



REQUEST FOR PROPOSAL 001/2010

Contract Services – IAP2 Certificate in Public Participation Program

Updating Course Materials

1.0 INTRODUCTION

IAP2 is an international association of members who seek to promote and improve the practice of public participation in relation to individuals, governments, institutions, and other entities that affect the public interest in nations throughout the world. IAP2 carries out its mission by organizing and conducting activities to:

- Serve the learning needs of members through events, publications, and communication technology;
- Advocate for public participation throughout the world;
- Promote a results-oriented research agenda and use research to support educational and advocacy goals;
- Provide technical assistance to improve public participation.

Since its founding in 1990, IAP2 has grown from a membership of about 300 people to 1,800 from 26 countries in 2009. In the past several years, as IAP2 continued its growth and established itself as a leader in the field, it launched the IAP2 Certificate Training in Public Participation – a comprehensive training program providing the tools and skills needed for effective public participation. Over 6,000 people have taken the Certificate Program courses worldwide.

The IAP2 Certificate in Public Participation Program is a three module (5 day) program intended to provide a broad-based learning experience covering all of the foundations of public participation. Developed in consultation with practitioners from around the world, the training provides useful tools for designing and implementing effective public participation programs. The program was launched in successive years from 2000 – 2003. The materials underwent a significant updating in 2006-07.

It is important to revise the materials every three to five years to keep abreast of changes in the field and remain competitive as a premier association. It is time for the materials to be refreshed to meet the new challenges of public participation in the 21st century.

The products of this project will be solely owned by IAP2.

1.1 Issues, challenges and limitations

- The materials are lacking in the area of social media techniques.
- Participants come from a wide range of backgrounds and therefore there are variable skills and experience in many classes
- There is demand for tools, techniques and skills, particularly in the communications course (Module 2) that match expanding community skills, client expectations and technologies.

- The materials need to include better visual examples of the techniques and a variety of ways to transfer information about the techniques to students. Embedded video to demonstrate the techniques in action would be much more effective than lecture format.
- More adult education techniques need to be embedded in the materials for delivery:
 - Action learning activities for skills development
 - Pre-reading materials
 - Additional case studies will be applied to learning exercises
- Trainers need to be equipped to use the methods and skills required to maintain high standards in public participation projects.

2.0 PROJECT SCOPE

IAP2 invites proposals to update the Certificate Program course materials. The extent of this contract will include:

Stage 1: Assessment Review of Materials for currency	All existing materials will be reviewed to identify what can be retained, what needs revision and what platforms and methods might be appropriate to enhance the program with new thinking in adult education
Stage 2: Revisions of materials	While this is subject to outcomes in Stage 1, bidders must provide approach and methodology in such a way that costs are clear for a variety of possible scenarios.
Stage 3: Delivery innovations and applications	Also, subject to outcomes from Stage 1, the same applies to bidders obligations as in Stage 2. Delivery platforms may need to be created, e.g. applications, distance learning modules; video materials. Costs include technical services and support.
Stage 4: Review of new materials developed	Updated or new materials will be subject to review and it is expected that the contractor will provide a process to enable that review to take place
Stage 5: Material production for learner use and trainer delivery	This will include graphics layout of the manuals, video and other electronic material to be included.

3.0 RFP PROCESS

- All inquiries related to this RFP must be directed in writing to moira@iap2.org. Information obtained from any other source is not official and should not be relied on. Inquiries and responses will be shared with all potential bidders.
- Should a correction be made or additional information released in connection with this RFP, it will be issued in the form of an Addendum and will be provided to all potential bidders.

4.0 PROPOSAL FORMAT

The bidder's proposal will be limited to 12 pages (single sided); font size no smaller than 12 points on 8.5 x 11 (or A4) size paper. The proposal must have a Table of Contents. The bidder's proposal must consist of the following items arranged in the order given.

- Company Profile – include documentation to support organizational stability, relevant staff and related biographies, details providing area of expertise and relevant accomplishments.
- Previous Experience (relevant to this project) – Provide a list of previous comparable projects with similar scope and related project goals and outcomes achieved. List any associated challenges, information on local and international experience in curriculum development and how these have been balanced in materials. Also include knowledge of and any experience in public participation.
- Subcontractors – List any proposed subcontractors and provide details on capability, experience and identify the work they will undertake as part of this project.
- Proposed Approach & Methodology – Provide details on your proposed approach to undertaking this work, including alignment with key and existing IAP2 branding/elements (eg foundations such as spectrum, code of ethics, process for decision making, core values) expected outcomes and deliverables. Also, include a proposed project timeline or action plan and proposed reporting/communication with IAP2.
- Financial Information – All quotes must provide a detailed budget in US Dollars and must include a timeline and list of deliverables. Any anticipated travel and related expenses anticipated during the term of the contract must be detailed and included in the bid.
- Conflict of Interest – All bidders will be required to declare any conflict of interest with the organization.
- Support from IAP2 – All proposals must include what support will be required from IAP2 during the time of the contract.
- References – Contact names, phone numbers and email addresses for three references that can provide information relevant to bidder's experience on related types of work undertaken within the last three years.

5.0 PROPOSAL SUBMISSION

- Proposals must be submitted by **4:00 PM GMT on July 20, 2010**.
- Proposals must be submitted via email to: moira@iap2.org (Cover letters can be addressed to: Ms. Moira Deslandes, Executive Director, IAP2)
- The bidder shall bear all costs for preparing the proposal.

6.0 TERM OF CONTRACT

It is expected this contract will begin immediately following awarding and completion is expected by December 22, 2010.

7.0 SUMMARY OF DATES*

- Request for Proposal released – June 29, 2010
- Submit intention to bid – July 6, 2010 (4:00 PM GMT)
- Questions related to the RFP must be received no later than July 9, 2010 (12 noon GMT)
- Proposal submission deadline – July 20, 2010 (4:00 PM GMT)
- Notification of successful bidder – August 11, 2010
- Start date of contract – August 25, 2010

**IAP2 reserves the right to modify the schedule at any time*

8.0 PROPOSAL EVALUATION CRITERIA

Evaluation of proposals will be by a committee of individuals selected for their expertise in developing similar programs.

8.1 Mandatory Requirements

- The proposal must be received by the closing date or will be disqualified from consideration.
- The proposal must be signed by a person authorized to sign on behalf of the bidder.

8.2 Selection Criteria

Criteria	Weight
Demonstrated ability to provide the required services	30%
Proposed approach and methodology	35%
Experience in similar type work	25%
Price	10%