

**HUMANITARIAN ACADEMY FOR DEVELOPMENT (HAD)**

**EXPRESSION OF INTEREST FOR FRENCH, ENGLISH OR ARABIC SPEAKING CONSULTANTS,**

**FEBRUARY 2018**

**UNDER A FRAMEWORK AGREEMENT (FWA) FOR A 2 YEAR PERIOD**

**| TENDER REF: HAD/2018/FWA/001 |**

**APPEL A MANIFESTATION D'INTERET POUR CONSULTANTS FRANCOPHONES, ANGLOPHONES OU ARABOPHONES**

EN VERTU D'UN ACCORD-CADRE POUR UNE DURÉE DE 2 ANS

| TENDER REF: HAD/2018/FWA/001 **|**

## introduction

**The Humanitarian Academy for Development (HAD)** is a Strategic Business Unit of [Islamic Relief Worldwide](https://www.islamic-relief.org) (IRW) developed in 2013 to serve the Leadership and Development needs of Islamic Relief (IR) family and the wider NGO sector.

The HAD is proud to be an **ilm** **Approved Centre**. ILM is the UK’s leading body for management and leadership qualifications, setting the standard for industry-recognised, accredited leadership and management qualifications. ILM is also well-regarded internationally as a management accreditation body.

This means that HAD can offer programmes that are, where appropriate, accredited by the ILM thus giving those who undertake the accredited courses a recognised professional qualification. This adds value and credibility to the training that we provide. The ILM states that ‘93% of managers perform better at work after an ILM qualification’ (ILM).

HAD is the learning, research and leadership development hub of Islamic Relief, the largest Muslim charity. HAD’s mission is to build and improve capacity and make a significant contribution to the whole aid sector, by offering credible Islamic perspectives on emergency relief and development. We strive to achieve our mission through the following main functions:

* Capacity Building
* Applied Research
* Internship Programme

We are proud of our experience in humanitarian aid, disaster relief and development work, orphans sponsorship and child welfare, fundraising and implementing projects that span over three decades, with operation and fundraising offices in over 45 countries. Additionally the HAD has successfully established creative business relationships with a number of leading UK universities having interest and departments leading on international developments such as University of Oxford, Aston University, Coventry University, Durham University, Markfield Institute of Higher Education, etc positioning us as one of the most innovative, unique and experienced providers in the Islamic development and humanitarian sector. Visit us on: http://iracademy.org.uk/ **Learning and Development (L & D)**

**Learning and Development** department strives to ensure all employees of Islamic Relief have the necessary knowledge, skills and experience to contribute to their maximum potential. Similarly all its learning and development services will be open to the practitioners working though the relief and development aid agencies, contributing in the global capacity development in the humanitarian development sector.

The department provides a wide range of training opportunities including Leadership Development Programme (LDP), Aspiring Managers Programme (AMP), Train The Trainer (TTT), Presentation Skills, Performance Appraisal, Stress Management, UK Bribery Act, Core Humanitarian Standard (CHS), Results Based Management (RBM), etc.  A year-long Volunteer Leadership Programme (VLP) has also been developed, which is a ground-breaking programme recently completed by the first group of 25 volunteers.

New training has also been sourced, including 40 programme-related courses: Certified Expert in Islamic Microfinance (accredited in conjunction with Frankfurt Business School), Islamic Finance Qualification, Action Centred Leadership, Fundraising, Strategic Planning and Management, Disaster Management, International Humanitarian Law, Accessing Humanitarian Funding, Post-conflict community recovery & reconstruction, etc.

The more substantial programmes now form an accredited suite of training for sequential progression through IR, known as the ‘Ladder for Success’.  This starts with the VLP, progresses through AMP for potential managers and up onto MDP for middle managers.  The ladder culminates in the LDP for IR’s strategic leaders, along with Governance for Trustees and CEOs/Directors.

## EXPRESSION OF INTEREST (eoi)

HAD wants to establish a database of vendors to act as potential consultants on behalves of HAD in one or more of the seven categories detailed in page 4 of this document. **Successful candidates will be offered a Framework Agreement valid for 2 years initially with a possibility to extend for another year (max 3 years).** The FWA will set prices for the FWA duration (initially for 2 years with the possibility to extend it for another year, to a maximum of 3 years). To participate in the framework, applicants will need to be successful in this tender exercise.

