

Terms of Reference

Advance Proposal & Report Writing Training

Background

Recognizing the pivotal role of proficient proposal and report writing skills in articulating ideas, securing projects, and ensuring transparent communication, the Karen Teacher Working Group (PARTNER) is intensely aware of the need to enhance the capabilities of staff in this area. Acknowledging the critical impact of well-crafted documents in the organization's success, PARTNER is actively seeking a qualified training provider to conduct a comprehensive Proposal and Report Writing Training. This initiative stems from the organization's commitment to fostering effective communication strategies that align with organisation's goals and objectives. The Terms of Reference (ToR) set the framework for this training effort, outlining specific areas of focus, desired outcomes, and the collaborative efforts between the Consultancy group and PARTNER staff.

Objectives

The primary objectives of the Proposal and Report Writing Training are as follows:

- Enhance 15 Participants' understanding of effective proposal writing techniques, ensuring alignment with project requirements and client needs.
- Improve participants' ability to create concise, coherent, and persuasive reports that effectively convey information and recommendations.
- Develop participants' skills in structuring, organizing, and presenting content in a compelling manner.
- Provide insights into tailoring both proposals and reports to diverse stakeholders, taking into account the expectations of donors, and other relevant entities.
- The emphasis on promoting the recognition of the localization concept within both proposal and reporting writing is crucial for the Karen Teacher Working Group (PARTNER).

Scope of Work

The consultant or consultancy group will be responsible for the following tasks:

Needs Assessment: Conduct an initial assessment to identify participants' current skill levels and specific areas for improvement in advanced proposal and report writing.

Customized Curriculum Design: Develop a tailored training program based on the needs assessment, covering advanced techniques in proposal writing, concise report creation, and effective communication strategies.

Interactive Training: Conduct interactive training with practical exercises, encouraging participants to apply advanced writing techniques in simulated scenarios and real-life contexts.

- Incorporate relevant case studies and real-life examples, focusing on advanced proposal and report writing practices, to provide practical insights and showcase successful models.
- Offer individualized feedback sessions, providing participants with constructive critiques on their advanced writing assignments and facilitating one-on-one coaching for personalized improvement.

- Focus on advanced elements of proposal writing, such as capturing attention, outlining project goals, presenting methodologies, and highlighting expected outcomes to meet the standards of donors and other stakeholders.
- Cover best practices for creating comprehensive and effective reports, emphasizing the importance of clear and concise language, visual aids, and data presentation in advanced reporting.
- Instruct participants on effective self-review and revision techniques, providing tools for collaborative review within teams to enhance the quality of advanced written materials.
- Emphasize and promote the recognition of the localization concept within both advanced proposal and report writing, highlighting its significance in engaging diverse stakeholders and ensuring cultural sensitivity.

Evaluation and Feedback Mechanism: Implement an evaluation system to assess the effectiveness of the training, gather participant feedback, and make necessary adjustments for continuous improvement.

Documentation and Reporting: Provide comprehensive documentation of the training report, process, including participant progress, feedback, and recommendations for future capacity development initiatives.

Location and Official Travel Involved

- All communication and meeting through online platform with PARTNER. Work from home situation and using with own IT equipment.
- However, there might need to require travel to partners' location recommended by PARTNER's safety and security and approved by PARTNER's key staff for awareness in person training.
- All information must be confidential relating with PARTNER.
- At last, 3 days for in-person training/workshop and 2 days for online. (In-person training and workshop, will be held on Thailand Bangkok or Chiang Mai or Mae Saring)

Consultancy Timeline

This is approximately 3 months contract with the consultancy group/ consultant.

Estimated Timeline: Mid of January to April 2025

Payment Conditions

- Any revenue occurring in Thailand is subject to withholding tax. If you are a Thai citizen, and or having a Thai work permit and or residing for over 180 days, then a 3% withholding tax will be applied.
- If not, a 15% withholding tax will be applied for a non-Thai citizen, residing in Thailand less than 180 days.
- If you are using an international bank account (apart from Thai and Myanmar), no withholding tax deduction will be applied, and you will be responsible for any applicable tax in your own country.
- Any transfer from USD to THB and or MMK will use the exchange rate from our system on the transfer date.

THB exchange rate from Jan-Sep 2024	MMK exchange rate from Jan-Sep 2024
Min = 34.02	Min = 3,371.64
Max = 37.02	Max = 4,275
Average = 35.93	Average = 3,713.11

Application Process:

- Email should be addressed to **Supply Chain Team** at [THA Procurement BKK@savethechildren.org](mailto:THA_Procurement_BKK@savethechildren.org) not later than **18 September 2024 at 5:00 pm**. Late submissions will not be considered. Therefore, do not send tender related questions to this email address as they will not be answered.
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be **“Advance Proposal & Report Writing Training”**.
- All questions relating to the tender should be sent via email to: Arunrat Wattanapalin at arunrat.wattanapalin@savethechildren.org
- Please be advised local working hours are **08:30 am - 05:30 pm**. Please allow up to **3 working days** for a response.