

EDUCATION DEVELOPMENT TRUST

REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL (RFP) FOR LEADERSHIP COACHING

Education Development Trust is seeking qualified consultants to provide their best price Proposal/proposal for the item(s) below. If interested, the proposal should be submitted on company letterhead and signed. Please refer to the Terms and Conditions (below) in preparing your proposal. Please acknowledge receipt of this request and indicate intention to provide information.

Terms of Reference

The Education Development Trust Sub Saharan Business Unit is growing, having expanded from three country projects to five, with a strong pipeline and expectations for further growth. The organization aims to develop a strong cadre of regional Leaders from the various countries in which it is implementing to build the capacities of the leaders further to enable them increase confidence, skills, and performance in the various roles and projects they have been assigned to.

To support this growth trajectory, there is need to strengthen the leadership team as well as have a pipeline for those who can take up upcoming roles. This would range from training, skills development, one-to-one coaching (7 staff), mentorship that vary from personal branding, communication, as well as media representation

Objectives

- Assess the leaders' strengths and areas of growth
- Develop/boost both internal and external presence
- Building effective relationships with key internal and external clients and stakeholders
- Training to enhance communication skills to both internal and external stakeholders including basic media training
- Accountability for delivering results and developing a strong positive team culture
- Experience working with senior management level in skills development
- Certified Personal/Behaviour coach
- Consultancy skills related to analysis and communication,
- Experience working in similar regional and organisational context
- Track record of supporting stakeholders on similar assignments

Firm/Consultant

Time: Anticipated time for assignment: Spread in 3- 9 months

Timescale: To commence 1st Aug 2022

Terms and Conditions

Proposal Validity period **12 months**

Delivery and packaging Instructions:	Ed Dev Trust offices
Payment Terms:	Option 1: 100% payment within 30 days from delivery and receipt of invoice and delivery notes. Supplier must be willing to provide us with 30 days credit facility or choose not to Proposal.
Proposal must include the following:	<ul style="list-style-type: none">• Proposal shall be marked with RFP# above• Copy of valid Company Trade license, Tax certificate (VAT Registration),• Detailed description of the Proposed items;• Information on delivery cost, method, date; where applicable• Detailed information on any warranties offered by the consultant/Firm;• Proposal in KES inclusive of tax, excise and other duties or taxes;• Information on the number of days for which the Proposal is valid;• Statement that consultant/Firm will adhere to Education Development Trust terms and conditions.
Evaluation criteria:	Offers will be evaluated based on their responsiveness to the specification, qualifications and experience of the consultant/Firm, location, price, after sale service, delivery time and related criteria.

Submission of Proposals

- Submission Deadline:**
- The Proposal/information must be submitted to Education Development Trust no later than June 28th, July 2022 at 10.00am
 - Proposals/information submitted after the deadline will not be considered.

Submission Method:	Offer to be submitted electronically only, do not send hardcopy to our offices.
---------------------------	--

- submit your Proposal/information on company letterhead signed by an authorized person of the company.
- To send your Proposal by e-mail you must sign, scan and send the Proposal as an attachment in PDF format to KEprocurement@educationdevelopmenttrust.com

Education Development Trust Code of Conduct & Ethics Policy: In accordance with the Education Development Trust Code of Conduct and Ethics Policy, Education Development Trust requires full and open disclosure when dealing with procurement. As such, Education Development Trust employees must avoid any conflict of interest or the appearance of a conflict of interest. Education Development Trust employees must at all times provide full disclosure of their actions or relationships with prospective consultant/Firms, contractors, or consultants. Education Development Trust employees shall not solicit, request, accept, or agree to accept any gift from a consultant/Firm or prospective consultant/Firm.

Education Development Trust reserves the right to reject any or all Proposals when considered to be in the best interest of the organization and/or the people it serves.

Wanjiku Gacuru

Regional Procurement and Logistics Lead