

REQUEST FOR PROPOSALS

Cambodia Australia Partnership for Resilient Economic Development (CAPRED) Program	
RFP Number	RFP24-030
Project Name	CAPRED Capacity Building on SBCC
Domain Name	Communications
Application closing date	5:00pm (Phnom Penh Time) 19 August 2024
Assignment duration	If possible, commencing in September 2024

1. Background

CAPRED is Australia's flagship bilateral economic development facility in Cambodia. The Facility supports Cambodia in implementing various economic interventions and reforms to maintain the country's economic transition. These interventions and reforms encourage more productive and inclusive public and private investment, promoting resilient, inclusive and sustainable economic growth.

CAPRED is committed to using Social and Behaviour Change Communications (SBCC) to achieve its goals and influence positive social and behavioral changes. As such, CAPRED staff require additional skills and tools to best plan, execute and evaluate SBCC initiatives. This will allow for increased implementation of SBCC campaigns and initiatives, enhanced program impact through SBCC, and more strategic and targeted communications efforts.

2. Purpose

CAPRED seeks to engage a consulting firm to develop and deliver a training program and accompanying tools on Social and Behaviour Change Communications (SBCC) for its staff. The selected consulting firm is expected to work with the CAPRED's Communications team and leadership to achieve the following objectives:

- Equip CAPRED staff with the knowledge and skills to develop and deploy effective SBCC strategies across the program.
- Build capacity on the design, execution and monitoring of SBCC campaigns to maximise impact.
- Provide approaches and advice on evaluating the success of SBCC interventions.
- Foster a culture of knowledge sharing within CAPRED regarding SBCC best practices.

3. Key Tasks and Activities

The consulting firm/organisation/individual will work with the CAPRED team to deliver the following actions:

- **Needs assessment:** In coordination with CAPRED, the selected consulting firm will identify skill gaps and training needs among staff. A needs assessment report should be submitted to CAPRED with recommended training content for consideration.
- **Tailored training program:** Deliver a customised training program to address identified needs and align with CAPRED's approaches. The training should focus on:
 - Understanding SBCC
 - Developing core SBCC competencies
 - Establishing internal knowledge sharing on SBCC approaches
- **SBCC toolkit:** Develop CAPRED-specific tools (checklists, guides, etc.) to support staff in designing and implementing SBCC campaigns.



4. Selection Criteria

- Demonstrated expertise in SBCC training and development
- Experience working with similar organisations
- Qualifications of proposed trainers
- Expertise in developing tailored tools for approaching SBCC in complex programming
- Cost-effectiveness

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):

- a. Compliance with this Request for Proposal (RFP).
- b. Understanding of and ability to meet the requirements and deadlines as specified.
- c. Proposed comprehensive workplan with specific timeframe
- d. Supplier expertise and experience with delivery of similar projects.
- e. Expertise of individuals or 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.
- f. Past performance relevant to this RFP (as determined by referee checks).
- g. Relevant examples of previous work.
- h. 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 consulting firm/organisation/individual nominated in the RFP prior to awarding contract/s.

6. How to Apply

The proposals including Technical and Financial Response Forms must be submitted no later than **5pm (Phnom Penh Time), Monday 19 August 2024** by email to procurement@capred.org with “SBCC Trainer – RFP” in the subject line. 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 “SBCC Trainer enquiry” in the subject line.

Attachment:

- Technical Response Form
- Financial Response Form

Cowater International (managing contractor of CAPRED) 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 at all levels, 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.

