

CALL FOR QUOTATIONS
FOR DELIVERING FOUR
4-DAYS WORKSHOPS
IN RWANDA

CODE-NUMBER
MYP/RW037/2014/0001

VVOB
www.vvob.be
www.vvobranda.org

Boulevard de l'Umuganda 1
Kacyiru
KIGALI
RWANDA

NEGOTIATION PROCEDURE WITH RESTRICTED NOTIFICATION

DEADLINE FOR SUBMITTING QUOTATIONS

**Applications ought to be sent by E-mail to Hans.Zult@vvob.be
The latest on March 30-2014 at 20:00 PM Rwandan Time**

I. GENERAL PROVISIONS

I.1. TENDERING ORGANIZATION

1. This Call for Quotations is issued by VVOB duly represented by Mr **Gerrit STASSYNS**, VVOB Programme Manager in Rwanda :
2. The Call shall be followed up by Mr **Hans ZULT**, VVOB Rwanda Programme Advisor School Leadership & Management

Address: REB-TDM Building, office 113

Telephone: +250 (0)78 4979 937

All correspondence with regard to this call should be sent to:

Hans.Zult@vvob.be

I.2. DESCRIPTION OF THE CALL

The quality of school leadership is, immediately after the quality of teachers, the second most influential school related factor impacting pupils' learning achievement.

Learning from your peers can be a very powerful way to improve your performance. However, to learn in a structural setting from one's peers, a number of conditions should be met.

In the framework of REB/VVOB's multiyear program 2014-2016 'Learning Outcomes in Primary Education' one of the interventions will focus on the establishment of 30 Professional Learning Networks (PLNs) at Sector level (one per District). The Sector Educational Officers will give guidance to a PLN of School Leaders of their Sector. Purpose of the intervention is to improve the quality of school leadership by systematic peer to peer learning in a structural setting.

PLN meetings will be organized for the program period on a bimonthly basis and will be complemented with peer reviews within the Sector. SEO's will be visited while providing PLN meetings and given feedback and support by the staff of REB's School Leadership & Management Unit and VVOB.

Training SEO's

In order to capacitate SEO's to lead PLNs they will receive a training consisting of four 4-day workshops, spread over the first program year in which at least the following topics will be addressed:

- Standards of Effective School Leadership
 - o Domains or Dimensions and indicators
- Key enablers of Professional Learning Networks:
 - o Purpose and focus;
 - o Collective inquiry: questioning the status quo and reflecting;
 - o Formal and informal leadership;
 - o Result orientation.
- Coaching & Intervention: methods and skills.

As an outcome of the training

- SEO's are competent to organize and lead PLNs of Head Teachers focusing on improving their school leaders competences by peer to peer learning in a PLN setting;
- SEO's know up to date theory of effective school leadership, the functioning of PLNs and the art of coaching;
- SEO's have the skills to put theory into practice and demonstrate the attitude needed to lead PLNs at Sector level;
- A training manual containing content and methods used is available.

The training will be conducted by an 'external expert trainer' in close cooperation with the staff from the School Leadership and Management Unit (SLMU) under the Teacher Development and Management Department (TDM) of the Rwanda Education Board (REB) and VVOB.

I.3. AWARDING PROCEDURE

This Call will be awarded on the basis of a negotiation procedure with restricted notification.

I.4. APPLICABLE LEGAL PROVISIONS

The awarded contract may be terminated immediately and without term of notice or compensation by either party by means of a registered letter, in case of serious failure to comply with the contract by either party.

II. ADMINISTRATIVE & QUALITATIVE REQUIREMENTS

II.1 ADMINISTRATIVE REQUIREMENTS

Attached to the bid the applicant will provide an official attestation of his/her national registration as a private consultant or representative of a private company.

II.2 QUALITATIVE REQUIREMENTS

To be eligible

- The trainer must be experienced for at least five years in providing training in Africa. Experience in Rwanda is an asset;
- The trainer must be experienced in providing training sessions to professionals with a leading role in the education system;
- The trainer must have demonstrated knowledge of the education system in Rwanda.
- An updated CV of the trainer is to be attached to the application.

III. DEADLINE FOR SUBMITTING QUOTATIONS

Quotations are sent to the following e-mail address: Hans.Zult@vvob.be
Deadline is set for March 30-2014 at 20:00 PM Rwandan Time

IV. PROPOSAL AND PRICE SETTING

VVOB /REB are inviting bidders to come up with a proposal containing at least:

- An outline of the design and content of the workshops
- Expectations on how cooperation with the staff from SLMU and VVOB can be elaborated and used in conducting the workshops
- Conditions to be met for an 'appropriate' venue

In addition the bidder will introduce a detailed financial proposal covering all costs of the preparation and the execution of the four workshops.

Note: if the trainer includes in his/her proposal one or more assistants in the training, then the CV's of the latter should be included in the Application as well.

V. AWARD CRITERIA & SCORING

V.1. AWARD CRITERIA

The calls for quotation will be assessed on the basis of the following criteria:

- A) Is the supplier having the necessary expertise to train Sector Education Officers on an academic level in the following subjects (see I.1):
 - Standards of Effective School Leadership in the East African context
 - Key enablers of Professional Learning Networks
 - Coaching & Intervention: methods and skills.
- B) Is the supplier able to conduct the desired workshop within the proposed time schedule;
- C) The proposed global budget for the workshop (including travel costs to and from Kigali, Rwanda, not including the Venue and daily living costs and not exceeding € 6.000 Euro per workshop.

V.2. SCORING METHOD

	CRITERION	insufficient	sufficient	good	excellent	weight	points
		0	1	2	3		
1	The offered content of the workshop is relevant for the described demand					5	
2	The supplier/trainer is experienced in pedagogical training at an academic level. Specialized centre liaised to university = excellent University = good Higher Learning Institute = sufficient Not liaised to university or HLI = insufficient					5	
3	The supplier/trainer has knowledge of and/or training experience in the East African Context Experience in Rwanda = excellent Experience in other countries EAC = good Experience in other African country = sufficient No experience in African context = insufficient					3	
4	The supplier/trainer has training experience in School Management and Leadership, Professional Learning Networks and Coaching & Intervention e > 8 years = excellent e > 6 years = good e > 4 years = sufficient e > 2 years = insufficient					3	
5	The overall experience of the individual trainer is relevant for the assignment (CV)					3	
6	The supplier is able to conduct the desired workshop within the preferred time schedule					3	
7	The price offered for the total of the workshop, including travel costs to and from Kigali, Rwanda (and not including the Venue and daily living costs), does not extend the boundaries of the available budget (i.e. 4 x 6000 €) The price of the maximum five suppliers will be compared, the cheapest gets 'excellent', etc. Prices higher than the available budget get no score.					1	
	GRAND TOTAL						

VI. DURATION AND PLANNING OF THE ASSIGNMENT

The Four Workshops ought to take place between May 1ST 2014 and 31 December 2014.

Each Workshop will be attended by 30 Sector Education Officers and will last 4 days.

VII. SUPERVISION OF THE EXECUTION OF THE ASSIGNMENT

The assignment shall be followed up technically and administratively by Mr **Hans ZULT**, VVOB Rwanda Programme Advisor School Leadership & Management, and this until the final delivery.

VIII. METHOD OF PAYMENT

The performance fees will be paid by means of a bank transfer into the bank account opened in the name of the service provider

A maximum of 30% of the agreed performance fees can be paid in advance, upon request.

IX. INFORMATION AND CONFIDENTIALITY

-The service provider undertakes for the duration of this contract to grant VVOB immediate and free access to any documents, in written, printed, electronic, or magnetic form, in his possession, that may contain information with respect to the assignment.

Upon termination of this contract, the service provider shall immediately and on his own initiative return to VVOB any documents, in written, printed, electronic, or magnetic form, in his possession, that may contain information with respect to the assignment.

-The service provider undertakes, both during the term of this contract and after termination thereof, not to disclose to any third parties and not to use to his own benefit or to the benefit of any third party, any confidential information with respect to VVOB that the service provider may have acquired or that may have been communicated to the latter during the term of this contract.

X. ADDITIONAL INFORMATION:

For any additional information do contact Mr. **Hans Zult** VVOB Rwanda Programme Advisor School Leadership & Management

Either by telephone +250 (0)78 4979 937

Or by E-mail at Hans.Zult@vvob.be