



REQUEST FOR PROPOSAL #003-2010

Contract Services – IAP2 Certificate in Public Participation Program

Train-the-Trainer Program Development

PLEASE NOTE THIS IS A REVISED TENDER THAT IS BEING RE-ISSUED

1.0 INTRODUCTION

IAP2 is an international association of members who seek to promote and improve the practice of public participation in relation to individuals, governments, institutions, and other entities that affect the public interest in nations throughout the world. IAP2 carries out its mission by organizing and conducting activities to:

- Serve the learning needs of members through events, publications, and communication technology;
- Advocate for public participation throughout the world;
- Promote a results-oriented research agenda and use research to support educational and advocacy goals;
- Provide technical assistance to improve public participation.

Since its founding in 1990, IAP2 has grown from a membership of about 300 people to 1800 from 26 countries in 2009. In the past few years, as IAP2 has continued its growth and established itself as a leader in the field, it launched the Certificate Training Course in Public Participation providing comprehensive training in the tools and skills needed for effective participation. Over 6000 people have taken the certificate modules worldwide.

The IAP2 Certificate in Public Participation Program is a three module (5 day) program intended to provide a broad-based learning experience covering all of the foundations of public participation. Developed in consultation with practitioners from around the world, the training provides useful tools for designing and implementing effective public participation programs. Currently there are 38 trainers licensed in Australia, Canada, Mexico, New Zealand, North America, South Africa, Thailand, United Kingdom and United States.

IAP2 is becoming more international and there are growing opportunities for extending the practice of public participation and the Certificate Program is a key part of the IAP2 strategy. The development of a process to select and train new trainers and instructors to deliver a Train-the-Trainer is a central element of this strategy.

Adding new licensed trainers for the Certificate Program is a three part process:

1. develop a Train-the-Trainer (T3) process that will be used to certify new trainers for the Certificate Program,

2. develop an application process to select new trainer candidates, and
3. develop an application process to select trainers who will deliver the T3 process,

2.0 PROJECT SCOPE

IAP2 invites proposals for the development of a Train the Trainer (T3) process for the IAP2 Certificate in Public Participation Program.

The extent of this contract will include:

- 2.1 Develop a process for the T3 for the Certificate program, including:
 - a training manual for the T3 instructor that includes, agenda, materials and capacity to take into account on and offsite delivery
 - pre and post T3 requirements for trainer candidates and T3 instructor
- 2.2 Application and selection process for choosing T3 instructors:
 - List of criteria for qualifying T3 instructors
 - Develop an appropriate process and related documentation
 - Draft an appropriate application form
- 2.3 Application and selection process for choosing candidates to become licensed trainers of the Certificate Program:
 - List of criteria necessary to apply to become a Certificate Program trainer
 - Develop an outline for an appropriate selection process, including related documentation
 - Draft an appropriate application form

3.0 RFP PROCESS

- All inquiries related to this RFP must be directed in writing to training@iap2.org. Information obtained from any other source is not official and should not be relied on. Inquiries and responses will be shared with all potential bidders.
- Should a correction be made or additional information released in connection with this RFP, it will be issued in the form of an Addendum and will be provided to all potential bidders.

4.0 PROPOSAL FORMAT

The bidder's proposal will be limited to 12 pages (single sided); font size no smaller than 12 points on 8.5 x 11 (or A4) size paper and submitted electronically. The proposal must have a Table of Contents. The bidder's proposal must consist of the following items arranged in the order given.

- Company Profile – include documentation to support organizational stability, relevant staff and related biographies, details providing area of expertise and relevant accomplishments

- Previous Experience (relevant to this project) – Provide a list of previous comparable projects with similar scope and related project goals and outcomes achieved. List any associated challenges.
- Subcontractors – List any proposed subcontractors and provide details on capability, experience and identify the work they will undertake as part of this project.
- Proposed Approach & Methodology – Provide details on your proposed approach to undertaking this work, including expected outcomes and deliverables. Also, include a proposed project timeline or action plan and proposed reporting/communication with IAP2.
- Financial Information – All quotes must be provided in US Dollars and must include a budget, timeline and list of deliverables. Any anticipated travel and related expenses anticipated during the term of the contract must be detailed and included in the bid. The bid must not exceed \$10,000USD
- References – Contact names, phone numbers and email addresses for references that can provide information relevant to bidder's experience on related types of work undertaken in the last three years
- Conflict of Interest – All bidders will be required to declare any conflict of interest with the organization.
- Support from IAP2 – All proposals must include what support will be required from IAP2 during the time of the contract.

5.0 PROPOSAL SUBMISSION

- Proposals must be submitted by 4:00 PM GMT on September 3rd, 2010
- Proposals must be submitted via email to: training@iap2.org (Cover letters can be addressed to: Ms. Moira Deslandes, Executive Director, IAP2)
- The bidder shall bear all costs for preparing the proposal.

6.0 TERM OF CONTRACT

It is expected this contract will begin immediately following awarding and completion is expected by October 30th, 2010.

7.0 SUMMARY OF DATES*

- Request for Proposal released – Friday 20th August
- **Proposal submission deadline – September 3rd, 2010 (4:00 PM GMT)**
- Notification of successful bidder – September 10th, 2010
- Start date of contract – September 16th 2010

**IAP2 reserves the right to modify the schedule at any time*

8.0 PROPOSAL EVALUATION CRITERIA

Evaluation of proposals will be by a committee of individuals selected for their expertise in developing similar programs.

8.1 Mandatory Requirements

- The proposal must be received electronically by the closing date or will be disqualified from consideration.
- The proposal must be signed by a person authorized to sign on behalf of the bidder.
- The bid must not exceed \$10,000USD with all costs included

8.2 Essential Criteria

Criteria	Weight
Demonstrated ability to provide the required services	30%
Proposed approach and methodology	30%
Experience in developing similar type process for Train-the-Trainer	25%
Appreciation of international context	15%