



Request for Proposals

Emotional Intelligence Education for SAI Young Leaders Initiative

Contents

1.	Introduction	3
2.	IDI	3
3.	The Procurement.....	3
3.1	Description of the Assignment	3
3.2	Ownership of content.....	4
3.3	Contact Person	4
3.4	Timelines	4
3.5	Language	4
3.6	Contract Period	5
3.7	Submission of proposal	5
3.8	Requirements of proposal	5
3.9	Assessment of offers	5
3.10	Criteria for assessment of offers	5
3.11	Expenditures incurred in preparing the bid	6

1. Introduction

This is an invitation to bid for the INTOSAI Development Initiative's (IDI) contract to develop and deliver emotional intelligence education for the SAI Young Leaders (SYL) initiative.

2. IDI

The INTOSAI Development Initiative (IDI) is a not-for profit, autonomous implementing body. IDI is mandated to support Supreme Audit Institutions (SAIs) in developing countries to sustainably enhance their performance and capacity.

Our work is based on the needs and challenges SAIs experience. Our support focuses on a sustainable and needs-based approach. We seek to empower SAIs by promoting gender-responsiveness and peer-to-peer cooperation as essential elements of long-term capacity development.

Each country has a Supreme Audit Institution whose job is to audit public funds as an effective, accountable and inclusive institution. We are convinced that our contribution to strengthen Supreme Audit Institutions can make a difference in the lives of citizens because:

- Government audits are key components of effective public financial management and Good Governance.
- SAIs contribute to the quality of government engagement and better state-society relations through their work
- SAIs are key stakeholders in supporting the implementation of the Sustainable Development Goals (SDGs).

As an integral part of the INTOSAI community, IDI has a unique mandate to serve the needs of all developing country SAIs while not being tied to any country's specific geographic or political interests.

IDI's work builds on the successes of INTOSAI and IDI's own long experience in capacity development. IDI maximises its value to SAIs by focusing on areas where its unique position and experience gives it a comparative advantage over other providers of support.

Additional information about the IDI is available on www.idi.no

3. The Procurement

3.1 Description of the Assignment

The SYL initiative provides leadership education to SYLs working in SAIs. The initiative will contain two international interactions and online education between the interactions. The first interaction is in November 2022 in Bangkok, Thailand. The consultant will be required:

1. To deliver a two-day workshop on Emotional Intelligence during the IDI SYL International Interaction scheduled to be held 28 November to 2 December 2022. The requirement is to deliver

a 2-day workshop on Emotional Intelligence to approximately 25 SYLs from 30 November-1 December 2022.

The workshop on emotional intelligence is expected to cover:

- Familiarity with EI theory
 - Experience with tools which can be taken back to institutions
 - Roadmap for development of EI competency development plan
 - Understanding of the role of EI in effecting change
 - Practice with each skill
-
2. To provide online EI assessments and individual online coaching and feedback sessions based on the assessments for SYLs. To produce a report on overall SYL EI assessments for IDI.
 3. Two online webinars (2 hours each) focusing on particular areas of emotional intelligence development identified in the EI assessments as useful for the group.
 4. Other resources to be identified to support the blended approach (ie. reading materials) and suggestions for activities to be practiced online.

Further requirements include:

- The workshops are expected to be highly interactive and learner centered, where participants have plenty of opportunity to practice new skills and learn by doing.
- The contents of the workshop are expected to be culturally sensitive and gender sensitive.

3.2 Ownership of content

IDI will receive a copy of content produced to make available to present and future SYLs.

3.3 Contact Person

Written questions about the assignment can be directed to: jade.quarrell@idi.no

3.4 Timelines

Receipt of proposal: 30 September 2022.

Decision by IDI: 6 October 2022.

3.5 Language

All communication between the parties will be done in English. The proposal shall be submitted in English.

3.6 Contract Period

1 November 2022-1 November 2023

3.7 Submission of proposal

Address: INTOSAI Development Initiative
Stenersgata 2,
0184 Oslo

The offers can also be submitted by email to jade.guarrell@idi.no or idi@idi.no by xxxx.

3.8 Requirements of proposal

Signed letter including a detailed proposal including a <ul style="list-style-type: none">○ description of how the face to face workshop will be run and a description of the EI assessment and feedback framework.○ terms and conditions and the financial offer including a price per day for the face to face sessions, a price per SYL for the EI assessments and feedback and any other costs Potential reservation shall be stated clearly in the letter with reference to where in the offer the reservations are stated (page number).
Tax and VAT certificates of the bidder
Documentation on the legal registration of the bidder
Documentation of the professional qualifications of the bidder including the CV.
Self-declaration on Health, Safety and Environment
Updated list of references, including from organizations similar to the IDI.
Examples of similar work done

If any of the documents in the table are missing, the bidders must provide suitable explanation to the IDI.

3.9 Assessment of offers

Disclosure: The IDI will provide written feedback if a proposal is not accepted, or if no proposals are accepted or the process is cancelled.

Confidentiality: All bid documents will be treated confidentially by the IDI.

3.10 Criteria for assessment of offers

The Purchasing Committee will only consider bids that provide all the required documents mentioned above.

The Purchasing Committee will evaluate the technical proposal as per the following criteria

- Experience and expertise (including experience of working with IDI) – 10%
- Quality of proposal – meets IDI requirements, innovation, pedagogy – 40%
- Cost – 50 %

3.11 Expenditures incurred in preparing the bid

Bidders will have to cover all costs regarding the process and no costs will be reimbursed by the IDI.