

**HUMANITARIAN ACADEMY FOR DEVELOPMENT (HAD)**

**EXPRESSION OF INTEREST FOR ENGLISH, ARABIC, AND TURKISH-SPEAKING SUBJECT MATTER EXPERTS/CONSULTANTS (OTHER LANGUAGES ALSO CONSIDERED)**

**August 2024**

**| TENDER REF : HAD/2024/FWA/001 |**

**INTRODUCTION TO HAD**

**The Humanitarian Academy for Development (HAD)** is a strategic business unit of [Islamic Relief Worldwide](https://www.islamic-relief.org) (IRW), established in 2013 to serve the leadership and development needs of the Islamic Relief (IR) family and the wider NGO sector.

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 ILM, thus giving those who undertake the accredited courses a recognised professional qualification. This adds value and credibility to the training that we provide.

HAD is the learning and leadership development hub of Islamic Relief, the UK’s largest Muslim charity. HAD’s mission is to build and improve the capacity of, 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
* Knowledge Management
* Leadership and Talent Development

We are proud of our experience in humanitarian aid, disaster relief, and development work; orphan sponsorship; and child welfare. We have raised funds for and implemented projects over four decades, and have established operations and fundraising offices in over 40 countries. Additionally, HAD has successfully established creative business relationships with a number of leading UK universities with interest in, and departments leading on, international development such as the University of Oxford, Aston University, Coventry University, Durham University, and Markfield Institute of Higher Education. This positions us as one of the most innovative, unique, and experienced providers in the Islamic development and humanitarian sector.

Our Learning and Development department strives to ensure all Islamic Relief employees have the necessary knowledge, skills, and experience to contribute to their maximum potential. Similarly, its learning and development services are open to practitioners working in relief and development agencies, contributing to global capacity development in the humanitarian and development sectors.

The department provides a wide range of training opportunities including the 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), and Results Based Management (RBM). Our more substantial programmes now form an accredited suite of training for sequential progression through Islamic Relief, known as the ‘Ladder for Success’.  This starts with the Volunteer Leadership Programme, progresses through the Aspiring Managers’ Programme for potential managers and Management Development Programme for middle managers, and culminates in the Leadership Development Programme for IR’s strategic leaders and Governance Development Programme for trustees, CEOs, and Directors.

The Programmes and Business Development department works to strengthen the effectiveness and resilience of LNGOs and CSOs. It designs, develops, and delivers high quality, tailored capacity development programmes to civil society and local non-governmental organisations engaged in multi-sectoral humanitarian interventions in some of the world’s most complex and crisis-affected contexts.

**EXPRESSION OF INTEREST (EOI)**

HAD is establishing a database of technical consultants who are experts in one or more of the subjects detailed below. Successful candidates will be added to HAD’s pool of Subject Matter Experts (SMEs), rendering them eligible for contracting on an as-needed basis. Upon strong performance, some consultants may also sign a two-year framework agreement. More about framework agreements can be found below.

**FRAMEWORK AGREEMENT (FWA)**

*A Framework Agreement (FWA) 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 Agreement. In other words, it sets out terms and conditions for making specific purchases at a set fee. Islamic Relief Worldwide, as the contracting authority, does not guarantee any volume of orders under FWAs as all purchases will be based on the needs and activities of HAD.*

The FWA will set prices for an initial two-year period with the possibility of extension for a further year (maximum three years). Following successful and satisfactory work undertaken, SMEs will be requested to enter into a Framework Agreement with HAD. The selected SMEs will be required to work in various locations (abroad, mainly in the MENA region) depending on urgency and requirements at the time.

As such, HAD invites both national and international qualified firms and consultants (collectively ‘applicants’) to express their interest in **one or more** of the following subject matter categories:

