



**REQUEST FOR PROPOSAL (RFP)**

<b>A. RFP no. and Date:</b>	<b>013/2015 – July 27, 2015</b>
<b>B. Subject:</b>	<b>Purchase of Training Courses for ARTC</b>
<b>C. Issuing Office/Section:</b>	<b>USAID RDMA, Executive Office 25<sup>th</sup> Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</b>
<b>D. Closing date for receipt of proposals:</b>	<b>August 7, 2015 – (5pm, Bangkok Time)</b>
<b>E. Type of Award:</b>	<b>Fixed Price – Purchase Order</b>
<b>F. Basis for Award:</b>	<b>Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)</b>

**Description of Requirements**

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit technical and cost proposal of the services specified below. This is to support the operation of Asia Regional Training Center (ARTC), USAID Regional Development Mission Asia in Bangkok Thailand.

Questions regarding this Request for Proposal (RFP) and proposal submission must be via email only to [spoomtong@usaid.gov](mailto:spoomtong@usaid.gov) by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal.

## **Negotiation and Presentation Skills Training — FY 2016**

### **Scope of Work**

#### **I. Introduction**

The U. S. Agency for International Development (USAID) in Bangkok, Thailand plans to offer the following “soft skill” training courses:

1. Briefing and Presentation Skills, on/about August 22-24, 2016
2. Negotiation Skills, on/about August 25-26, 2016

Each class will consist of approximately 25 participants from USAID missions located in countries in throughout the Asia region and possibly beyond, including Locally-employed staff (LES), Third Country Nationals (TCN) and American staff. The training venue will be provided by USAID.

#### **II. Background**

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential. In the past few years, USAID has recruited and deployed additional staff, increasing its workforce dramatically and quickly. The Regional Development Mission for Asia (RDMA) in Bangkok serves as a knowledge management platform that works closely with Washington headquarters to provide thought leadership for USAID programs throughout the Asia region and manages the Asia Regional Training Center (ARTC). ARTC is a dedicated training facility to deliver skills-building and specialized technical training to USAID staff.

USAID has a very diverse, global workforce with many employees having less than five years of USAID experience, and nearly half as many eligible for retirement. USAID is dedicated to strengthening its workforce by mentoring and empowering staff, and placing emphasis on the transfer of experience and knowledge. The training outlined here is to better prepare tomorrow’s leaders.

It is our intent to heighten employee performance and strengthen Agency capacity to manage assistance programs through offering two “soft skills” training courses: Briefing & Presentation Skills and Negotiation Skills.

#### **III. Services Required**

##### **A. Approach**

Training must incorporate teaching methodologies that take into account different learning styles and diverse team dynamics.

The training shall incorporate the following principles:

- Highly participatory, interactive and experiential for all participants
- Incorporates current and best practices in self-development
- Takes into account/allows for adapting to USAID's organizational culture
- Facilitates personalization/unique experiences for participants, and
- Sets the stage for ongoing self-development, providing forward-looking opportunity for skills, behaviors and supportive systems to continue to improve well after the training is completed.

**Core content to be included in the training courses:**

- **Briefing and Presentation Skills**

The training course should provide employees at all levels with techniques and methods to improve the quality and impact of their briefings and presentations. The training should be highly interactive and include practice presentation sessions, practical exercises, and individual coaching and feedback sessions. All participants should improve their ability to plan and deliver a presentation. This training should consist of not less than three (3) days classroom work focused on learning essential presentation and briefing skills. The training should help participants:

- Become more comfortable with public speaking
- Gain and retain the interest of the audience
- Structure and organize information
- Effectively use visual aids
- Prepare for question-and-answer sessions
- Develop a personal delivery style
- Communicate clearly and effectively
- Accept and utilize feedback

- **Negotiation Skills**

Negotiation skills training should provide supervisors, team leaders and project managers at all levels with the skills and approaches that are key to the negotiation process. All participants should gain information and understand the methods used to increase effectiveness and find solutions. This training should consist of not less than two (2) days classroom work focused on learning core negotiation skills. The training should help participants:

- Negotiate agreements in a positive manner and maintain relationships
- Understand negotiation styles and techniques
- Manage discussions
- Work to overcome objections and maintain positive relations
- Defuse the escalation of conflict
- Achieve results

## **B. Deliverables**

1) The contractor will deliver two consecutive courses on Briefing and Presentation Skills and Negotiation Skills for up to 25 participants, lasting a total of one work-week. Any purchase and delivery of books and other printed training material to Thailand are the responsibility of the contractor, and must be included in the cost proposal. USAID/ARTC will provide the training venue, and access to laptops and projector(s) for presentations.

2) A training evaluation survey completed by course participants (after each course), with summarized metrics, will be provided to the ARTC Training Coordinator within three weeks of completion of the second training. This information will be used as feedback for similar future events that we may wish to undertake.

## **IV. Proposal Instructions**

### **A) Technical Proposal (for each course)**

The offeror shall include in the technical portion of the quotation:

- A brief summary of the topic and learning objective (maximum 1 page)
- A draft agenda for each of the courses (maximum 2 pages)
- Demonstrated past experience delivering (within the past three years) similar training to an overseas US Government audience (culturally and generationally diverse) with three references (names and email addresses) (maximum 2 pages)
- Resume of proposed instructor(s) that describes expertise conducting similar training (maximum 2 pages); the scope of each course requires one instructor only.

### **B) Price Proposal (for each course)**

**Total fixed price quotation** - be sure to consider all costs associated with the delivery of each of these training courses including, but not limited to, preparation of course materials, preparation of course survey, delivery of course, airfare, lodging accommodations, meals and incidentals, local transportation, and transport of training materials by express courier. Do not include the cost of the training venue, and cost for access to laptops and projector(s) for presentations in your quotation.

The USAID Contracting Officer will select the successful contractor using a Best Value approach, both technical and price factors included. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offeror to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.