﻿﻿**﻿Request for Proposal**

**Capacity Building on Public Speaking/Communications**

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| **Nature of assignment** | Consultancy service (firm/company) |
| **Duration** | March-June 2025 |
| **Location** | Selected training location |
| **Published Date** | 14 February 2025 |
| **End date for RFP submission** | 23 February 2025 |

**1. Background**

Habitat for Humanity International Nepal (Habitat Nepal) is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. In Nepal, we address housing needs of families in need of decent, affordable housing through our partnership with homeowners, duty bearers, civil society, financial institutions, academia, and relevant stakeholders. The organization serves marginalized families and communities, by promoting greener, affordable, and disaster-resilient solutions and technologies for safe housing construction, advocating for land tenure security and joint land titles, and empowering communities at the risk of climate related disasters to apply local knowledge and practices for nature-based solutions. Through decent and adequate housing, we support families build strength, stability, and self-reliance.

**2. Objectives of Capacity Building Training for Staff**

Habitat Nepal is seeking to engage a professional training company to conduct a capacity building program focused on improving public speaking skills for its staff. The objective of the training is to enhance employees’ ability to communicate effectively and persuasively, and engage diverse audiences in professional settings through articulate, appropriate and measured communication.

Through this notice we invite firms/ companies who have experience in this area and can support teams to improve their public speaking and communication skills.

**3. Scope of work**

* Designing and delivering a tailored training program covering public speaking, professional communication and presentation skills.
* Conduct pre-training assessment to identify staff training needs
* Delivering a two-three days interactive group training session
* Providing one-on-one coaching on a need basis
* Offering hands-on exercises and real-life simulation activities
* Offering personalized feedback and recommendations for improvement
* Conduct post-training assessments to evaluate the impact and effectiveness of the training
* Prepare the report of the training with pre and post training assessments

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| **Activities** |
| 1. Organize planning meeting with Habitat Nepal Program Director and Sr. Manager- RD& Comms 2. Pre-Assessment to identify staff needs 3. A detailed training agenda and curriculum 4. Training materials (hand-outs, presentations) 5. Facilitation and delivery of the 2-3 days capacity building training 6. One-on-One coaching on needs basis 7. Pre and Post assessment reports 8. A Final report summarizing training outcomes and recommendations |

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| **Broad level activities** | **Timeline** |
| Capacity building training | TBC (1st week of April) |
| Request for proposal submission timeline | 23 February 2025 |
| Applications review & shortlisting | By 3 March February 2025 |
| Interviews of shortlisted companies | By 5 March 2025 |
| Selection of company, notify company and contract award | By 7 March 2025 |

**4. Proposal submission methodology**

**Interested companies must submit their technical proposal initially.**

Interested firms/companies shall submit a technical proposal that must include:

* An expression of interest letter that clearly states their interest in and suitability for the role (1-2 pages).
* Detailed design and activities along with the implementation approaches.
* Copies of Curriculum Vitae (CV) of the trainers proposed for this cohort
* A copy of firm/company registration certificate.
* A copy of VAT registration certificate.
* A copy of tax clearance certificate of most recent fiscal year.

**5. Active Support of HFHI Values**

1. Humility – We are part of something bigger than ourselves.
2. Courage – We do what’s right, even when it is difficult or unpopular.
3. Accountability – We take personal responsibility for HFHI’s mission.

**6. Ethical Protocols**

In accordance with its foundational mission principles, HFHI is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve.

We require that all staff and representatives (consultants, contractors, vendors/suppliers, interns, volunteers, agents, and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment, and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work.

Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of HFHI’s code of conduct.

Throughout the assignment engagements, the consultants are expected to adhere to HFHI’s code of conduct including the safeguarding policy ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved.

**7. Confidentiality**

Confidentiality of Information: All documents and data collected will be treated as confidential and used solely to facilitate analysis.

**8. Instructions to Submit the Proposal**

Interested and qualified companies should submit their technical proposal at [**procurement@habitatnepal.org**](http://habitatnepal.org/) with subject **“RFP for Capacity Building Training”**

**Application deadline: Sunday, 23 February 2025**

**Proposals not meeting this requirement will not be considered.**

**Only shortlisted applicants will be contacted for the submission of financial proposal.**