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot #** | **Category** | **Topics** | **Language and Modality (please tick the box(es) for the category(ies) you wish to be considered for)** |
| **1** | Training Services | * Design and development of high-quality training material
* Training Needs Assessments (TNA)
* Development Needs Assessment (DNA)
* Organisational Capacity Assessment (OCA)
* Tailored Capacity Development Plans
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **2** | Leadership & Management | * Leadership
* Management
* Governance
* Strategic Planning
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **3** | Organisational Development | * Fundraising
* Advocacy
* Negotiation Skills
* Marketing
* Media & External Relations
* Networking & Partnerships
* Financial Sustainability
* Change Management/Culture Change
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **4** | Project Management | * Project DPro
* MEAL DPro
* FMD Pro
* Program DPro
* Logical Framework
* Risk Management
* Proposal Writing
* Report Writing
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **5** | Monitoring and Evaluation | * Third party monitoring
* Evaluations and Assessments
* Specific related themes e.g., data analysis, data collection tool design
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **6** | Finance | * Finance for Non-Finance Managers
* Financial Auditing
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **7** | HR, Administration & Procurement Systems | * Human Resources
* Recruitment
* Supply Chain & Logistics
* Data Protection
* Safety & Security in the Field
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **8** | Personal Effectiveness | * Time Management
* Stress Management
* Interpersonal & Communication Skills
* Presentation Skills
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **9** | IT Skills | * IT Training (MS Office)
* Power BI
* Cyber Security
* Data analysis software (SPSS, NVivo, MAXQDA etc.)
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **10** | Programme Quality & Accountability | * Core Humanitarian Standard (CHS)
* Accountability to Affected Populations (AAP)
* Sphere
* Humanitarian Standards Partnership (e.g. CPMS, HIS, MISMA, MSCM, INEE, LEGS, MERS, SEADS)
* Humanitarian Coordination
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **11** | Technical Sector Specialists | * Food Security & Livelihoods
* Agriculture & Livestock
* Nutrition
* Health
* WASH
* Shelter
* Education
* Business Skills & Entrepreneurship
* Cash & Voucher Assistance
* Protection & Inclusion
* Safeguarding & Gender-Based Violence (GBV)
* Conflict Resolution
* Peacebuilding
* Human Rights & International Humanitarian Law
* Camp Coordination & Camp Management (CCCM)
* Mental Health & Psychosocial Support (MHPSS)
* Climate Change Adaptation (CCA)
* Disaster Risk Reduction and Disaster Risk Management (DRR/DRM)
* Anticipatory Action
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |
| **12** | Training Delivery | * Train-the-Trainer
* Coaching & Mentoring
 | English ☐ Arabic ☐ Turkish ☐ Other languages (please specify):Remote delivery ☐Face-to-face delivery ☐ |

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

The offers received will be assessed according to the specific experience and credibility demonstrated by the applicants in the category or categories for which they have applied. Applicants must be sympathetic to the values and mission of Islamic Relief.

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

**SELECTION CRITERIA**

**Evaluation Criteria**

|  |
| --- |
| **Essential Criteria** |
| Applicant provides documentation to prove that they are legally registered  | **YES/NO** ***A “NO” will result in immediate disqualification.*** |
| Applicant’s confirmation of compliance with the attached Guidelines | **YES/NO*****A “NO” will result in immediate disqualification.*** |
| **Preferred Criteria** | **Total Points (Overall Total: 85)** |
| Applicant skills and experience | 35 |
| Competitive price  | 25 |
| Applicant provides satisfactory client references  | 25 |
| **Desirable Criteria** | **Total Points (Overall Total: 15)** |
| Applicant’s flexibility and adaptability (including willingness to deploy at short notice to complex and challenging environments)  | 7  |
| Applicant demonstrates unique selling points and additional benefits or services that are of value to HAD  | 8 |

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

* Identification and analysis of learning and development needs
* Design and development of high-quality training materials and bespoke programmes/solutions to meet needs
* Ability to deliver dynamic learning and development (L&D) solutions/interventions
* Validation and evaluation skills and use of appropriate technical/pedagogical methodologies
* Proven analytical and problem-solving abilities
* Strong attention to detail
* Ability 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 Turkish.

The application will be assessed based on the following criteria:

| **Lot** | **Selection criteria** |
| --- | --- |
| 1. **Training Services**
 | * High level of expertise in, and understanding of the process of, training design and development
* Extensive experience designing high-quality, engaging training materials
* Extensive experience conducting training, development, and organisational assessments and producing assessment reports
* Extensive experience developing tailored capacity building plans
* Track record of satisfactorily fulfilling similar consultancies
 |
| 1. **Leadership and Management (including female leadership)**
 | * High level of expertise and experience in this area
* Proven record of delivery in this area (globally)
* Delivered to senior executive staff, directors, and/or trustees
* Membership of relevant institute or professional body
 |
| 1. **Organisational Development**
 | * High level of expertise in the themes aforementioned under this area (fundraising, advocacy, negotiation skills etc.)
* Track record of satisfactory training delivery in this area
 |
| 1. **Project Management**
 | * Relevant training (preferably with qualification) that explicitly covers project management areas
* Track record of satisfactory training delivery in this area
* Relevant humanitarian practitioner is an advantage
 |
| 1. **Monitoring and evaluation**
 | * Track record of satisfactory training delivery in this area
* Relevant experience conducting monitoring and evaluation assignments in the humanitarian/development sector
* Strong understanding of methodology and data collection tool design
 |
| 1. **Finance**
 | * Relevant training (preferably with qualification) that explicitly covers this area
* Track record of satisfactory training delivery
 |
| 1. **HR, Administration, and Procurement Systems**
 | * Relevant training that covers this area
* Track record of satisfactory training delivery in this area
* Relevant humanitarian practitioner an advantage
 |
| 1. **Personal Effectiveness**
 | * Relevant training that covers this area
* Track record of satisfactory training delivery in this area
* Relevant humanitarian practitioner an advantage; ability to relate soft skills to sector highly desirable
 |
| 1. **IT Skills**
 | * Relevant training (preferably with qualification) that explicitly covers the areas/skills/programmes outlined under this area
* Track record of satisfactory training delivery
 |
| 1. **Programme Quality and Accountability**
 | * Thorough knowledge of relevant quality standards
* Relevant training that covers this area
* Track record of satisfactory training delivery in this area
* Relevant humanitarian practitioner highly desirable
 |
| 1. **Technical Sector Specialists**
 | * Relevant training (preferably with qualification) that explicitly covers training delivery
* Track record of satisfactory training delivery
* Relevant humanitarian practitioner is an advantage
 |
| 1. **Training Delivery**
 | * Relevant training (preferably with qualification)
* Membership of relevant institute or professional body
* Relevant professional practitioner track record
* Track record of satisfactorily fulfilling similar consultancies
 |

