

REQUEST FOR PROPOSALS (RFP)
Reference No: [2023/05]

Title	Consultant for the Development of Training Needs Analysis – Indonesia
RFP Opening Date	15 – SEP – 2023
RFP Closing Date	06 – OCT – 2023

Dear Applicant,

APCOM invites the submission of proposals from individual professionals or firms for a consultancy assignment titled “**Consultant for the Development of Training Needs Analysis – Lao PDR**”.

APCOM works to improve the health and rights of gay men, other men who have sex with men and SOGIESC people across Asia and the Pacific. Based in Bangkok, APCOM is a not-for-profit organisation representing and working with a network of individuals and community-based organisations across 38 countries in Asia and the Pacific.

APCOM has a primary focus on HIV because it is a key health issue for gay men and other men who have sex with men in the region. APCOM also addresses other related health issues for our communities such as sexual health, mental health and drug use.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalisation and exclusion impact on the health outcomes of the communities we serve.

Interested consultants or firms are requested to follow the general information and requirements in response to this RFP. The following are attached to guide the submission processes.

- ATTACHMENT 1 - Proposal Instruction Sheet)PIS(**
- ATTACHMENT 2 - Terms of Reference)TOR(**
- ATTACHMENT 3 – Quality and Cost-Based Selection**
- ATTACHMENT 4 - Technical Proposal Template**
- ATTACHMENT 5 - Financial Proposal Template**

This Invitation Letter is not to be construed in any way as an offer to contract .APCOM reserves the right to accept or reject any Proposal at any time prior to award of the contract, without any obligation to provide any notice, explanation or justification, therefore.

Yours sincerely,
APCOM Secretariat

ATTACHMENT 1. Proposal Instruction Sheet

No.	Instruction for Submission	General Information and Requirements
1	Deadline for Submission of Proposals	Date and Time: 06 October 2023, Monday 6:00 PM, BKK GMT+7 Proposals received after this closing date and time will be rejected.
2	Manners of Submission	All proposals should be in ENGLISH language, and submitted in PDF file. Submission is by EMAIL only.
3	Address for Proposal Submission	Submission of technical proposal and financial proposal must be submitted separately, as follows: Technical Proposal SUBJECT: Technical Proposal RFP Ref No [2023/05] Email to: JoinUs@apcom.org Finance Proposal SUBJECT: Financial Proposal RFP Ref No: [2023/05] Email to: finance@apcom.org
4	Technical Proposal (TP)	Please use the template provided in ATTACHMENT 4. The TP shall not include any financial information.
5	Financial Proposal (FP)	Use the template provided in ATTACHMENT 5. Columns or rows can be added if needed. Use USD Currency in your FP.
6	Clarifications of solicitation documents	Requests for clarifications may be submitted to JoinUs@apcom.org 3 days before the RFP closing date with the Subject: Clarification: RFP Ref No [2023/05]
7	Evaluation	The evaluation of TP and FP is performed using a set of criteria and on the basis of the responsiveness to the Terms of Reference and RFP.
8	Negotiation	Negotiation is allowed with the short-listed applicants only for purposes of adjusting TP and FP to meet the expectations of the Terms of Reference.
9	Award of contract	APCOM will award the contract to consultant/firm who obtains the highest score in the evaluation. The notification of the award will be sent via email.
10	Confidentiality	All communications with regard to this RFP shall be in writing and sent through the address provided above. All communications and information with regard to this RFP and corresponding processes shall be dealt with utmost confidentiality.

ATTACHMENT 2.

TERMS OF REFERENCE

Position	Consultant for the Development of Training Needs Analysis – Lao PDR
Project Name	Connecting Voices for LGBTQI Socio-Economic Inclusion and Human Rights in Asia
Location	Lao PDR
Reports to	Human Rights Literacy and Policy Engagement Officer
Duration of the Contract	10th October to 10th November 2023, inclusive (can be negotiated)

A Project Title

Supporting LGBTQI Rights in Asia: Connecting Voices for LGBTQI Socio Economic Inclusion and Human Rights in Asia

B. Project Description

Connecting Voices for LGBTQI Socio-Economic Inclusion and Human Rights in Asia is a multi-country project which is implemented in Cambodia, Indonesia, Lao PDR, Thailand and the Philippines from March 2022 to December 2024.

