eligible candidate is independent, committed and reliable

5. Documents to be included when submitting the proposals

Interested service providers (individual or companies) are invited to submit their technical and financial proposals for this assignment. The technical proposal shall include:

- The CV of the candidate;
- A proposed methodology for how the training program will be developed, how the lessons will be planned and delivered
- A work plan illustrating all steps that the candidate will take to carry out the course
- Certification or documentation indicating applicant's teaching skills;
- Any other information that the Consultant finds relevant
- Registration certificate (REB, RDB or RGB)
- Tax clearance for RRA and RSSB
- Payment by EBM
- Good completion certificates (3) for similar training in NGOs, Government institutions
- Payment conditions
- Validity of the offer
- Bank details (Account name, account number and bank name)
- Declaration of acknowledgement of policies, ethics and adhesion to the HI code of conduct

6. Eligibility

In order to be considered for award, firm/individual must be currently legally operating in Rwanda.

7. Financial Proposal

Give us your financial proposal either per hour, Module or level depending on how you charge.

8. Evaluation criteria

HI will award a contract resulting from this solicitation to the responsible firm/individual whose proposal will be best value for HI, price and other factors considered. The following factors shall be used to evaluate offers:

- Expertise and experience in undertaking the service delivery to meet the HI 's requirements.
- Administrative evaluation
- Financial evaluation.

9. Terms and Conditions

Disclaimers

- HI reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. HI may cancel the solicitation at any time.
- HI may reject any or all proposals received.
- Issuance of solicitation does not constitute award commitment by HI.
- HI reserves the right to disqualify any proposal based on company / individual's failure to follow solicitation instructions.
- HI will not compensate companies for their response to the solicitation.
- HI reserves the right to issue an award based on initial evaluation of applications without further discussion.
- HI may contact companies/individuals to confirm contact person, address, and that the proposal was submitted for this solicitation.

- HI may contact listed past performance references without notice to the companies/ individuals. HI also reserves the right to contact other past performance information sources that the companies/ individuals did not list in the proposal.
- By submitting a proposal, the companies/ individual confirms he/she understand the terms and conditions.
- Information pertaining to and obtained from the companies/ individuals as a result of participation in this solicitation is confidential. The companies/ individuals consent to the disclosure of the documents submitted by them to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

10. Submission Instructions

Electronic submissions must be received at the address specified below by **may 29, 2022, 5:00PM**, Rwanda Standard Time and please make sure that the submission is titled with the exact same solicitation reference number stated above.

Submissions must be forwarded in electronic format only in PDF to dao@rwanda.hi.org . Quotations should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred). Companies/individuals must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment. Please reference the RFQ Number and RFQ Name in the e-mail subject line.

Thank you and we look forward to receive your proposal.

Mélanie GEISER
Country manager

