**­**Dear Firstname Lastname,

**Request for Proposal**

**Humanitarian Leadership Academy – Civil Society Strengthening Pillar**

**Course and Training Materials on Organizational Development based off the Governance & Structure section in Save the Children’s Organizational Capacity Assessment Tool**

One morning, when Gregor Samsa woke from troubled dreams, he found himself transformed in his bed into a horrible vermin. He lay on his armour-like back, and if he lifted his head a little he could see his brown belly, slightly domed and divided by arches into stiff sections. The bedding was hardly able to cover it and seemed ready to slide off any moment.

His many legs, pitifully thin compared with the size of the rest of him, waved about helplessly as he looked. "What's happened to me? " he thought. It wasn't a dream. His room, a proper human room although a little too small, Example of HLA Letterhead BOLD body its four familiar walls. A collection of textile samples lay spread out on the table - Samsa was a travelling salesman - and above it there hung a picture that he had recently cut out of an illustrated magazine and housed in a nice, gilded frame.

It showed a lady [example](https://unlockedgrads.org.uk/) of HLA Letterhead Hyperlink style and fur boa who sat upright, raising a heavy fur muff that covered the whole of her lower arm towards the viewer. Gregor then turned to look out the window at the dull weather. Drops of rain could be heard hitting the pane, which made him feel quite sad. "How about if I sleep a little bit longer and forget all this nonsense", he thought, but that was something he was unable to do because he was used to sleeping on his right.

* It showed a lady and fur boa who sat upright, raising a heavy fur muff that covered the whole of her lower arm towards the viewer.
* Gregor then turned to look out the window at the dull weather.
* Drops of rain could be heard hitting the pane, which made him feel quite sad.

REQUEST FOR PROPOSAL:

SECTION 1: INTRODUCTION

1.1 Overview of the Humanitarian Leadership Academy

The Humanitarian Leadership Academy (the Academy, a part of The Save the Children Fund, i.e. Save the Children UK) is a global learning initiative with a mission to enable people to prepare for and respond to crises in their own countries. To achieve this, the Academy acts as a catalyst for the improved quality, accessibility and sustainability of humanitarian learning.

We support the development and recognition of skills through our platforms, products and services, so that humanitarian work is more effective, immediate, and local – saving lives and safeguarding livelihoods.

SECTION 2: REQUIREMENTS

2.1 Background

Please see attached Terms of Reference - Course and Training Materials on Organisational Development -Governance & Structure

2.2 Contract Objective

Please see attached Terms of Reference - Course and Training Materials on Organisational Development -Governance & Structure “Deliverables”

2.3 Timescales

This contract is to last approximately 3 months – from September 2023 start of contract through 31st December 2023. All work related to Material and Content design must be completed by December 31st, 2023 , Support to facilitation and training delivery will be requested and coordinated in 2024 .

2.4 Contract

The Humanitarian Leadership Academy is committed to ensuring our resources are used as efficiently as possible, in order that we can focus them on achieving maximum impact for children and that our arrangements with third party suppliers represent value for money. We expect this approach to be demonstrated from any contractor it does business with.

SECTION 3: BIDDER’S PROPOSAL

3.1 Service Delivery

Please detail your proposed approach to meeting the “Objective of the Contract” and “Essential Criteria” detailed in the Terms of Reference. In your response, please ensure that you include the following information:

• Relevant experience and examples of similar work completed

• Planning approach

• Proposed methodology

• Project management technique

3.2 Commercials

3.2.1 Please provide your proposed cost in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Work stage** | **Hourly and/or daily\* rate** | **Proposed number of hours/days** | **Total Cost** |
|  |  |  |  |
|  |  |  |  |
| *(add stages as appropriate)* |  |  |  |

\* *minimum of 7 hours per day*

3.2.2 Other costs:

If there are any further costs or expenses that you propose charging, please detail these below together with an explanation.

|  |  |  |
| --- | --- | --- |
| **Cost description** | **Value** | **Reason** |
|  |  |  |
|  |  |  |
|  |  |  |

