

TERMS OF REFERENCE

Providing management development trainings

1. BACKGROUND

The Rosa-Luxemburg-Stiftung is one of the six major political foundations in the Federal Republic of Germany, tasked primarily with conducting political education for progressive social development both at home and abroad. The Stiftung is closely linked to the German Left Party, DIE LINKE. Since its founding in 1990, the Stiftung's work has adhered to the legacy of its namesake, German socialist leader Rosa Luxemburg, and seeks to represent critical thinking and democratic socialism with an unwavering internationalist focus.

The Hanoi office of the Rosa-Luxemburg-Stiftung Southeast Asia embraces a mission of supporting the transformation of countries such as Vietnam, Cambodia, Laos, and Myanmar into participatory, socially just, and ecologically sustainable societies. The RLS SEA Hanoi office opened its doors in April 2009 and currently cooperates with around 15 partner organizations, including academic institutions, universities, non-governmental organizations, think tanks, government institutions, and parliaments.

For more information of the office introduction, please visit our website at <http://www.rosaluxhanoi.org>

2. SCOPE OF WORK

This call is seeking qualified expert(s) to work directly with RLS team to design and deliver a series of six collective and tailored trainings for 12 - 15 Vietnamese staff of RLS SEA Hanoi office. The topics of these trainings are as below. The trainings on each topic shall be organized on a monthly basis at RLS SEA, Hanoi office (House No. 8c, Alley 76 To Ngoc Van Street, Tay Ho, Hanoi).

- *Strategic thinking*
- *Team work skills*
- *Communication skills*
- *Conflict resolution*
- *Managing change*
- *Result based management.*

The key responsibilities of the consultants are:

- To work closely with RLS team in order to understand training needs, then develop the design of the training including a detailed facilitation plan;
- To deliver quality training program;
- To provide short evaluation report after each training.

RLS SEA, Hanoi is responsible to handle logistics for the training.

3. APPLICATION REQUIREMENTS

We invite consultants to come up with a proposal containing:

A technical proposal:

- A proposal on how you think the training should be in terms of content and methodologies.
- To support the consultant's expertise, bidders are invited to submit the following:
 - An up-to-date CV of all involved consultants/ technical staff
 - References and other information supporting the required expertise listed above

A financial proposal:

- A detailed financial proposal, covering all costs, including an estimation of the to be invested 'working hours' for preparation of the facilitation plan, number of days of the training (a daily rate and an estimated number of days for each part of the assignment).

All documents submitted need to be in English.

4. DESIRED QUALIFICATIONS OF THE CONSULTANT (TEAM)

RLS requires the consultant team will possess the following qualifications:

- Having proven experiences in conducting similar types of trainings;
- Having an advanced degree in related fields;
- Being familiar with working and leading group processes with diversified team members;
- Having working experiences with the similar type of organization
- Fluently in spoken and written Vietnamese and English.

5. SELECTION CRITERIA

- Financial criteria: 50%
- Proposal on content and methodologies: 25%

- Proved experience of consultant: 25%

6. APPLICATION DEADLINE

Contact person: Ms. Nguyen Le Hang – Office Manager - at the e-mail address hanoi@rosalux.org

- Deadline of submission: **6 May 2022** to the above-mentioned e-mail address.
- Further information can be obtained by email. Inquiries are only accepted before the deadline. Please refrain from phone inquiries.