

Request for Proposals: Seeking a consultant to design and deliver an online training session on how to adapt programs in crisis through rapid risk assessment and develop contingency plans (short and long-term).

Background

The Spur change program is a 5-year initiative, funded by Global Affairs Canada, aiming to increase the effectiveness of Canadian small and medium organizations (SMOs) to deliver sustainable results in support of the Feminist International Assistance Policy and the Sustainable Development Goals. For more information about Spur Change, please visit: <http://icn-rcc.ca/spurchase/>

Current context

Due to the current pandemic situation of Covid-19, many small and medium organizations (SMO) are facing immediate challenges in particular around risk assessments and contingency plans. The Spur Change program is seeking a consultant (trainer), consultant firm, or non-profit organization to design and deliver a one-time or a series of interactive and participatory online training(s) in both English and French on best practices on **how to adapt international development programs through conducting a rapid risk assessment, to developing short or long-term contingency plans.**

Objective(s) and themes

These one-time or series of online training(s) aim to increase the capacity of Canadian small and medium organizations (SMOs) to adapt programs in crisis through rapid risk assessment and the development of contingency plans. This could include (non-exhaustive):

- Develop short-term and long-term contingency plans that take into consideration policies, procedures and plans necessary to prevent, manage and quickly recover from a crisis;
- Program mitigation, adapting activities, change management, programming plans and/or mapping scenarios;
- Provide best practices on risk management for program safety and security (understand risks, collect information and improve preparedness).

These trainings aim to be adapted to Canadian SMOs' unique needs and realities: from volunteer-run to those with small amounts of staff, coast-to-coast- to- coast, many in rural areas, or diaspora communities (SMO: annual overseas expenditures not exceeding \$2 million).

Scope

As part of the online training(s), the selected trainer (or team) will deliver **live online or distance learning activities.** Based on participants' and host partners' availabilities, the number of online training sessions might change after launching the application process.

Learning approaches and materials

Through the online training(s), the trainer should provide learning content and resources for practice and use. The selected trainer should ensure the training is participatory and follows the best practices of adult

learning. The selected trainer should use in the training (some of) the following materials and learning methods:

- Handouts to support the learning (e.g. tip sheet, trainees guide, best practices, etc.);
- Participatory approaches (e.g. Case studies; Storytelling; Problem-solving; Small group activities in breakout room);
- Provide additional resources such as templates; list of online resources and tools;
- Opportunities for follow up (to consolidate learnings after the in-person workshop);

Note: The training materials must be available in both languages (English and French). Training materials developed as part of this contract will be made available publicly via the Spur Change website.

Timeline

Due to the urgency of the current pandemic, we are looking for online training(s) that will be delivered in the month of May (possibly June if it's more than one training).

How to apply?

Please provide a one-page proposal (maximum 2-page) in either English or French including:

1. A short description of your learning session content (e.g. selected subthemes), and preferred learning approaches.
2. An initial proposed budget (daily rate, and estimate number of days for each deliverable).
3. **Any translation costs should be quoted separately.**

Please also provide a Curriculum vitae (CV) with relevant experience to the topic (for all members of the team if more than one trainer will deliver training) and professional references.

We accept applications in French or English but we expect the trainer to have strong capacity in both languages.

For any question, please contact the Spur Change Learning Designer:

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Deadline to apply is **April 20th, 2020**

Please write as a subject line: **Request for proposal**