This project will support the LGBTQI organizations to strengthen the sustainability and organizational capacities of local, national, and regional LGBTQI organizations in Cambodia, Indonesia, Lao PDR, Thailand, and the Philippines with activities to build skills and knowledge to address identified gaps in areas such as project management, lobbying and advocacy, networking, resource mobilization and human rights and gender equality.

APCOM will implement this project in partnership with five (5) national and ten (10) sub-national country partner organizations, including at least five (5) women-led LGBTQI organizations and/or lesbian, bisexual, and transgender women organizations in Cambodia, Indonesia, Lao PDR, Thailand, and the Philippines; One (1) national partner each; and two (2) sub-national country partner organizations each from the countries mentioned above.

The project is aligned with Global Affairs Canada's development priorities of gender equality which is critical in achieving other priorities; human dignity; and growth that works for everyone. This development priority is further aligned with Canada's commitment to advancing human rights and improving the socio-economic outcomes of LGBTQI people in the region.

Project Ultimate outcome:

This project's ultimate outcome is to have an increased full enjoyment of advancement of gender equality and human rights by lesbian, gay, bisexual, transgender, queer, and intersex persons in Cambodia, Indonesia, Lao PDR, Philippines, and Thailand.

C. Consultancy Background

This project has sub grant components for the national and sub national country partner organizations; three partners (1 national + 2 sub nationals) each from Cambodia, Indonesia, Lao PDR, Thailand, and the Philippines, so in total 15 organizations.

The hired consultant will assess and identify the current knowledge, skills, and abilities of the national and sub national partners organizations in Lao PDR and their staff to develop a training need analysis report.

Specific objectives of consultancy service:

- Gain a deeper understanding and context of the training needs of the 3 LGBTQI + organizations in (1 national + 2 sub nationals) **Lao PDR**.
- Identify critical topics/ areas of the training needs of 3 LGBTQI+ organizations that hinder them from advancing, promoting and advocating for the gender equality and human rights of the LGBTQI+ individuals and communities.
(For example: human rights, SOGIESC, gender equality, gender-based analysis plus (GBA+), project management, concept note/proposal writing, advocacy and lobbying, etc.)
- Document experiences and lessons learned from their previous capacity-building initiatives to be considered when conducting training programs under the project - *Supporting LGBTQI Rights in Asia*.

D. Scope of consultancy service

1. Coordinate with the one national **partner organization** and two sub national partner organizations in **Lao PDR** to develop the framework, methodology and tools for training need assessment and finalize them in consultation with APCOM.
 - a. Interview guide for in-depth interviews (IDIs), key informant interviews (KIIs) and focus group discussions (FGDs);
 - b. Questionnaires (open-ended and closed-ended questions)
 - c. Other tools as appropriate
2. Undertake desk research or review of all necessary documents available at the organizational level to understand the organizational situation and their training needs fully;
 - a. Organizational diagnosis report of the national and sub national partner organizations.
 - b. Training manuals and materials that the national and sub-national partner organizations have already had (including but not limited to project management manual, project monitoring and evaluation manual/guideline, reporting guideline, organizational development guideline, and other documents)
3. Organize and conduct key informant interviews, in-depth interviews, or focus group discussions with the national and sub-national partner organizations in **Lao PDR** and/or concerned stakeholders to gather information about and identify the training needs on critical areas or topics including, but not limited to;
 - a. Human Rights;
 - b. SOGIESC;
 - c. Gender Equality;
 - d. GBA+;
 - e. Project Management;
 - f. Concept note and proposal Writing;
 - g. Advocacy and lobbying;
 - h. Other topics/ areas that hinder the partner organizations to advance the human rights and gender equality of the LGBTQI+ people, as identified in the organizational development diagnosis reports conducted with the partner organizations in **Lao PDR**.
4. Draft the training need analysis report based on the gathered information and analyses;
5. Validate and finalize the training need analysis report(s) with national and sub-national **partner organizations** in **Lao PDR** by incorporating APCOM's feedback.

