



ANNOUNCEMENT

Training of Trainers (ToT)

Introduction

The contracting authority is the Southeast European Law Enforcement Center (SELEC), an international organization located in Bucharest/Romania, 13 September Avenue, No. 1-5, Palace of Parliament, 10th Floor, Phone: +40.21.303 6009, Fax: +40.21.303 6077, www.selec.org.

Southeast European Law Enforcement Center, as Beneficiary, is launching a three offers method procedure, in accordance with its Financial Rules and Regulations, in order to contract a Service Provider (legal entity, natural authorized person or certified natural person) that offers ToT accredited services.

This procedure is part of the implementation of the project F.A.I.T – Fight against illegal trade, project financed by PMI IMPACT – a global grant initiative by Philip Morris International to support projects dedicated to fighting illegal trade and related crimes.

Terms of Reference

Training of Trainers (ToT) – training session

1. General

The object of this contract shall comprise in preparing the content and training materials as well as organizing, administering and facilitating a 5 days training session for 15 persons from the South-east European region in the period 23rd to 27th of March 2020. The period can be subject to change, if necessary.

The Service Provider should have a valid accreditation for delivering the training course, issued by a governmental entity regulating this activity in the respective country.

The training shall be held in English, in Romania, Bucharest, at the Headquarters of the Beneficiary.

2. Background to the ToT

The training session serves to promote the training capacities in the law enforcement agencies from the South-east European region specialized in combating the smuggling of goods. The course will contribute in order to enhance the impact and effectiveness of transferring the knowledge in the field to other specialists, in line with the “train the trainers” paradigm.

3. Training Objective

The aim of this training is to expose participants to the range of methodologies and techniques that can help turn the delivery of training into a participatory, high-impact and learning experience. Emphasis is on developing and applying active learning methodologies such as exercises and simulations to reinforce learning. The training will be highly participatory and

practical, focusing on techniques, tools and tips of training management, with participants themselves designing, delivering and critiquing presentations. Participants will be required to apply lessons in developing and delivering training based on their own experience.

- Scheduling:

The Provider is expected to conduct this course during a 5 days period, namely 23rd to 27th of March 2020.

- Materials utilized:

- Visual aids (PowerPoint, video, others);
- Printed materials (training book, handbooks, manuals, handouts);
- Exercise materials (instructions, props, etc.).

- Participants:

This training is intended for law enforcement representatives (police and customs) involved in combating the smuggling of goods.

Participants number is around 15 people.

- Venue:

The training will take place in Bucharest, Romania, at the SELEC Headquarters, 13 Septembrie Avenue, no. 1- 5, Parliament Palace 10th Floor, Sector 5.

4. Main content areas of the training

- Training dynamics, opportunities and limits
- Building a logical agenda
- Developing an agenda into a learning experience
- Preparing presenters and presentations
- Designing and using short group exercises
- Designing role plays, table-top simulations and field exercises
- Evaluation and correction

5. Tasks and Obligations of the Service Provider

Task 1: Develop Training Objectives, Content and Methodology:

- Provide input and advice to determine overall objectives of course, key content areas and strategy and methodology for presentation;
- Prepare draft agendas, course outlines and similar planning materials.

Task 2: Evaluate, Research and Gather Information

- Review existing course training materials to evaluate whether they adequately cover the objectives of the course;
- Conduct research and gather materials from wide-ranging sources to ensure that the course content reflects the latest developments within the international community on the subject matter;

Task 3: Prepare Training Materials

- Prepare presentation material, including PowerPoint slides, audio-visual aids and lesson plans/lecture notes for each presentation;
- Prepare standard materials for participants, such as a training guidebook and/or binder with all related handouts and other materials;
- Assume responsibility for copying and assembling all course and related materials for participants and resource persons, and transporting these to the training location;
- Prepare other props and audio-visual aids;
- Prepare standard briefing kits for the presenters of each course topic.

Task 4: Design Interactive Exercises

- Design a range of realistic interactive exercises, including “hands-on” practice of skills, to support course content and objectives;
- Revise and update existing exercises and simulations as needed;
- Prepare instructions, role descriptions and other materials.

Task 5: Act as Lead Moderator for the Course

- Ensure that administrative norms such as schedule, breaks, timeliness etc. are understood and adhered to;
- Ensure that the training sessions are linked together and integrated into a coherent whole;
- Coordinate day-to-day activities of the training, including briefing and supporting;
- Facilitate and run various exercises relating to the subject material;
- Facilitate and lead group discussions related to the training material;
- Establish and maintain a learning atmosphere characterized by intellectual inquiry and openness and mutual respect;
- As necessary, and in cooperation with SELEC, liaise with venue staff to ensure appropriate standards of facilities and troubleshoot minor problems;
- Facilitate a final session designed to evaluate participant learning in the course, and/or collect participant evaluation input relating to the course.

Task 6: Submit Evaluation Report

- Submit an evaluation report upon completion training;
- The report should analyze and assess participant evaluations;
- The report should identify problem areas and make suggestions for improvement;
- The report should assess the training’s overall success in meeting objectives, and is considered an essential part of evaluating the curriculum and pedagogical approaches.

6. Responsibilities of the Service Provider

The selected Provider will be responsible for:

- Providing trainer/s to conduct the training session;

- Providing the participants a certificate that attests the qualification obtained graduating the training course;
- Producing the training materials (color printing, copying and binding the manuals) and transporting the manuals to the training location;

7. Deliverables

- Development and facilitation of one training session of 5 days training session for 15 persons from the South-east European region on the period of 23rd to 27th of March 2020;
- A written evaluation report containing recommendations for improvements submitted within 15 days following conclusion of the training;
- Providing the participants a certificate that attests the qualification obtained graduating the training course.

8. Value of the contract

This procedure shall be concluded with the signing of a contract that creates legal binding obligations on the contracting parties at the time of its signature.

- The value of the contract is **1,075 USD without VAT**.

In order to participate to this procedure, please send us the following documents via e-mail:

- Written offer, in English, providing a brief description on how the work shall be conducted, as well the financial offer for these services. The offer shall be dated, signed and stamped;
- Certificate of incorporation -for companies;
- CVs of the assigned Trainers (in English);
- Declaration that it doesn't have responsibilities involving giving advice or regulation or decision-making in connection with the business and affairs of PMI and its Affiliates - dated, signed and stamped;
- Declaration regarding criminal record- for natural persons (if awarded, the criminal record issued by the Police authority has to be provided);
- Certificate of English language competences or signed declaration related to the English language knowledge;
- Professional certificates as accredited Trainers for ToT.

Important note for e-mail submissions:

Please mention in the subject line "ToT".

Our system will not accept e-mails that have more than 10 MB. If required, segregate your e-mails to accommodate e-mail data restrictions. For segregated e-mails please use sequence of e-mails like ToT E-mail 1, ToT E-mail 2, etc in the subject line.

For attachment purposes please only use MS Word, Excel, Power Point, jpeg and PDF formats.

Miscellaneous:

Please note that incomplete applications, applications received after the deadline and/or applications in other language than English shall not be taken into consideration.

No costs in relation to this procedure shall be incurred to SELEC.

All applicants shall be announced in due time about the outcome of the selection.

All the information collected in relation to this acquisition shall only be used for this purpose and treated confidential.

Deadline: please submit your offer, in English, by e-mail, to secretariat@selec.org until the **17th of February 2020**.

Should you require any further information, please contact SELEC at telephone no. +40.21.303.6002, or by e-mail at the following address: secretariat@selec.org.

Bucharest, January 30th 2020