

Terms of Reference (ToR) for GEDSI Responsive Budgeting Training of Trainers (ToT) Provider

1. Background

Our organization is committed to promoting Gender Equality, Disability, and Social Inclusion (GEDSI) across all our partners' programs and operations. To strengthen our efforts, we are seeking a qualified training provider to deliver a comprehensive Training of Trainers (ToT) on GEDSI responsive budgeting. The selected provider will train our team members, who will then conduct cascading training sessions for our downstream partners.

2. Objective

The primary objective of this ToR is to outline the requirements for the provision of a GEDSI Responsive Budgeting ToT. The training aims to:

- Equip our selected team members with the knowledge and skills to develop, implement and monitor responsive budgets.
- Enable the trained team members to effectively cascade this training to our downstream partners.
- Enhance the overall capacity of our organization and partners to integrate GEDSI principles into financial planning and budgeting processes into Organizational and Education System level of partners.

3. Scope of Work

The selected training provider will be responsible for the following tasks:

Training Needs Assessment:

- Conduct a preliminary assessment to understand the specific training needs and knowledge gaps of the participants.

Curriculum Development:

- Develop a comprehensive training curriculum that covers key concepts and approaches, methods of GEDSI responsive budgeting.
- Ensure the curriculum is tailored to the context and needs of our organization and partners.

Training Delivery:

- Conduct a Training of Trainers (ToT) session for selected team members.
- Utilize interactive and participatory training methods to ensure effective learning.

Training Materials:

- Develop and provide all necessary training materials, including presentations, handouts, case studies, and practical exercises.

Evaluation and Follow-up:

- Develop pre- and post-training assessments to evaluate the effectiveness of the training.
- Provide a detailed training report, including recommendations for further capacity building.

4. Deliverables

- Detailed training needs assessment report.
- Customized GEDSI responsive budgeting training curriculum.
- Training materials and resources.
- Successful delivery of the ToT session.
- Pre- and post-training assessment results.
- Comprehensive training report.

5. Qualifications and Experience

The ideal training provider should have:

- Master degree with minimum 5 years extensive experience in GEDSI programming and gender-responsive budgeting and any master in relevant field.
- Proven track record of delivering Training of Trainers (ToT) programs, specifically GRB
- Strong understanding of financial planning and budgeting processes.
- Excellent facilitation communication skills and fluently in English language
- Preferable understanding of Myanmar education context.
- Ability to develop customized training materials.
- Experience working with diverse groups, including marginalized communities.

6. Place and Timeline

The training is expected to be conducted in Bangkok (Thailand, in-person) using of English language in a period of 3 – 5 days (depending on the training need assessment) in the month of September 2024, with the final report submitted within two weeks following the completion of the training. The proposed timeline is as follows:

Call for Proposals: **23rd July 2024**

Proposal Submission Deadline: **6th August 2024**

Selection of Training Provider: **9th August 2024**

Training Delivery: **2-4 September 2024**

Submission of first draft Report: **12th September 2024**

Submission of Final Report: **16th September 2024**

7. Submission Requirements

Interested training providers are requested to submit the following:

- A detailed proposal outlining the approach and methodology for the training.

- Curriculum vitae of the lead trainer(s) and their relevant experience.
- Examples of previous similar trainings conducted.
- A detailed budget breakdown (covering only trainer-related costs, as SCI will handle expenses related to trainees, including the training venue and logistics).
- **Please specify the preferred currency for service cost and bank account location.**
- Contact information for at least three references.

8. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Quality and relevance of the proposed training approach and methodology.
- Cost-effectiveness of the proposal.
- References and past performance.

9. Payment Information

- After receiving the supplier's invoice, costs are payable within 45 days of satisfactory completion of the deliverables
- 30% after contract signed & 70% after 100% completed deliverables task.
- More prefer with package (as lumpsum) based on deliverable task and supplier need to arrange for require travel arrangement and equipment, so need to calculate in financial proposal included for other expend and consultancy fees. (we don't provide other additional cost.)
- **All suppliers and vendors are responsible to comply in line with Government's existing Tax Law, Regulation and Policy which means Save the Children will take the contracted value as NET and will not be responsible for any Tax related payments (i.e. Commercial Tax, Withholding Tax VAT, etc.)**

10. Submission Details

Proposals must be submitted in English to [THA Procurement_BKK@savethechildren.org](mailto:THA_Procurement_BKK@savethechildren.org) by 6th August 2024 at 5:00 pm.

Don't miss this opportunity to be part of our impactful education programme!

To apply, please send your proposals, CV and relevant documentations to us

11. Confidentiality

All information provided by the training provider will be treated as confidential and will not be disclosed to third parties without prior consent.