



**Professional Education
for SAI Auditors - PILOT**
Professional Auditor. Professional SAI.



Request for Proposals

Coaching Skills for SAI Coaches



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1. Introduction

This is an invitation to bid for the INTOSAI Development Initiative's (IDI) contract to develop and deliver coaching skills for the Professional Education for SAI Auditors Pilot (PESA-P). To find out more about PESA-P please see <https://www.idi.no/work-streams/professional-sais/pesa-p>

2. IDI

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

IDI has been established as an integral part of the INTOSAI community and is unique in its mandate to serve the needs of all developing country SAIs while not being tied to any country's specific geographic or political interests. It is governed by prominent Heads of SAIs who are appointed on their professional merit, staffed with experienced professionals from the SAI, audit and donor communities, and able to draw on financial and in-kind support from SAIs and donors across the world. This makes IDI a trusted partner of all INTOSAI bodies, regions and SAIs, and gives it the ability to bring the SAI and donor communities together, and to resource capacity development initiatives for the benefit of all developing country SAIs.

The IDI will focus its efforts on four work streams to support independent, well-governed, professional and relevant SAIs. These will be implemented at the global, regional and SAI-levels.

IDI also fulfils a global role to strengthen support to SAIs. This is achieved by supporting strategic partners.

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

3. The Procurement

3.1 Description of the Assignment

PESA-P provides professional education for SAI Auditors. Each SAI Auditor will be supported by a SAI Coach. SAI Coaches are an important part of the PESA-P education initiative. Playing the role as a conduit between the learning and the SAI environment.

Responsibilities:

- Help the SAI Auditor in accessing appropriate resources within the SAI
- Coach the SAI Auditor in applying PESA-P education to SAI context
- Provide technical guidance

- Monitor the progress of the SAI Auditor's education
- Discuss the SAI Auditor's IPDP on a regular basis
- Sign off on the completion and quality of IPDP
- Support the SAI Auditor in preparing for the PESA-P Assessments

The purpose of the assignment is to introduce SAI coaches to coaching skills and provide feedback as they apply the skills within the context of PESA-P.

The consultant will be required:

1. To design and develop educational contents for two online modules of approximately 120 mins each for 100-150 SAI coaches;
 - a) The modules should cover introduction to coaching and coaching skills for SAI coaches in PESA-P.
 - b) The educational contents can have a mix of synchronous and asynchronous elements
2. To facilitate synchronous workshops spread across at least two time zones to deliver the educational contents.
3. To provide feedback to SAI Coaches as they apply their coaching skills.
 - a) To provide responses to up to 15 FAQs.
 - b) To facilitate two synchronous workshops of 90 mins each spread across at least two time zones.

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.
- Workshops will be accessed asynchronously by some participants. This should be considered in the design. Activities to be worked with asynchronously should be included.
- The senior manager for PESA-P will co-facilitate the workshops.

3.2 Ownership of content

IDI will receive a copy of content produced to make available for future use.

3.3 Contact Person

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

3.4 Timelines

Receipt of proposal: 20 August 2021

Decision by IDI: 27 August 2021

Delivery of workshops Mid-September- October 2021

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 September 2021-1 January 2022.

3.7 Submission of proposal

Address: INTOSAI Development Initiative
Stenersgata 2,
0184 Oslo

The offers can also be submitted by email to jade.quarrell@idi.no or pesa-p@idi.no by 20 August 2021.

3.8 Requirements of proposal

Signed letter including a detailed proposal including a <ul style="list-style-type: none"> ○ description of how the workshop will be run and a description of the coaching framework. ○ terms and conditions and the financial offer 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

- Quality of proposal – meets IDI requirements, innovation, pedagogy – 60%
- Experience and expertise (including experience of working with IDI) – 10%
- Cost – 30 %

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.