

### Request for Quotation (RFQ)

Solicitation Title:	Training and Mentoring, Combatting Trafficking in Persons Consultant
Proposal submission due:	Proposal (in English) must be e-mailed to <a href="mailto:ProcurementVietnam@fhi360.org">ProcurementVietnam@fhi360.org</a> by <b>5 PM 31<sup>st</sup> August 2022</b> , with subject line "Training and Mentoring, Combatting Trafficking in Persons Consultant"
Questions due:	August 29 at 5pm to Ms. Van at her email: <a href="mailto:ntvan@fhi360.org">ntvan@fhi360.org</a>
Approximate Date Consultant Contract Issued to Successful Candidate(s):	10 September 2022

#### **Background**

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

**FHI 360 is the prime implementer of the global Meeting Targets and Maintaining Epidemic Control (EpiC) project** funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID). **EpiC Vietnam's goal is to deliver efficient, affordable, results-based technical assistance and direct services** while closing remaining gaps in Vietnam's efforts to meet HIV epidemic control targets, combat trafficking in persons (CTIP), and address emerging needs associated with the COVID-19 pandemic. **EpiC is currently seeking a qualified vendor to support frontline workers in provinces, districts, and communes to provide quality trauma informed care and case management for victims of human trafficking.**

#### **Scope of Work**

The successful consultant will work alongside the CTIP team to use existing training content on trauma-informed care and case management to train various stakeholders in the victim support process. The consultant will also work with trainees to develop individualized action plans and support them to implement their plans through mentoring and coaching. Training will provide to police, border guards, social workers, members of women's unions, provincial and district officials, and other individuals involved in victim support in six provinces, grouped into two trainings.

#### *Project Support*

- Familiarize self with EpiC's CTIP project including both policy and training aims; read and understand all deliverables developed to date

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- Participate in three meetings with EpiC staff and government counterparts to prepare for training and evaluate training success

*Training Implementation*

- Deliver select content (case management and trauma-informed care) as part of a three-day training in Lao Cai and Tay Ninh provinces
- Develop a mentoring plan for 10 central and local level champions who can serve as co-trainers in follow-up trainings
- Conduct post-training mentoring in two selected provinces for central and local level champions to entrench their knowledge and training skills via in-person group level sessions
- Facilitate two follow-up training courses in two selected provinces
- Provide one-on-one coaching to refine and implement individual action plans for 10 champions

*Adapt Materials*

- Develop a comprehensive set of recommendations to improve training materials based on lessons learned from pilot training in partnership with CTIP team

**Deliverables (from September – 30 May 2023)**

<b>Deliverables</b>	<b>Due Date</b>
Documented set of questions for clarification following CTIP document review	September 10, 2022
Participate in three internal and external stakeholder meetings to plan, prepare, and debrief the training	September 15, 2022 December 31, 2022 May 31, 2023
Support a three-day training in Tay Ninh including leading 6 hours of content on trauma-informed care and case management	October 15, 2022
Support a three-day training in Lao Cai including leading 6 hours of facilitation on content on trauma-informed care and case management	December 31, 2022
Mentoring reports for 4 post-training mentoring sessions	February 28, 2023
Deliver one two-day follow-up training alongside the champions in Tay Ninh	February 28, 2023
Deliver one two-day follow-up training alongside the champions in Lao Cai	March 31, 2023
Updated individual action plans for 10 champions based on consultant feedback and participant updates	March 31, 2023
Comprehensive feedback on training materials including brochure, videos, presentations, and training guide based on training, mentoring, and coaching experiences	May 31, 2023

**INSTRUCTION TO BIDDERS**

FHI 360 is requesting quotations from qualified vendors registered for business in Vietnam. Individual consultants or groups of consultants may also apply. Bidders must submit to FHI 360 the materials detailed below.

**Interested parties must submit the** required documentation:

Technical proposal (company profile, business registration, similar contracts, and timeline):

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1. A brief organizational capability statement that includes general information/background of the vendor including relevant qualifications and experience among staff. CVs for all experts engaged must be enclosed.
2. Statement of availability to complete deliverables on time as described above.

Financial proposal:

3. Budget proposal should be in VND for the required services, by deliverable period broken down by days of effort, and other costs. The submitted budget should be valid for 30 days from the date of submission to allow adequate time for organizational approval.

**CRITERIA FOR EVALUATION**

Each proposal will be reviewed by an evaluation panel using the following criteria:

- ✓ Technical competency in trauma informed care and case management: 40%
- ✓ Ability to complete the work (timeline): 20%
- ✓ Similar working experience: 20%
- ✓ Price: 20%

As an email with attachments may take some time to reach our designated mailbox (mentioned above), we advise all bidders to email us your proposal well before the submission deadline. Any proposals received after the submission deadline may not be accepted and shall be considered non-responsive.

A purchase order may be awarded in VND to the responsive vendor whose quote will be evaluated as most advantageous to FHI 360 and technically accepted. Only shortlisted bidders will be contacted.

**FHI 360 Disclaimers**

- FHI 360 may perform a background check on any selected vendor.
- FHI 360 may cancel the solicitation and not award.
- FHI 360 may reject any or all responses received.
- Issuance of the solicitation does not constitute an award commitment by FHI 360.
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions.
- FHI 360 will not compensate any offeror for responding to solicitation.
- FHI 360 reserves the right to issue an award based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI 360 has the right to issue amendments to the RFQ at any time.