**FY21-OF-0001**

CONSULTANT- STATEMENT OF WORK TEAM BUILDING

Introduction/Background

The **Act to End NTDs | East Program**, implemented by Research Triangle Institute RTI and financed by USAID, is seeking a vendor or consultant to plan and facilitate a one-day team building session to strengthen collaboration, improve communication across the team and help welcome new Act to End NTDs team members. The Act to End NTDs | East Program team includes a total of nine (9) staff members, the event will be held in the project office’s backyard to ensure social distancing or at Montana Hotel.

## Overall objective:

## The Team Building exercise aims to align team members around a common vision and facilitate the achievement of the objectives of the Act East project in an effective and efficient manner. Specifically, Team Building exercise aims to:

## 1) Improve the professional and interpersonal relationships of the project staff members.

## 2) Promote better communication and more open dialogue among staff members

## 3) Contribute to strengthening the motivation and performance of the project staff

## Scope of Work

The scope of work (SOW) for the Team Building exercise includes:

1. Two preparation meetings with the Chief of Party (COP), the NTD Specialist, and Finance, Administration and Management (FAM) officer
2. Develop a draft agenda for the workshop
3. Review and update the agenda based on feedback from the ACT TO END NTDS leadership team (and home office)
4. Facilitate a one-day team building workshop in the ACT TO END NTDS office in PAP
5. Provide summary notes of the discussion, results and action
6. Hold a debrief with the ACT TO END NTDS leadership team and Home Office

## Period of Performance

The period of performance for the Team Building exercise is from: November 22 to December 10, 2021. All work must be scheduled to be completed within this timeframe. Any modifications or extensions will be requested through the Act East COP and Procurement & Logistic Officer for review and discussion. Please note that the schedule may need to be adjusted in the case of security issues in PAP.

## Place of Performance

The selected vendor for the team building exercise will perform most of the work at the project office in PAP. All materials and equipment for the workshop will be provided by Act to End NTDs/East project. Some preliminary work, including planning and debrief meetings, may be conducted from the vendor’s office via Zoom with the ACT TO END NTDS leadership team (COP, DCOP) and Home office*.*

## Sequencing of the SOW

As part of the team building exercise, the vendor will be responsible for performing tasks the following list of tasks which will result in the successful completion of the SOW:

**Preparation:**

* Meet with the project Senior Management Team (SMT) to confirm goals and working agreements for the project.

**Design Adaptation:**

* Make any necessary adaptations to ensure appropriate activities, content, timing and facilitator comfort level with process/materials.
* Confirm any materials/equipment needs to the designated logistics coordinator.

**Facilitation and Follow-up:**

* Onsite facilitation of a retreat from 9 a.m. to 4:30 p.m. ensuring productive and constructive dialogue. (Adjustments may be necessary should security challenges arise in Port-au-Prince.)
* Adjust the design as needed during the day to make the best use of the valuable time together.
* Provide summary notes of the dialog, agreements and actions.
* Debrief and complete a final report summarizing the experience, lessons learned, and next steps for carrying forward agreements and actions

## Schedule/Milestones

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| **Activity** | **Date range** |
| Initial meetings with ACT TO END NTDS SMT | November 22-23, 2021 |
| Design review, and adjustments | November 22-23, 2021 |
| Develop and share final agenda | November 24, 2021 |
| Final details meeting | November 25, 2021 |
| Retreat facilitation | December 3, 2021 |
| Follow up – feedback and next steps (Debrief and Final Report) | December 10, 2021 |

## Payment Terms

* 20% on signing
* 20% following completion of final agenda
* 20% after execution of Team Building Exercise
* 30% following debrief with project leadership and approval of Final Report

## Required Qualification:

At least a master's degree and three years’ work experience or bachelor’s degree and 5 years’ experience in project management, social animation, psychology, human resource management, public administration, social sciences or related field.

* At least three (3) years of experience planning, executing and/or facilitating team building workshops.
* Demonstrated experience in the execution of similar services as a consultant.
* Experience working with government entities at the central and local levels.

**Personal skills:**

* Excellent skills designing and facilitating participatory workshops.
* Excellent writing skills
* Excellent interpersonal and communication skills
* Fluency in French and Creole (knowledge of English desirable)
* Good understanding of the main issues and challenges of the governance sector

## Application

1. **Technical Offer**

* A 2-page document on the proposed methodology and potential agenda that demonstrates a clear understanding of the SOW.
* Submit a detailed CV with specific experience as a Team Builder, including titles and topics of workshops conducted.
* Three past performance references who can speak specifically to your experience developing and facilitating workshops.

**b) Financial Proposal**

- Proposed cost to complete the SOW including notes and breakdown of the financial proposal

**Please submit your offer to the e-mail address:** [**procurement@ht.gere.rti.org**](mailto:procurement@ht.gere.rti.org)