

Request for Proposal (RFP)

Curriculum Development

RESPONSES MUST BE RECEIVED BY

November 19th, 2021

Expected materials submitted in response to this RFP:

- Proposal –to include a description of approach, methodologies, team behind, previous experience and timeline.
- A draft budget of all costs associated with producing the expected outputs.
- Proposal including workplan and budget should be submitted by 11:59 PM EST on November 19th, 2021 to procurement@weconnectinternational.org

Background

WEConnect International, a corporate-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has, since 2009, provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International member buyers represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. We support women-owned businesses based in over 120 countries. For more details on our organization please refer to our website at: <https://weconnectinternational.org/>

Objectives

The main objective of this assignment is to create, improve and adapt training content curriculum and deliver it online (live interactive, workshop style) to approximately 50 women-owned businesses in Canada. As a result, it is expected that participants will have tools to implement consistent changes to the way they do business to increase their revenue. It is expected that the training is organized and delivered in a meaningful and friendly manner with business owners that are at different development levels; implementing best practices and technology to guarantee training effectiveness and impact. Topics include:

1. Creating a Winning Capability Statement (a 1hr educational workshop with subject matter experts)
 2. Perfecting Your Pitch (a 1 hr educational workshop with subject matter experts)
- The training program is intended for women business owners or key female decision makers running growth-oriented small to mid-size businesses who are responsible for final decision-making in day-to-day business operations. Each training topic should be covered in one hour through a virtual interactive session, workshop style.

Key Activities

- Review existing content and prepare a comprehensive training curriculum for the 2 topics mentioned above.
- Design PowerPoint slides for all training modules to facilitate training delivery.
- Design trainer guidelines to complement the modules.
- Develop all new content that needs to be designed and refurbish all content that can be repurposed. Including support materials and list of references for external biographical /reading resources for each module.
- Design all materials to be consistent with WEConnect International’s branding and in coordination with WEConnect International point of contact for this assignment.
- Work in coordination with WEConnect International team to build support materials as necessary such as infographics, gaming activities, polls, and evaluations, etc.
- Develop pre and post training evaluation forms to measure the effectiveness of the training.
- Support the coordination and logistics to deliver the training in conjunction with WEConnect International
- Deliver training for approximately 50 women-owned business in a virtual platform such as Zoom.
- Provide a final report with results and recommendations.

Expected Outputs

It is expected that all materials should be ready (reviewed and approved) by January 17th, 2022.

- Work plan with all agreed deliverables and date as agreed with WEConnect International
- Detailed training curriculum developed for selected topics
- PowerPoint slides developed for all training modules to facilitate training delivery
- Trainer guidelines with instructions on how to deliver each training
- Pre and post training evaluation forms to measure the effectiveness of the training
- Deliver training to approximately 50 WOBs
- Provide a report with results and recommendations.

Key deliverable date/ timeline:

- Complete development of the training module, training delivery material for topic 1 & 2 by January 17th, 2022
- Complete training 50 WOBs by February 28th, 2022

Bidder Qualifications

All bidding vendors must:

- Have experience in developing online training content for adult learning, especially training related to business management.
- Experience in training women entrepreneurs and women-owned businesses virtually in an international context.
- Reference and outline relevant work experience.

- Provide a list of all personnel who will be working on the project, including SMEs.
- Provide one project manager as a primary point of contact. This point of contact must participate in regular (weekly and ad hoc) meetings and onboarding and provide regular status updates.
- Include clear timeline, pricing and budget information.

Proposal guidelines

In order to be considered for this RFP, all bidding vendors must:

- Include a clear price proposal for the proposal
- Submit the application no later than November 18th, 2021.
- Be able to begin work by December 2nd, 2021.

Costs

Respondent will propose her/his fees in USD and provide cost breakdown structure based on outputs. All taxes should be included as per government policy and paid in full by the Contractor directly. WEConnect International is a 501(c)3 Tax-Exempt Organization and is not responsible for collecting or paying national or local taxes.

Evaluation Criteria

Proposals' evaluations will be scored based on the following criteria:

- Approach and methodologies 20%
- Consultant(s)n and previous experience 50%
- Cost 30%

Request for proposal timeline

Proposals in response to this RFP are due by 11:59 PM EST on November 19th, 2021. Questions may be submitted until November 18th, 2021. Intention to bid, questions and Proposal should be submitted to procurement@weconnectinternational.org

Evaluation of proposals will be conducted from November 20th to November 30th, 2021. Bidders will be notified during this time if any information or discussions are needed.

The winning proposal will be chosen no later than December 2nd, 2021.