

RFP towards Empanelment of agency/individual for Learning and Development Services.



Organization: Room to Read India

Apply By: 02 Mar 2025

Terms of Reference (ToR)

Request for proposal towards Empanelment of agency/individual for Learning and Development Services.

About the Organization:

Room to Read is a global organization transforming the lives of millions of children in low-income communities by focusing on literacy and gender equality in education. Founded in 2000 on the belief that World Change Starts with Educated Children®, our innovative model focuses on deep, systemic transformation within schools during two time periods that are most critical in a child's schooling: early primary school for literacy acquisition and secondary school for girls' education. We work in collaboration with local communities, partner organizations, and governments to develop literacy skills and a habit of reading among primary school children and ensure girls can complete secondary school with the skills necessary to negotiate key life decisions.

By focusing on the quality of education provided within the communities and ensuring these outcomes are measured, we have created a model that can be replicated, localized, and sustained by governments. With its global headquarters in San Francisco, Room to Read till date has benefited 32 million children across 21 low-income countries.

Room to Read India was established in 2003 and presently has programs in ten states – Chhattisgarh, Delhi NCR, Jharkhand, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan, Telangana, Uttarakhand, and Uttar Pradesh.

The Vendor/Individual will provide the following services for the Learning and Development (L&D) team:

1. Learning Needs Analysis & Requirement Gathering:

Understand the organization's learning objectives, culture, and role-specific training needs.

2. Training Content Development & Customization:

Design and develop training modules tailored to the identified needs. Ensure the content is engaging, interactive, and aligned with Room to Read's objectives.

3. Facilitation & Delivery of Trainings:

Conduct in-person and virtual training sessions across various locations in India. Implement engaging and participatory training methodologies, including case studies, role-plays, and group discussions.

4. Tentative Learning Focus Areas:

- Project Management Fundamentals & Understanding.
- AI and Work Productivity tools.
- Data-Driven Decision-Making (Strategic Analysis, Management & Reporting).
- Business Communication & Professional Writing.
- Critical Thinking & Problem-Solving Framework.
- MEAL (Monitoring, Evaluation, Accountability, Learning).
- Power BI and Advance Excel.

5. Evaluation & Impact Assessment:

Develop and implement assessment tools to measure training effectiveness. Conduct feedback sessions, analyse post-training assessments, and provide reports with key learnings and recommendations.

6. Follow-up & Continuous Learning Support:

Provide post-training support such as refresher sessions, mentoring, and access to learning resources. Assist in developing a sustainable learning framework to ensure continuous professional development.

7. Replacement & Backup Facilitation:

In case a scheduled trainer is unavailable, the vendor/individual will ensure a suitable replacement is arranged to avoid disruption in planned training sessions.

8. Pre & Post Quiz for Trainings

Area of Operations

Trainings will be conducted across India, particularly in states where Room to Read India Trust operates. Currently, operations span across Telangana, Karnataka, Jharkhand, Chhattisgarh, New Delhi, Maharashtra, Rajasthan, Madhya Pradesh, Uttar Pradesh, and Uttarakhand. Additional states may be included as Room to Read expands its programs, and the vendor will be informed accordingly.

Evaluation Criteria:

1. Experience in conducting PAN-India training programs.
2. Experience in facilitating capacity-building programs for professionals in the Development Sector and NGOs.
3. Expertise in delivering training programs aligned with our Learning Focus Areas outlined in Section 4.
4. Experience in delivering training programs across all organizational levels, from top leadership to entry-level employees, tailored to specific role requirements.

Additional Information:

Trainings will be conducted online or offline, with trainers traveling to our designated states as needed.

HOW TO APPLY

Proposals are invited from the interested agency/individual for the above assignment and the last date for receiving the proposal is **2nd March 2025** at procurement.india@roomtoread.org **(without copying anyone from RtR)**

- Kindly submit two separate emails with following subject lines:
 - o EMAIL (1): **TECHNICAL PROPOSAL – Learning and Development 2025-26**
 - o EMAIL (2): **FINANCIAL PROPOSAL – Learning and Development 2025-26**
- The agency/individual should apply with the following:

- **EMAIL (1): TECHNICAL PROPOSAL – Learning and Development 2025-26**
 - A technical proposal should include a comprehensive company profile.
 - The proposal should clearly outline the approach and methodology for executing the assignment.
 - It should highlight the expertise and experience relevant to this field.
 - **EMAIL (2): FINANCIAL PROPOSAL – Learning and Development 2025-26**
 - A comprehensive financial proposal should be provided.
 - Copies of essential documents, including the registration certificate, GST, PAN Card, MSME Certificate, and other relevant certifications, must be submitted.
- Carefully review the Terms of Reference (ToR) before submitting your application.
- Pricing should comprehensively cover all the requirements mentioned above.
- Only shortlisted agencies will be contacted and may be invited for a face-to-face interaction with the selection panel.
- Incomplete applications or any deviations from the specified process will lead to automatic disqualification.
- Proposals submitted after the prescribed deadline will not be considered.
- Tax Deducted at Source (TDS) will be applicable on the consultancy fee as per regulations.
- The selected agency/individual will be required to sign and strictly adhere to Room to Read's Child Protection Code of Conduct.

For queries, please contact:

Ms. Neha Premchandani

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