3.3 General Due Diligence

3.3.1 Please provide the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Basic Details of Your Organisation**  (for individual consultants, please complete items relevant to your individual consultancy) | | | | |
| 1.1 | Name of the organisation submitting the tender: | | | |
| 1.2 | Address:  Post Code: | | | |
| 1.3 | Telephone number: | | | |
| 1.4 | E-mail address: | | | |
| 1.5 | Website: | | | |
| 1.6 | Company Registration number:  Company DnB number: | | | |
| 1.7 | VAT Registration number: | | | |
| 1.8 | Is your organisation:  (Please tick one) | | i) a public limited company? | |
| ii) a limited company? | |
| iii) a partnership | |
| iv) a sole trader | |
| v) other (please specify) | |
| 1.9 | Name of (ultimate) parent company (if this applies): | | | |
| 1.10 | Companies House Registration number of parent company (if this applies): | | | |
| 1.11 | Insurance type: | Do you have this cover? | | Value insured up to: |
| Public liability | Y/N | |  |
| Employer’s liability | Y/N | |  |
| Professional indemnity | Y/N | |  |
| 1.12 | Please declare any personal connections between you/your staff and staff or trustees of the Save the Children Fund or the Humanitarian Leadership Academy that may pose a conflict of interest | | | |
| 1.13 | Please declare any contracts or connections with organisations at potential conflict of interest with the Save the Children Fund or the Humanitarian Leadership Academy | | | |
| 1.14 | Please declare any legal actions against you which are pending or underway. | | | |
| 1.15 | Please advise whether you have any links with the tobacco, pornography, arms or carbon intensive fossil fuels (thermal coal, oil shale and tar sands) industries. | | | |
| 1.16 | Please provide details of three reference clients for which you have provided services similar to our requirements. References will only be taken up for the successful bidder. | | | |

3.3.2 The Academy’s due diligence procedures include organisational checks,

and anti-terrorism vetting.

SECTION 4: INSTRUCTIONS FOR BIDDING

4.1 Timetable and General Bidding Information

4.1.1 This Request for Proposal does not constitute an offer and the Academy does not bind itself to accept any proposal. The Academy reserves the right to accept a proposal in part, rather than in full.

4.1.2 Bidders are requested to submit their responses to the HLA Operations team: [hlaoperations@savethechildren.org.uk](mailto:hlaoperations@savethechildren.org.uk)

**Please submit your proposal along with your CV by no later than 1 September 2023, at 12:00 (noon) GMT.**

NB: The Academy will be reviewing applications in real time as they are submitted, and we strongly recommend that prospective suppliers share their responses ASAP.

Responses will be assessed based on demonstrated ability of a prospective organisation’s ability to meet the Terms of Reference’s Objective of the Contract and Essential Criteria, and incorporating a value for money approach.

4.2 Confidentiality

4.2.1 Documentation in relation to this Request for Proposal and any proposals received by the Academy in response to it shall be treated as private and confidential save where the disclosure is required by law.

4.2.2 Suppliers shall not:

* Release any information relating to the Request for Proposal and the proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the proposal;
* Canvass directly or indirectly with any other bidder concerning the award of the contract or directly or indirectly obtain, or attempt to obtain information;
* Canvass directly or indirectly with a member of SCUK or any other campaign coalition partners’ staff or their trustees concerning the award of the contract or directly or indirectly obtain or attempt to obtain information from said individuals.

4.2.3 If a supplier does not observe paragraphs 4.2.1 and 4.2.2 above, SCUK will reject their proposal and may decide not to invite the agency to bid for future work.

4.3 Contract Award/Acceptance of Proposal

4.3.1 At the conclusion of the evaluation process and subject to the provisos contained in these instructions, the Academy will decide to which supplier the contract will be awarded and the successful supplier will be expected to enter into a formal agreement.

4.3.2 The formal contract agreement will be in a form prepared by the Academy.