

## REQUEST FOR PROPOSALS (RFP) FOR BASIC FIRST AID TRAINER

### Background.

Coalition for Humanity (CH) is a Not-for-Profit organization, committed to finding lasting solutions to humanitarian and development challenges facing the people of South Sudan. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition

CH has its headquarters in Juba, with presence in Leer, Panyijiar, Mayendit, Koch, Mayom and Rubkona counties in Unity State, Maiwut Renk and Longechuk in Upper Nile state, Juba County in Central Equatoria, Ruweng Administrative Area and Aweil West in Northern Bahr El Ghazal. CH is also presence in Greater Pibor Administrative with physical office in Pochalla County. The organization's ultimate goal is to reach out to people across the entire South Sudan.

### Purpose

We are a non-profit organization that provides humanitarian and development assistance to vulnerable communities in South Sudan. We are looking for a reliable and affordable service provider that can offer Basic First Aid training to our employees. The targeted number of participant is 15. However, this number is not fixed, the number might be more or less, and actual number of participants shall be confirmed with the selected service provider.

The present training aims to introduce Coalition for Humanity humanitarian workers to practical skills and understanding required for providing appropriate first aid, considering the environment of a conflict area. The specific objective is to build the capacities of the staff, equipping them with essential knowledge and skills to provide basic life support services for accidental injuries and injuries specific to their role.

We are looking for a service provider that can offer basic First Aid training. The trainer(s) will provide capacity-building training and consultations to selected staff members. The scope of capacity-building includes addressing weaknesses and gaps in the following areas:

- Minimizing, preventing, treating, and managing accidents or injuries before transportation to a medical centre.

### Scope of Work

The selected trainer(s) will:



- Design a training curriculum based on common practices in the field.
- Provide external training materials, including PowerPoint presentations, workshop exercises, tools/resources, and handouts.
- Submit draft training modules to the organization for feedback.
- Ensure training components align with organizational policies and regulations.
- Deliver training sessions.
- Conduct evaluations to assess trainees' performance.
- Maintain ongoing communication with the organization regarding progress and challenges

### **Key Deliverables**

The Trainer (s) will ensure the following:

- Design a training curriculum and materials based on the capacity survey conducted.
- Provide suitable venues and approved materials for the training.
- Deliver training sessions.
- Submit a report describing trainees' performance and areas for improvement.

### **Timeframe**

The training is planned to take place in April. This is to allow sufficient time to conclude all procurement processes including contracting. The training will take place over half a day or 1 working day.

### **Location**

The training and briefings will occur in our head Office in Juba, South Sudan.

### **Support Provided by the Organization**

The organization's team will coordinate with beneficiaries.

### **Language**

All materials and reports will be written in English.

### **Evaluation Criteria**

We will evaluate and compare the proposals based on the following criteria:

1. Quality and comprehensiveness of the Training (40%)
2. Cost and affordability of the Training (30%)
3. Experience and reputation of the service provider (20%)
4. Value-added features and options of the Training (10%)

We will use a scoring system of 1 to 5 for each criterion, where 1 is the lowest and 5 is the highest. We will multiply the score by the weight to get the total score for each proposal. We will rank the proposals according to the total score and select the top three proposals for further consideration. We will conduct a due diligence and verification process for the shortlisted proposals, which may include interviews, site visits, or references checks. We will notify the successful and unsuccessful



bidders within two weeks of the submission deadline. We will negotiate the final terms and conditions of the contract with the selected bidder, and proceed to sign the contract.

### Format of the proposal

Please submit your proposal in the following format:

1. Cover letter
2. Executive summary
3. Company profile
4. Training Plan description (Schedule of the training and Content)
5. Training costs
6. References and testimonials
7. Appendices (if any)

Please limit your proposal to 20 pages, excluding appendices. Please use Time New romans font, size 12, and 1.5 line spacing. Please submit your proposal in PDF format by email to [procurement.juba@ch-int.org](mailto:procurement.juba@ch-int.org) and copy [v.brenda@ch-int.org](mailto:v.brenda@ch-int.org) by 5 pm on March 31, 2024

Please address your proposal to;

Mrs. Viola Brenda  
Human Resource & Administration Manager  
Coalition for Humanity.

Please include the subject line "RFP for Basic First Aid Training" in your email.

Please contact Mrs. Viola Brenda at [v.brenda@ch-int.org](mailto:v.brenda@ch-int.org) or +211 092-650-576 if you have any questions or clarifications about the RFP.

By submitting a proposal, you agree to the following terms and conditions:

1. We reserve the right to accept or reject any or all proposals, in completely or in part, without giving any reasons.
2. We reserve the right to modify or cancel the RFP at any time, without prior notice.
3. We reserve the right to negotiate the final terms and conditions of the contract with the selected bidder.
4. We will treat all proposals as confidential and proprietary, and will not disclose them to any third party without your consent.
5. We will not pay any costs or expenses incurred by you in preparing or submitting your proposal."

