**Criteria for selection of services**

This invitation to bid is open to all qualified bidders.

Please select the service/s you would like to provide through this LTA and refer to the appropriate section/s below. You may choose to apply to one or all of the services. If you choose to apply to all services please submit supporting documents and testimonials separately and clearly marked for services A, B and C.

**Select service/s here:**

Service A - **Facilitation of meetings and events**

Service B - **Training**

Service C – **Organization Development (OD) related writing services**

**Follow the steps to apply for a specific LTA service:**

* ***Step 1***- cross out the box for each criteria that applies to you in column 1 under service A, B, C
* ***Step 2*** –refer to column 2 and type in the required information in column 3
* ***Step 3*** - attach supporting documents specified in column 2.

**Please refer to Tables 1, 2 and 3, under section 2 of the ITB before filling out annex 3 and 4.**

**Note:** If you are a company and have more than one member who will be involved in this LTA, please ensure all supporting documents reflect work accomplished by these members. Make sure you fill in the sections for both *required* and *desirable* criteria.

*Contd.*

**Service A - Facilitation of meetings and events**

|  |  |  |
| --- | --- | --- |
| **1.**  **Required criteria** | **2.**  **Attach supporting documents** | **3.**  **Bidders response** |
| 1. **Overall experience-**   10 years or more in the UN or/and international organizations, governments, NGOs. | CV | *List names of all facilitators whose CV is attached* |
| 1. **Specific experience-**   In the last 5 years successfully facilitated 2 or more of the following events:   * **Strategic planning meetings (management level)** * **Work planning retreats (team level)** * **Team-building sessions: new teams, merging teams, executive teams, etc.** * **Internal/external meetings with stakeholders/partners** | Attach at least 2 detailed design samples of facilitated events and specify the client for whom this service was provided | *List event title and client names* |
| 1. **Satisfactory performance:**   At least 2 clients confirming satisfactory performance | 2 client testimonials of 2 events in the past 5 years. Please request your clients to respond to the checklist provided in annex 4. | *List clients here from whom you are providing testimonials. Each facilitator proposed must have client’s testimonials attached.* |
| 1. **Capacity to deliver** | CV | *List names of facilitators highlighting experience* |
| 1. A**dvanced level of English** | CV | *List names of all facilitators whose CV is attached.* |

Please insert here what other *Desirable* criterialisted under Section 2.2, ‘Scope-Selection criteria’, *service A*-Table 1, applies to you.

*Contd.*

**Service B – Training**

|  |  |  |
| --- | --- | --- |
| **1.**  **Required criteria** | **2.**  **Attach supporting documents** | **3.**  **Bidders response** |
| 1. **Overall experience-**   10 years or more trainer experience in the UN or/and international organizations, governments, NGOs. | CV | *List names of trainers whose CV is attached* |
| 1. **Specific experience-**   In the last 5 years successfully implemented core and managerial competency based training events either through face to face workshops or/and on-line training through WebEx, Skype and other web-based mediums. | Attach 2 detailed design samples of training events | *List clients for whom the training was conducted for each project member proposed.* |
| 1. **Satisfactory performance.**   At least 2 clients confirming satisfactory performance | 2 client testimonials of 2 events in the past 5 years. Please request your clients to respond to the checklist provided in annex 4. | *List clients whose testimonials are attached* |
| 1. **Capacity to deliver** | CV | *List names of trainers highlighting experience* |
| 1. A**dvanced level of English** | CV | *List names of trainers whose CV is attached* |

Please insert here what other *Desirable* criterialisted under Section 2.2, ‘Scope-Selection criteria’, *service B*-Table 2 applies to you.

*Contd.*

**Service C – OD related writing services**

|  |  |  |
| --- | --- | --- |
| **1.**  **Required criteria** | **2.**  **Attach supporting documents** | **3.**  **Bidders response** |
| 1. **Overall experience**-   10 years on more as a writer, editor or developer of instructional material in the UN or/and international organizations, governments, NGOs. | CV | *List names of writers whose CV is attached* |
| 1. **Specific experience-**   In the last 5 years successfully authored or/and edited training manuals, articles, work aids or e-module content. | Attach 2 samples of work with client reference | *List clients for whom the learning material was developed.* |
| 1. **Satisfactory performance**   At least 2 clients confirming satisfactory performance | 2 client testimonials for work accomplished in the past 5 years. Please request your clients to respond to the checklist provided in annex 4. | *List clients whose testimonials are attached* |
| 1. **English as mother tongue** | CV | *List names of writers whose CV is attached* |

Please insert here what other *Desirable* criterialisted under Section 2.2, ‘Scope-Selection criteria’, *service C* -Table 3, applies to you.