## Framework Agreement (FWA)

*A framework is an agreement with a single supplier (or group of suppliers) to establish terms governing contracts that may be awarded during the period of the Framework agreement. In other words, it sets out terms and conditions for making specific purchase at a set fee. Islamic Relief Worldwide, as contracting authority, does not guarantee any volume of orders under Framework agreements as all purchases will be based on the needs and activities of Islamic Relief Academy.*

The FWA will set prices for the FWA duration (initially for 2 years with the possibility to extend it for another year, to a maximum of 3 years).

The preferred bidder(s) will be required to enter into a Framework Agreement with Islamic Relief Academy (HAD) on the conditions set out in this Expression Of Interest.

The selected candidates will be required to work in various locations (specially abroad, mainly in MENA region) depending on the urgency and requirements.

A Framework Agreement is to be signed and is available upon request. It is up to the applicants to read it thoroughly and familiarise themselves with the terms contained within. The invoice is to be submitted at the end of the month and will be paid on net payment terms 14 days.

The successful applicants will be required to sign two copies of this agreement and retain a copy for his/her perusal and the second copy to be submitted (must be signed) to Islamic Relief Worldwide/Academy within 48 hours of receipt. The applicants will need to provide all equipment required to undertake the necessary tasks and this must include a suitable laptop and phone.

**The successful applicants will be screened using our Thomson Reuters software.**

As such, HAD invites both national and international qualified firms and consultants (collectively ‘applicants’) to express their interests **in one or more** of the following 7 (seven) lots/categories:

|  |  |
| --- | --- |
| **LOTS/CATEGORIES** | **Please tick the box(es) for the category(ies) you wish to be considered for** |
| 1. **Conduct Training Need Assessments (TNA) in English alongside one other language (French & English or Arabic/English)** | **English & Arabic**  **English & French** |
| 1. **Develop training material ) in English alongside one other language (French & English or Arabic/English)** | **English & Arabic**  **English & French** |
| 1. **Conduct training inside and outside UK** |  |
| 1. **Proposal/report writing in English alongside one other language (French & English or Arabic/English)** | **English & Arabic**  **English & French** |
| 1. **Provide consultancy to our clients (programme, HR, finance, Monitoring & Evaluation, strategic planning, etc)** |  |
| 1. **Coaching** |  |
| 1. **Marketing / sales** |  |

**Shortlisted applicants will be contacted for a telephone/skype interview as part of the selection process prior to inclusion in our database of vendors.**

The offers received will be assessed according to the sectoral experience and the specific experience and credibility demonstrated by the applicants in the category or categories they apply for. Applicants must be sympathetic to the values and mission of Islamic Relief. A framework agreement will be drawn up between HAD and the successful applicants.

**All applicants that wish to participate in the process are required to complete the EOI form set out below in Appendix 1.**

## SELECTION CRITERIA

**Award Criteria**

|  |  |
| --- | --- |
| **Essential Criteria** | **YES** |
| Bidder provides documentations to prove that they are legally registered | **A “NO” answer in any of these boxes will result in immediate disqualification.** |
| Bidder’s confirmation of compliance with the attached Guidelines | **A “NO” answer in any of these boxes will result in immediate disqualification.** |
| **Preferred Criteria** | **85** |
| Bidder skills & experience\* | 26 |
| Competitive price | 45 |
| Financial sustainability of the Bidder | 7 |
| Bidder provides satisfactory client references | 7 |
| **Desirable Criteria** | **15** |
| Bidder’s responsiveness in emergency situations | 7 |
| Bidder demonstrates unique selling points and additional benefits or services that are of value to Islamic Relief Academy | 8 |

**\* Applicants’ skills & experience**

**Applicants should be able to demonstrate the following skills and experience:**

* Identification and analysis of learning and development needs
* Design and development of bespoke programmes/solutions to meet needs
* Ability to deliver dynamic Learning & development (L&D) solutions/interventions
* Validation and evaluation skills and use of methodologies
* Proven analytical and problem solving abilities
* Strong attention to detail, but equally able to plan and work in a global context
* Good interpersonal skills, along with excellent oral and written communication skills
* Written and spoken fluency in English alongside another language such as Arabic or French (other languages desirable)