Applicants will need to demonstrate respect and credibility within HAD’s scope of work and clearly demonstrate the competencies outlined above. Credible references must also be provided. The information provided will be used to assess applicants’ suitability to register on the database. Applicants will be shortlisted by an evaluation committee for interview and 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 applications are required to be submitted **by 5.00pm (UK time) on Friday 20th September 2024** electronically to *uk.tendering@irworldwide.org*

For any issues relating to the tender or its contents, please email *uk.tendering@irworldwide.org*

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

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue Tender Notice  | 27th Aug 2024 |
| Return of tenders (the closing date)  | 20th Sep 2024 |
| Tender opening by the Committee  | Sep 2024 |
| **Selection - Stage One (shortlisting):*** Assessment of CV, supporting documents, and track record
* Assessment of sample of relevant work
 | Oct-Nov 2024 |
| **Selection - Stage Two (face-to-face or MS Teams interview)** * Assessment of relevant experience according to position applied for
* Assessment of linguistic requirements
* Reference checks (we may contact some of your previous clients)
 | Oct-Nov 2024 |

**Appendix 1 – EXPRESSION OF INTEREST FORM**

**1. ADMINISTRATIVE INFORMATION**

|  |  |
| --- | --- |
| 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 |  |
| 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 relevant box) | **☐** Limited liability company**☐** Partnership | **☐** Self-employed**☐** Other (specify): |
| VAT/ Tax Registration Number  |  |
| Director(s’) name(s) and title(s) and any other key personnel  |  |
| Name(s) of any other persons/organisations (except the tenderer) who will benefit from this contract |  |
| Full legal name of parent company (if any) |  |
| 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 an additional table as per the ‘contact details’ section | **☐** Yes **☐** No |
| Area of expertise (please state clearly and fully all areas of expertise and delivery you can offer HAD) |  |
|  | **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. APPLICANT PROFILE**

Please provide brief CV(s) (2 pages max.) and a narrative of the applicant’s experience in the category or categories applied for. If the applicant is a company, CVs should be provided for a selection of key trainers working for the company. CVs should include:

* Educational qualifications
* Relevant work experience
* Skills and competencies

**3. REFERENCES FROM CLIENTS**

Please provide **at least two** written references from your previous clients **(references must be no more than three years old)**. If you have reference 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 DOCUMENTS**

**The following supporting documents should be provided by the applicant to enable us to assess your application:**

Sample of relevant work completed within the last three years e.g. video of applicants delivering a training, sample learning materials, consultancy report…

**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** | **6 to 15 days work** | **16 to 30 days work** | **31+ days work** |
| Currency: GBP | Currency: GBP  | Currency: GBP |  |
| Daily rate:  | Daily rate:  | Daily rate:  |  |

**7. SUBMISSION CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTION** | **DONE** | **COMMENTS** |
| **1** | Tick the box(es) for the categories you wish to be considered for (pages 3 to 6 of the TOR) | **☐** |  |
| **2** | Appendix 1: Administrative Information | **☐** |  |
| **3** | Appendix 1: Applicant Profile (CV(s) and narrative) | **☐** |  |
| **4** | Appendix 1: References from Clients | **☐** |  |
| **5** | Appendix 1: Supporting Documents | **☐** |  |
| **6** | Appendix 1: Certifications | **☐** |  |
| **7** | Appendix 1: Fees | **☐** |  |