

**REQUEST FOR QUOTATION  
(RFQ\_001\_2010)**

NAME & ADDRESS OF FIRM: <b>Companies</b>	DATE: <b>13 January 2010</b>
	REFERENCE: <b>RFQ_001_10</b>

Dear Sir / Madam:

Please submit your proposal to UNDP, Lao PDR for the following items **not later than 9:00 local time 25 January 2010**

Item	Description/specification	Q-ty
1.	<p><b>Five days training on Management Training (Please see attached Annex 1 Terms of Reference for details)</b></p> <p>The training should cover following topics:</p> <ol style="list-style-type: none"> <li><b>1. Program Base Approach/Sector Wide Approach</b> <ul style="list-style-type: none"> <li>• Introduction, principles and framework of Program Base Approach/SWAP</li> <li>• Donor policies and trends</li> <li>• Others</li> </ul> </li> <li><b>2. Management Skills</b> <ul style="list-style-type: none"> <li>• Management in international cooperation to the dynamics and professionals of modern management, different types of managers and their tasks and roles</li> <li>• The link between personal development and organizational objectives</li> <li>• Cross-cultural communication skill</li> <li>• Teamwork and fostering participation</li> <li>• Motivation and factors for job satisfaction</li> <li>• Coaching and development of personal career development plan</li> <li>• Review and appraisal meetings</li> <li>• Practical Examples</li> </ul> </li> <li><b>3. Project Cycle Management Overview</b> <ul style="list-style-type: none"> <li>• Project identification/formulation</li> <li>• Participatory Planning</li> <li>• Stakeholder, problem and objective analysis</li> <li>• Situation/Objective Analysis</li> <li>• Project Design Matrix/logical framework</li> <li>• Project monitoring and evaluation</li> <li>• Provision of analysis and comment on the existing M&amp;E system of the NIU</li> </ul> </li> <li><b>4. Other related topics that will be benefit to participants.</b></li> </ol> <p>The real cases, the current existing project or pipeline projects of NIU, should be used as example as much as possible. The project related documents will be provided by NIU.</p>	1
2.	<p><b>Course Material</b></p> <ul style="list-style-type: none"> <li>• Handouts</li> <li>• Presentation power points</li> </ul>	35
3.	<p><b>Training Report (not more than 20 pages)</b></p> <p>The report should at least cover the following points</p>	1

- Achievements of training
- Challenges of the training
- Recommendations

### GENERAL CONDITIONS/REQUIREMENTS

Training provider will responsible for travel, all training equipment, flip chart, handouts and stationery. Relevant cost shall be reflected in the financial proposal with clear cost breakdown.

Companies/firms must submit the following documents/information and demonstrate that they are qualified:

1. Proposal:

- (i) Company's profile and details of the work experience in relevant area (20 points);
  - (ii) Provide course agenda, a brief methodology on how they will approach and conduct the training (50 points)
2. Personal CVs of the offered team including past experience in similar project and at least 2 reference (30 points).
3. Financial proposal – with detailed cost breakdown (i.e. consultancy fee, travel cost, stationary, handouts etc.)

### OTHER CONDITIONS

Payment Terms

- 20% of the service fee will be paid upon signing the contract
- 70 % of the service fee will be paid upon completion of the training and submission of the training report that satisfactory to the project and UNDP

Validity of Quotation 30 DAYS

Mode of Transport

AIR	SEA
SURFACE	OTHERS

### SUBMISSION REQUIREMENTS

All quotations duly signed and stamped shall be submitted by electronic mail (in PDF format) to the following secure e-mail box: [lao.procurement@undp.org](mailto:lao.procurement@undp.org) or in sealed envelope via mail/express mail or by hand to the address below **not later than 9:00 local time 25 Jan 2010:**

**Procurement Unit**  
**UNDP CO Lao PDR**  
**Lanexang Ave**  
**Vientiane, Lao PDR**

**Late and partial bids will be rejected.**

**ATTENTION:** Please indicate **on the envelop or on e-mail subject** the RFQ reference i.e. "RFQ/001/10". UNDP will not be responsible for postal delays, if any, in the delivery of the bid documents or non-receipt of the same. Applicants with questions regarding this bidding should send them in writing (fax or E-mail) to: UNDP CO Lao PDR , e-mail: [diyer.rasulov@undp.org](mailto:diyer.rasulov@undp.org),

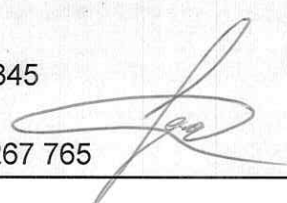
Attn. Diyor Rasulov (Mr.)

