



## Request for Proposals

### Emotional Intelligence & Coaching Skills Education for SAI Young Leaders Initiative

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## 1. Introduction

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

## 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](http://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 to interactions. The first interaction is in May 2019 in Cape Town South Africa. The consultant will be required:

1. To deliver a three-day workshop on Emotional Intelligence during the IDI SYL International Interaction scheduled to be held in Cape Town South Africa from 13-24 May 2019. The requirement is to deliver a 3-day workshop on Emotional Intelligence and Coaching Skills to the approximately 25 SYLs from 15-17 May 2019.

The workshop on emotional intelligence and coaching 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
- Exposure to a coaching model and skills framework

- Practice with each skill
  - Received coaching feedback from a range of peers
2. To deliver a one-day workshop on EI and Coaching Skills for up to 25 SYL coaches on 22 May 2019. during the IDI SYL International Interaction scheduled to be held in Cape Town South Africa.  
The workshop on emotional intelligence and coaching is expected to cover:
- Awareness of EI theory
  - Exposure to a coaching model and skills framework
3. 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.

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](mailto:jade.quarrell@idi.no)

### 3.4 Timelines

Receipt of proposal: 15 April 2019

Decision by IDI: 25 April 2019

### 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 May 2019-31 December 2019.

### 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](mailto:jade.quarrell@idi.no) or [idi@idi.no](mailto:idi@idi.no) by 15 April 2019.

### 3.8 Requirements of proposal

Signed letter including a detailed proposal including a <ul style="list-style-type: none"><li>○ description of how the face to face workshop will be run and a description of the EI assessment and feedback framework.</li><li>○ 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</li></ul> 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.