D. Deliverables

Deliverables	Tasks
<p>Deliverable 1 Inception meeting and inception report with report outline and methodology.</p>	<ul style="list-style-type: none"> • Submit the inception report that contains analytical framework/methodology/approaches, work plan and timeline, initial list of IDI, KII and FGD participants, report outline of the training need analysis report. • Inception meeting with APCOM's GAC team to explain, discuss and clarify the inception report with APCOM's GAC team • Submit the finalized inception report
<p>Deliverable 2 Project-related tools; Interview guide, questionnaires, record analysis, and other tools as appropriate.</p>	<ul style="list-style-type: none"> • Develop data collection tools (detailed list of questions for IDIs and KIIs, topic guide for focused group discussion, questionnaires (open ended and closed ended questions, and other appropriate tools) • Discuss the tools with APCOM's GAC team • Finalize the tools for the training need analysis by incorporate feedback from APCOM's GAC team
<p>Deliverable 3 The first draft of the training need analysis report is based on the desk review and gathered data/ information from IDIs, KII, and/or FGDs.</p>	<ul style="list-style-type: none"> • Conduct desk review • Conduct data collection according to the Deliverable 2 • Submit first draft of well written and comprehensive training need analysis report based on the findings and analyses, including executive summary, suggestions and recommendations for each country and organization to APCOM's GAC team for review • Integrate APCOM's feedbacks into the next draft of the report
<p>Deliverable 4 The second and final draft of the training need analysis report based on validation with one national and two sub-national partner organizations in Lao PDR</p>	<p>Submit second draft of the training need analysis report after validating the data with the national and sub-national country partner organizations in Lao PDR.</p> <ul style="list-style-type: none"> • Meeting with APCOM's GAC team to discuss the second draft of report • Finalize the report by incorporating APCOM's feedback

	<ul style="list-style-type: none"> • Submit the final report
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E. Payment schedule and Milestones

Payment Schedule	Milestones	Tentative Date of Delivery
	Signing of contract	TBD
First payment (25%) TBD	Deliverable 1	TBD
Second payment (25%) TBD	Deliverable 2	TBD
Third payment (25%) TBD	Deliverable 3	TBD
Final payment (25%) TBD	Deliverable 4	TBD

- Each payment will be made after the consultant submits the corresponding deliverable to APCOM Foundation
- Payment will be made through bank transfer based on the schedule of APCOM finance department. Milestones schedules can be negotiated.

F. DURATION

10th October to 10th November 2023 (can be negotiated)

G. QUALIFICATIONS

1. Advanced university degree in development studies, human rights, sociology, anthropology, political science or other field of social science. Years of professional experience will be considered in lieu of an advanced university degree.
2. 3-5 years of professional working experience and providing consultancy in the fields of human rights, gender equality, and LGBTQI+ issues.
3. Demonstrated knowledge and experience in conducting training need assessment or undertook similar projects.
4. Ability to synthesize quantitative and qualitative data to form coherent outputs.
5. Ability to identify creative and practical approaches to overcome challenging situations in the area of capacity building and trainings. Proven networking, organizational, and communication skills.
6. Fluent in English and the partner country's official / national language (s)

Functional/Technical Knowledge

- Excellent written and oral communication skills; fluency in English and local language is a must;
- Demonstrated participatory action research capabilities, preferably published articles;
- Good analysis and interpretation skills for writing reporting;
- Excellent copy-editing skills
- Previous media articles/communications pieces writing experience

F. REPORTING & COMMUNICATION

The successful applicants for this consultancy will work closely with and report to APCOM's Human Rights Literacy and Policy Engagement Officer. Within the duration of this consultancy contract, they should be available to meet and discuss work related to this consultancy as per APCOM's request, and as necessary.

A. Technical Proposal Selection:

- The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria. The weight of Technical Proposal is 80%. Any technical proposal with a score below 65 is rejected, and the financial file will remain unopened at the end of the selection process.
- All sections and content of TP must be in one single document file **not exceeding 12 pages** including Cover Letter and Reference Page. Use 'Page Break' in starting each section.

Technical Proposal Content and Selection Criteria		No. of Pages	% Score
A	Value Statement <i>Indicating why you are the most suitable to carry out the assignment</i>	1 page max.	10%
B	Portfolio <i>The Past and ongoing assignment/project details with results (relevant to the proposed assignment)</i>	1 page max.	10%
C	Approach or methodology <ul style="list-style-type: none"> • Theory to the topic and drawing context • Establishing approach, objectives and expected results (same as mentioned in the ToR) • Content/Topics (agenda) • Plan, methodology, and techniques (adapting adult learning cycle) • Outline for Technical Assistance Plan • Timeline/work plan (with defined milestones) 	5 pages max	30%
D	Quality Assurance and Monitoring <i>Strategy/Steps for quality control and check</i>	1 page max	20%
E	Curriculum Vitae <i>Profile of the consultant/firm (Detail any specialized knowledge that may be applied to the performance of the TOR. Include experiences in the region)</i>	4 pages max	10%
A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 65 %		12 pages maximum	80%

B. Financial Proposal Selection:

- The weight of Financial proposal is 20 %. The criteria listed below is used to evaluate the financial proposal:

Financial Proposal Content and Selection Criteria		% Score
A	Compliance with template and FP requirements	5 %
B	Reasonableness and compatibility of budget lines with TP	5 %
C	Cost-Efficiency or Value for money	10 %
		20 %

C. Quality and Cost-Based Selection

- The Proposals will be ranked according to their Combined Technical and Financial Proposal scores.
- The proposal achieving the highest combined score will be invited for Negotiation and Contract Award.

