

REQUEST FOR PROPOSALS

Cambodia Australia Partnership for Resilient Economic Development (CAPRED) Program	
RFP Number	RFP24-035
Project Name	CP and PSEAH service provider
Domain Name	Operations
Application Closing Date	5pm (Phnom Penh Time) 1 December 2024
Assignment Duration	Initial 6-month contract to conduct Phase 1 and collect lessons learned with possible extension to Long Term Agreement.

1. Background

The CAPRED Facility is Australia’s flagship bilateral economic development program in Cambodia, focusing on economic recovery and resilience. The Facility supports Cambodia in implementing a range of necessary economic interventions and reforms to maintain the country’s economic transition. These interventions and reforms are primarily aimed at encouraging more productive and inclusive public and private investment, which promotes a resilient, inclusive and sustainable economy (RISE).

CAPRED interventions fall under three technical components including: Agriculture and Agro-processing; Trade, Investment and Enterprise Development and Infrastructure Development; and one Cross-Cutting component comprising: Gender Equality, Disability and Social Inclusion (GEDSI); Climate Resilient initiatives, and policy support. GEDSI is at the heart of all that CAPRED does.

2. Purpose

CAPRED seeks to engage a consulting firm or consortium to supply a series of trainings in the areas of Child Protection (CP) and Prevention Sexual Exploitation and Harassment (PSEAH). The training service provider must design, deliver, and evaluate training program on Child Protection and the Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH) to CAPRED partner organisations throughout Cambodia. The training aims to build capacity within the partner organisations and its partners/supply chain to prevent and respond to incidents and ensure a safe and respectful working environment in line with Australia’s Department of Foreign Affairs and Trade (DFAT) minimum standards. The provider will work closely with the CAPRED team to tailor the training content to meet specific organisational needs and contexts. The service provider may also be contracted separately to work with partner organisations to identify risks as well as suggest protection and mitigations measures applicable to the context.

3. Requirements

3.1 Key Tasks and Activities

Training Design and Development:

- Develop a comprehensive CP and PSEAH training program that includes modules on policies, procedures, reporting mechanisms, and case studies relevant to the organisation, in Khmer.



- Customise training materials to reflect the specific context and needs of CAPRED and its partners.
- Ensure that the training content is up to date with current best practices and legal requirements and will increase the understanding on importance of provision of a safe and equal working environment among women and men workers, including those living with disabilities.

Training Delivery:

- Conduct training sessions, workshops, and seminars for CAPRED staff, partners, and stakeholders in Khmer.
- It is estimated that the majority of trainings will be delivered in Phnom Penh with the possibility of some smaller groups in the provinces of Battambang and Siem Reap. Number of participants in total for partners training session estimate less than 50 people during the first phase. Total number of participants to be confirmed with the successful provider.
- Utilise interactive and engaging training methods to enhance learning outcomes.
- Provide both in-person and virtual training options, as required.
- Training sessions are envisaged to be delivered within Cambodia, Phnom Penh and centralized Provincial trainings to gather participants from surrounding areas.

Training Evaluation:

- Develop and implement evaluation tools including pre- and post-training surveys to assess the effectiveness of the training programs.
- Collect feedback from participants and use it to refine and improve training content and delivery methods.
- Prepare and submit a final report summarising the training outcomes, participant feedback, and recommendations for further action.

Support and Follow-Up:

- Provide ongoing support and guidance to CAPRED in the implementation of CP and PSEAH practices.
- Address any queries or issues raised by participants post-training.
- Offer additional resources or refresher sessions if required.

Compliance

- Comply with DFAT, Cowater and CAPRED policies on gender, disability, fraud and anticorruption, child protection, PSEAH, and the environment.
- Maintain high standards of conduct, especially regarding the child abuse or risks to children and prevention of sexual exploitation, abuse and harassment.
- Proactively identify and report risks and manage risks within your level of accountability.
- Any risks that are unable to be managed with your level of accountability must be raised immediately to CAPRED.