Procurement Specialist

Lane Xang Avenue, PO Box 345

UNDP Vientiane, Lao PDR

T +856 (21) 267 777, direct: 267 765



## Annex 1

### **Terms of Reference (TOR) for: A Consulting Firm/Training institute to conduct a Management Training**

#### **I. Project Background**

In 2004, the Government of Laos (GOL) joined the Integrated Framework (IF) initiative, which was set up to provide Least Developed Countries with trade-related technical assistance, including human and institutional capacity building. The GOL, through the IF initiative, aims to push forward its trade agenda and boost the country's export competitiveness and growth. In order to support the GOL implement its trade agenda, an IF National Implementation Unit (NIU) has been set up, under the support of Window II project which managed by UNDP, at the Foreign Trade Policy Department of the Ministry of Industry and Commerce, to assist in coordination, implementation and monitoring of Trade Related Assistance (TRA) within the Integrated Framework which priority projects has been laid out in the DTIS Action Matrix validated in 2006.

Currently, NIU/Ministry of Industry and Commerce (MOIC) has been implementing the Trade Related Assistance (TRA) projects such as Trade Development Facility (comprise of 5 components with 5 implementing agencies), Window II Projects (4 projects). At the same time, the MOIC is preparing to access the Enhanced Integrated Framework for tier 1 and tier 2 projects.

In the light of this, the NIU is seeking a qualified consulting or training institute to carry out a training on Management for its staff.

#### **II. Objectives**

The overall purposes of this training are strengthen the capacity of the concerned staff to

- Understand the concept and framework of Program Based Approach/Sector Wide Approach/
- Understand and prepare high-standard logical frameworks.
- Identify and formulate projects through a participatory approach.
- Write sound project documents.
- Assess the quality of a project document.
- Improve the Monitoring and Evaluation (M&E) of the projects/programmes.
- Equip with the tools and skills needed to become a more professional manager of projects and programmes.
- Learn how to organize and steer evaluations contributing to policy formulation and the strengthening of learning capacities of the projects or organizations involved.

The training should be designed to provide participants with practical knowledge of the management method, skill and tool for TRA/development projects

#### **III. Contents of the training:**

It is envisaged that the training will at least cover following topics:

##### **4. Program Base Approach/Sector Wide Approach**

- Introduction, principles and framework of Program Base Approach/SWAP
- Donor policies and trends
- Others

## **5. Management Skills**

- Management in international cooperation to the dynamics and professionals of modern management, different types of managers and their tasks and roles
- The link between personal development and organizational objectives
- Cross-cultural communication skill
- Teamwork and fostering participation
- Motivation and factors for job satisfaction
- Coaching and development of personal career development plan
- Review and appraisal meetings
- Practical Examples

## **6. Project Cycle Management Overview**

- Project identification/formulation
- Participatory Planning
- Stakeholder, problem and objective analysis
- Situation/Objective Analysis
- Project Design Matrix/logical framework
- Project monitoring and evaluation
- Provision of analysis and comment on the existing M&E system of the NIU

## **5. Other related topics that will be benefit to participants.**

The real cases, the current existing project or pipeline projects of NIU, should be used as example of as much as possible.

## **IV. Expected Output**

- Five days training course which covers the content in the section III.
- Course materials
- The training report with recommendations

## **V. Language**

- English or Lao

## **VI. Duration of the assignment**

- 3 days for preparation
- 5 days training from 8-12 February 2010
- 2 day for preparation of training report

## **VII. Qualifications and Experience**

Proven skills and experience in conducting a training on project management as well as monitoring and evaluating development projects. interested companies should provide a technical proposal outlining their qualifications and experience and information about the team to be involved including their CV and references to previous work.

## **VI. Venue of the training**

The workshop will be conducted in Vangvieng, Vientiane Province

The project will be responsible for organizing the training and the travel and accommodation cost for participant.

## **VII. Application Requirements**

1. Technical proposal should consist of the following elements:
  - (i) Companies profile and work experience in relevant area;

- (ii) Provide course agenda, a brief methodology on how they will approach and conduct the training
- 2. Personal CVs of the offered team including past experience in similar project and at least 2 references.
- 3. Financial proposal – with detailed cost breakdown (i.e. consultancy fee, travel cost, stationary, handouts etc.)

### **VIII. Evaluation methodology and criteria:**

Evaluation will be made based on cumulative analysis where a total score is obtained upon the combination of weighted technical and financial attributes.

Technical part will be assessed based on the following criteria:

- a) Companies profile and relevant work experience (maximum points obtainable) - 20
- b) Proposed methodology and compliance with TOR – 50 points
- c) Qualification of offered personal based on CV-30 points

The designated weightings for the technical part – 0.8 and financial proposals 0.2

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal will be selected.