The application will be assessed based on the following criteria:

| **TOR (for each of the 7 lots/category)** | **Selection criteria** |
| --- | --- |
| 1. **Conduct TNA (in English alongside one other language (French & English or Arabic/English)** | * **Track record of having experience in the field (MANDATORY).** * Relevant training (preferably with qualification) that covers the training cycle explicitly including TNA * Membership of relevant institute or professional body * Experience of doing similar tasks before * Language requirement: Excellent written and spoken French with additionally either Excellent written and spoken English or Arabic. Able to master 3 languages an advantage. |
| 1. **Develop training material in English alongside one other language (French & English or Arabic/English)** | * Relevant training (preferably with qualification) that covers the training cycle explicitly including development of training content * Membership of relevant institute or professional body * Track record of satisfactory development of training materials * Track record for deriving similar consultancies * Language requirement: Excellent written and spoken French with additionally either Excellent written and spoken English or Arabic. Able to master 3 languages an advantage. |
| 1. **Conduct training inside and outside UK** | * Relevant training (preferably with qualification) that explicitly covers training delivery * Membership of relevant institute or professional body * Track record of satisfactory training delivery * Relevant humanitarian practitioner is an advantage. * Track record for deriving similar consultancies * Language requirement: Excellent written and spoken French with additionally either Excellent written and spoken English or Arabic. Able to master 3 languages an advantage. |
| 1. **Proposal/report (in English alongside one other language (French & English or Arabic/English)** | * Experience of doing similar tasks * Relevant professional practitioner track record * Track record of satisfactorily fulfilling similar consultancies * Language requirement: Excellent written and spoken French with additionally either Excellent written and spoken English or Arabic. Able to master 3 languages an advantage. |
| 1. **Provide consultancy to our clients (programme, HR, finance, M&E, strategic planning, etc)** | * Relevant training (preferably with qualification) in consultancy or in subject, preferably both * Membership of relevant institute or professional body for consultancy or in subject (e.g. CIPD for HR), preferably both * Relevant professional practitioner successful track record * Track record of satisfactorily fulfilling similar consultancies * Language requirement: Excellent written and spoken French with additionally either Excellent written and spoken English or Arabic. Able to master 3 languages an advantage. * Understanding of cultural differences |
| 1. **Coaching** | * Relevant training (preferably with qualification) * Membership of relevant institute or professional body * Relevant professional practitioner track record * Track record of satisfactorily fulfilling similar consultancies * Language requirement: Excellent written and spoken French with additionally either Excellent written and spoken English or Arabic. Able to master 3 languages an advantage. |
| 1. **Marketing / sales** | * Relevant qualification * Membership of relevant institute or professional body * Relevant professional practitioner track record * Track record of satisfactorily fulfilling similar consultancies (marketing for NGOs, or generating leads and business development) * Language requirement: Excellent written and spoken French with additionally either Excellent written and spoken English or Arabic. Able to master 3 languages an advantage. * Understanding of the development sector |

The Applicants will need to carry respect and credibility within the HAD’s scope of work and be able to demonstrate the competence clearly including the provision of credible references.

The information provided will be used to assess suitability to qualify for the next stage for services mentioned in the profile attached with the EOI.

An evaluation committee will short-list applicants who could qualify to be registered on the database. They will be informed of the result of their application as soon as their submission has been analysed.

**Documents to be provided by the bidder are detailed in Appendix 1.**

## **DATES AND CONTACT DETAILS**

All proposals are required to be submitted **before 09.00 am (UK time) on the Monday March 26th 2018** either by Post or electronically. Please refer to the Guidelines for full details.