3.1. Deliverables

- A comprehensive training plan and curriculum, including all training materials and resources.
- Delivery of training sessions as per the schedule to be agreed jointly.
- Evaluation reports and recommendations based on participant feedback and training outcomes. This would include attendance lists and other evidence of the participation in the trainings.



- Ongoing support and follow-up as needed.

3.2 Timeline and budget

- **Timeline:** The first phase of the training program is expected to commence December. Specific dates for training sessions and milestones will be agreed upon during contract negotiations with CAPRED. It is anticipated that a series of trainings will be conducted and then lessons learned to inform future trainings. It is anticipated the first phase will run for 6 months.
- **Budget:** Proposals should include a detailed budget outlining costs associated with training design, delivery, materials, and any additional expenses.

4. Qualifications

Expertise and Experience:

- Proven experience in designing and delivering inclusive and participatory CP and PSEAH training programs, particularly within development or humanitarian contexts.
- It is essential that expertise in delivering trainings within the Cambodian context and in Khmer language is demonstrated.
- Demonstrated knowledge of CP and PSEAH principles, policies, and best practices, particularly with DFAT minimum standards.
- Previous and/or on-going experience in supporting organisations with performing similar services.
- Experience conducting inclusive and accessible trainings and consultations with NGOs, women's and children's rights organisations, organisations of persons with disabilities and/or development partners.

Qualifications, Skills, References and Track Record:

- Strong facilitation and presentation skills, with the ability to engage diverse audiences.
- Experience in creating interactive and participatory training materials.
- Evidence of previous successful CP and PSEAH training engagements, including references from past clients.
- A track record of working effectively with organisations similar to CAPRED – development partners, NGOs, IGOs etc.
- Team members CVs detailing certification and/or specialised training experience in CP and PSEAH and/or other safeguarding practices should be included in the proposal.

Other competencies:

- Demonstrate integrity and high ethical standards.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treat all people fairly without favouritism.
- Fulfil obligations to GEDSI sensitivity and zero tolerance for sexual harassment.
- Strictly comply with DFAT Child Protection Code of Conduct and policy (<https://www.dfat.gov.au/sites/default/files/child-protection-policy.pdf>)



5. Evaluation

CAPRED will use an objective and reliable process to evaluate each proposal. The proposals and responses will be evaluated based on (in no particular order):

- Compliance with this Request for Proposal (RFP).
- Understanding of and ability to meet the requirements and deadlines as specified.
- Supplier expertise and experience with delivery of similar projects.
- Expertise of individuals and overall team nominated to deliver the services and equipment. CAPRED reserves the right to reject any individual being proposed and to ask the supplier to provide an alternative.
- Past performance relevant to this RFP (as determined by referee checks)
- Relevant examples of previous work.
- Proposed fee charged for the services.

Note: While price is a factor, it is more important that the applicant can demonstrate value for money. CAPRED reserves the right to contract more than one supplier for these services and may actively seek to contract more than one supplier to ensure supply of technical services. CAPRED reserves the right to vary the contract terms, and to exercise the option period at its sole discretion.

Due diligence checks will be conducted on the organisation/s and individuals nominated in the RFP prior to awarding contract/s.

6. How to apply

The proposal including technical and Financial Response Form must be submitted no later than **5 pm, (Phnom Penh Time), Sunday 1 December 2024** by email to procurement@capred.org with “CP and PSEAH service provider – RFP” in the subject line. The proposal should respond well to the scope of service described in the RFP with a demonstration of the firm’s capacity. Any proposals submitted after this time and date will not be considered.

CAPRED is available to answer questions or provide more detail on the scope of work. Please email procurement@capred.org with “CP and PSEAH service provider- Enquiry” in the subject line.

Attachment:

- Technical Response Form
- Financial Response Form

Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to the professional experience and position expectations. Cowater does not discriminate against any employee or applicants on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. CAPRED aims to have a diverse workforce and a workplace that is supportive of gender equality, disability, and social inclusion. Women, people with disabilities and other minorities are highly encouraged to apply.