ATTACHMENT 4. Technical Proposal Template

Important Instructions:

- It is required that submitted proposals use this template. Proposals not using this format will not be considered.
- The Cover Letter should bear the signature of the applicant, or organisational seal if applicant is a firm.
- Please observe the number of pages required per section.
- Technical Proposals shall be submitted in PDF File not more than 12 pages.
- Soft copies or link of previous work :module, guide/manual, workshop reports
- Minimum 3 references)Name, organization, nature of business/association, email address(

Part 1. Covering Letter (1 Page)

[Date of Submission]

APCOM Foundation
48 Soi Udomsuk 13, Bangna-Nua
Bangna, Bangkok, 10260

We, the undersigned, hereby are pleased to submit the Technical Proposal in response to the RFP Reference number)XXX.(

We, the undersigned, declare that we have read and understood the Terms of Reference, evaluation method, sample contract .We at this moment declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification .

We have followed the Proposal Instruction Sheet and accordingly prepared our submission .We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

*Signed :_____]insert date of signing[
Name :_____]insert complete name[
Position:*

Part 2. Technical Proposal (12 pages)

A. VALUE STATEMENT (1 page maximum)

- Indicate why applicant is the most suitable choice.

B. PORTFOLIO (1 page maximum)

- Present most recent and ongoing assignments (most relevant to the RFP) with results

C. APPROACH or METHODOLOGY (5 pages maximum)

- Introduction to assignment's implementation approach
- Goals and objectives
- Proposed approach to produce expected outputs and assignment's objectives
- Proposals are invited to recommend additional content or subject which are deemed necessary

- Proposals are invited to present a template or format which are proven effective in capturing relevant information
- Timeline of the assignment / work plan

D. QUALITY ASSURANCE AND MONITORING (1 page maximum)

- Propose strategy/Steps for quality control and check
- Indicate how to measure success or achievements
- Important submissions

E. CURRICULUM VITAE (4 pages maximum)

- Provide detailed CV/ profile of the consultant/firm highlighting on specialized knowledge that may be applied to the performance of the TOR .
- Include experiences in the region.

Part 3. References (1 Page)

- Minimum 3 references
(Name, organization, nature of business/association, email address)

ATTACHMENT 5 .Financial Proposal Template

Important Instructions:

- The Financial Proposal must be prepared and submitted as a separate PDF file from the TP as indicated in ATTACHMENT 1. Proposal Instruction Sheet .
- The components comprising the total price must provide sufficient detail to allow APCOM to determine compliance of proposal with requirements as per TOR of this RFP .
- Use the most recent daily consultancy rate)attach evidence, recent contract.
- Include airfare round trip)only economy (and daily stay and allowance estimated cost .
- Include any other ground travel or incidentals expected expenses based on your experience.
- Please provide explanation/notes for each line item for clarity during evaluation.
- Include any tax (%)applicable to this assignment as per your country law.

Name:					
Budget Code: GAC23					
Assignment Title: Consultant for the Development of Training Needs Analysis – Lao PDR					
Contract Period:					
Task (as mentioned in the ToR)	Number of days	Daily rate	Amount (USD)	Payment Schedule	Notes
A. Consultancy Fees					
(deliverable 1)	0	0	0	25%	
(deliverable 2)	0	0	0	25%	
(deliverable 3)	0	0	0	25%	
(deliverable 4)	0	0	0	25%	
Sub total			-		
Is there any tax applicable VAT			-		
Total A			-		
B. Operational Cost (If any)					
Airfare					
Living allowance					
Ground transportation					
Visa fees					
Other (specify):					
Sub total			-		
X% VAT			-		
Total B			-		
GRAND TOTAL (A+B)			-		

Signature of Financial Proposal

Signature/Stamp of Entity/Date

Name and position: