

IID-9-2024-Providing Training (Just Companies Will be Accept)

Iraqi Institution for Development (IID) – Call for Training Company Proposals

Tender Title: Capacity-Building Workshops for Front-Line Staff on Program Communication, Psychosocial Support (PSS), and Mental Health and Psychosocial Support (MHPSS) - mhGAP

Locations: Erbil or Mosul, Iraq (Separate proposals for each location)

Duration: 3 Days per Workshop (Total of 9 training days)

Type: Short-term Contract

Deadline for Application: 17/11/2024- 9:00 am

The Company Should be Provide All Mentioned Training.

Background

The Iraqi Institution for Development (IID) is dedicated to enhancing the skills and effectiveness of its front-line staff and partners to better support Iraqi communities, especially returnees and vulnerable populations. IID seeks a qualified Training Company to conduct three specialized capacity-building workshops. Each workshop is focused on distinct but complementary skills essential for effective field operations, particularly in Program Communication, Psychosocial Support (PSS), and MHPSS using WHO's mhGAP guidelines.

This tender combines the requirements for the following workshops:

1. **Program Communication and Capacity Building for Front-Line Staff**
2. **Psychosocial Support (PSS) Capacity-Building Workshop**
3. **MHPSS-mhGAP Capacity Building Workshop**

Each workshop will span three days, with separate but complementary training content aimed at developing comprehensive, practical skills among IID's front-line staff.

Workshop Details

Workshop 1: Program Communication and Capacity Building for Front-Line Staff

Objective: Enhance front-line staff's communication, reporting, data management, and basic operational skills to improve program delivery and interaction with stakeholders.

Training Schedule:

- **Day 1:** Program Communication and M&E Basics
 - **Morning:** Introduction, active listening, clarity in communication, and team strategies.
 - **Afternoon:** Key M&E concepts, data collection, and tracking progress.
- **Day 2:** Data Management and Reporting
 - **Morning:** Data entry and management, basic data analysis.
 - **Afternoon:** Report drafting for various stakeholders (weekly, monthly, government compliance, and official correspondence).
- **Day 3:** Professional Communication and Operational Overviews
 - **Morning:** Email etiquette and follow-up best practices.
 - **Afternoon:** Basic finance, logistics, HR overview, including Purchase Requests (PRs) and inventory management.
 - **Wrap-Up:** Summary, Q&A, and tools for continued development.

Workshop 2: Psychosocial Support (PSS) Capacity-Building Workshop

Objective: Develop skills for front-line staff to provide high-quality PSS interventions for vulnerable populations, with an emphasis on group and individual support techniques.

Training Schedule:

- **Day 1:** Introduction to PSS Principles and Group Interventions

- **Morning:** Overview of workshop goals and IID's mission alignment.
- **Afternoon:** Core PSS principles and group facilitation techniques with exercises.
- **Day 2:** Individual PSS Support Techniques
 - **Morning:** Approaches to individual PSS and understanding beneficiary needs.
 - **Afternoon:** Case management strategies for handling complex cases.
- **Day 3:** Practical Applications and Monitoring
 - **Morning:** Role plays and simulations for practical skill development.
 - **Afternoon:** M&E for PSS programs, concluding with a wrap-up and Q&A session.

Workshop 3: MHPSS-mhGAP Capacity Building Workshop

Objective: Equip staff with foundational MHPSS skills aligned with WHO's mhGAP guidelines, focusing on mental health condition management and integration into primary healthcare settings.

Training Schedule:

- **Day 1:** Introduction to MHPSS - mhGAP Basics
 - **Morning:** Workshop objectives, MHPSS principles, integration in primary healthcare.
 - **Afternoon:** mhGAP introduction and management of priority conditions.
- **Day 2:** Assessment Techniques and Case Management
 - **Morning:** Practical training on identifying mental health conditions.
 - **Afternoon:** Case management and effective referral pathways.
- **Day 3:** Practical Exercises and Wrap-Up
 - **Morning:** Role plays and mhGAP application exercises.
 - **Afternoon:** Summary, final discussions, and Q&A.

Company Responsibilities

The selected Training Company will be responsible for organizing all aspects of the workshops, including:

1. **Hotel Accommodation** (Erbil only):
 - 4 nights for 30 participants (Workshops 1 & 2).
 - 4 nights for 15 participants (Workshop 3).
2. **Workshop Venue:**
 - Cost of the workshop hall should be included in the lunch and coffee break expenses.
3. **Food and Beverages:**
 - **Coffee Breaks:** Three coffee breaks per day for each participant.
 - **Lunch:** Provided daily for each participant, integrated with workshop hall cost.
4. **Trainer Fees:**
 - Covering 3 days of training per workshop, for all outlined sessions and activities.
5. **Stationery:**
 - One set of stationery (notebooks, pens, folders) per participant.
6. **Visibility Materials:**
 - Roll-up banner with IID and donor logos, posters to be displayed at the venue and other key locations.

Deliverables

1. **Training Materials:** Detailed training content, and session plans for approval.
2. **Final Report:** Summary of participant feedback, key outcomes, and recommendations.
3. **Evaluation:** Pre- and post-tests, attendance sheets to measure participant engagement.
4. **Curriculum Copy:** Shareable version of the training curriculum for IID records.
5. **Optional Visual Documentation:** Photos/videos of training sessions (free of cost).

Application Requirements

Interested Training Companies should submit the following:

1. **Detailed Budget:**
 - Provide a budget breakdown in Excel, covering:
 - Hotel accommodation for Erbil (4 nights, 30 participants for Workshops 1 & 2; 4 nights, 15 participants for Workshop 3).

- Coffee breaks and lunch for 3 days.
 - Trainer fees.
 - Stationery for each participant.
 - 2. **Separate Offers:**
 - Submit distinct offers for conducting each workshop in Mosul and Erbil, including all logistical and budget requirements.
 - 3. **Company CV:**
 - Company background, relevant experience in capacity building, and past project achievements.
 - 4. **CVs of Proposed Trainers:**
 - Detailed qualifications and relevant experience of trainers for each workshop.
 - 5. **Curriculum Outline:**
 - Practical session objectives, key topics, and methodologies planned for each workshop.
 - 6. **Proposal:**
 - Detailed approach to training delivery, including how each workshop will enhance participants' capacity, tailored to the specific objectives of each workshop.
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Selection Criteria

- **Quality of Technical Proposal (60%):** Comprehensive curriculum relevance to front-line roles, quality of training materials, alignment with IID's needs, and trainer experience.
 - **Budget and Cost-Effectiveness (30%):** Detailed and reasonable cost breakdown, ability to meet logistical and content needs.
 - **Experience and References (10%):** Company's proven track record in similar training programs and positive references from previous clients.
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- **Deadline for Application:** 17/11/2024- 9:00am
- **Contact Information:** Please send applications to tender@iidiraqi.org