*“Any supporting documents sent electronically should not be more than 9MB. If you are sending videos and other files above 9MB, please split it onto various emails or send us a download link to* [*uk.tendering@irworldwide.org*](mailto:uk.tendering@irworldwide.org)*”*

For any issues relating to the tender or its contents please email directly [*uk.tendering@irworldwide.org*](mailto:uk.tendering@irworldwide.org)

**Provisional Timetable** *(subject to change depending on number of applications received)*

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue Tender Notice | 14 February 2018 |
| Return of tenders (the closing date) | 26 March 2018 |
| Tender opening by the Committee | 28 March 2018 |
| Bid clarifications as required | 30 March 2018 |
| **Selection - Stage one (short listing):**   * Assessment of CV, supportive documents and track record * Assessment of sample of relevant work | Mid April 2018 |
| **Selection - Stage two (interview F2F or skype)**   * Assessment of suitability of relevant experience with the required job * Assessment of linguistic requirements * Checking references (we may contact some of your previous clients) | End April 2018 |
| Framework Agreement Awards | Early May 2018 |

## **Appendix 1 – EXPRESSION OF INTEREST FORM**

**1. ADMINISTRATIVE INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Provide name of person (including title) or department to whom correspondence should be addressed |  | | | | |
| Company Name |  | | | | |
| Full Address |  | | | | |
| Previous Name(s) if applicable |  | | | | |
| Registered Address if different from above |  | | | | |
| Registration Number |  | | | | |
| Telephone number, including correct country and area codes |  | | | | |
| E-mail address |  | | | | |
| Website address |  | | | | |
| Year Established |  | | | | |
| Number of employees |  | | |  | |
| Registration Number: |  | | | Valid until: |  |
| Legal Form. Tick the relevant box | Limited Liability Company  Partnership | Self Employed  Other (specify): | | | |
| VAT/ Tax Registration Number |  | | | | |
| Directors names and titles and any other key personnel |  | | | | |
| Please state name of any other persons/organisations (except tenderer) who will benefit from this contract |  | | | | |
| Full legal name of Parent company (if any) |  | | | | |
| Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary) |  | | | | |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per **Contact Details** | Yes  No | | | | |
|  | **Primary Contact** | | **Secondary Contact** | | |
| Name |  | |  | | |
| Current Position in the Organisation: |  | |  | | |
| No. of years working with the Organisation: |  | |  | | |
| Email address |  | |  | | |
| Telephone |  | |  | | |
| Mobile |  | |  | | |
| Other Relevant Skills: |  | |  | | |
| Institution (Date from – to) |  | |  | | |
| Degrees or Diplomas |  | |  | | |

**2. INDIVIDUAL CONSULTANT PROFILE**

Please provide brief CV(s) (2 pages max.) and narrative of the applicants’ experience in the category or categories applied for. CV should include:

* Educational qualifications
* Relevant work experience
* Skills and competencies

**3. REFERENCES FROM CLIENTS**

Written references from some of the **clients you worked (no references older than 3 years old)**. If you have references letters, please include them as well.

|  |  |  |
| --- | --- | --- |
| **1** | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| **2** | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| **3** | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

**4. SUPPORTING DOCS**

**Documents to provide by the bidder in order for us to be able to assess the application:**

* Sample of relevant work done within the last 3 years e.g. video of applicants delivering the training, sample learning materials, consultancy report…

*“Any supporting documents sent electronically should not be more than 9MB. If you are sending videos and other files above 9MB, please split it onto various emails or send us a download link to* [*uk.tendering@irworldwide.org*](mailto:uk.tendering@irworldwide.org) *”*

**5. CERTIFICATION**

**Please provide details of any relevant certification:**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name of the body | Year of registration | Membership Number |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**6. FEES**

Please provide a daily rate for applicants’ fees. **All other costs which will be covered and or reimbursed directly by HAD as per our financial regulations should not be factored into the EOI.**

|  |  |  |
| --- | --- | --- |
| **1 to 5 days work** | **2 weeks up to 4 weeks work** | **for assignments above 1 month** |
| Currency: | Currency: | Currency: |
| Daily rate: | Daily rate: | Daily rate: |

**6. CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTION** | **DONE** | **COMMENTS** |
| **1** | Tick the box(es) for the categories you wish to be considered for. |  |  |
| **2** | Appendix 1: administrative information |  |  |
| **3** | Appendix 1: CV and narrative |  |  |
| **4** | Appendix 1: references from clients |  |  |
| **5** | Appendix 1: supporting documents |  |  |
| **6** | Appendix 1: daily rates |  |  |
| **7** | Appendix 1: relevant certifications (if any) |  |  |