



## TRAINING MANAGEMENT

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Vendors may email questions and responses to the following contacts:

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## **I. About NDI**

The National Democratic Institute (NDI) is a nonprofit, nonpartisan, nongovernmental organization that has supported democratic institutions and practices in every region of the world for more than three decades. NDI receives grants and cooperative agreements to pursue its mission from U.S. Federal agencies, including the U.S. Agency for International Development (USAID) and the Department of State (DOS), as well as grants and service contracts from private and international donors such as the United Nations Development Fund, the U.K. Department for International Development (DFID) and the World Bank, among others.

## **II. Description of Services**

NDI is seeking a vendor to design and execute a series of training programs under objective one of NDI's Inclusive and Accountable Representation Activity program.

### **Mayoral School**

#### **Goal of the program/activity:**

The Mayoral School targets candidates, including women, who are planning to run in the 2025 municipal elections. NDI will select topics based on the needs expressed by selected participants and identified through other program activities, as well as determined through various research products, such as a political economy analysis (PEA), local polling, and focus groups. To retain interest and commitment across the program, NDI envisions approximately quarterly sessions, complemented by regular contact with the selected participant pool. It will also be important to ensure that activities are tailored to their interests and needs, which may evolve over the course of the program.

#### **Deliverables:**

Based on research carried out and collated by NDI and guidance provided by the program team regarding the core topics and training needs, the consultancy will design a curriculum for the mayoral school, including:

- All training content (including PowerPoint presentations and participant handouts) for the modules detailed above. This should be developed on a rolling basis so that insights and feedback from each workshop can be incorporated into the following workshop's content.
- A curriculum map that details how individual modules will contribute towards achieving the program's objectives.
- Outlines for each module, including\*:
  - An initial 3-day introductory workshop (in-person).
  - Two 2-day quarterly workshops (in-person).
  - Three 90-minute virtual sessions including a mix of training materials and consultation/Q&A.

The consultancy should account for up to two rounds of feedback on the curriculum. They should also design a pre- and post-workshop survey, which will be distributed to program

participants. This should follow a consistent format over the course of the program but will be tailored to each module.

Work with the NDI team to identify local speakers/trainers who could add value to the program, based on the curriculum. The consultancy will then have a brief video call to engage directly with the local trainers to advise them on how to approach the structure and content of their sessions to fit within the broader curriculum and/or follow up on needs identified during prior sessions.

The consultancy will then provide an experienced facilitator/trainer with significant subject-matter expertise to deliver the training sessions outlined above. For travel planning purposes, it can be assumed that the in-person sessions will happen in Pristina.

Following each session, the consultancy will deliver a one-page report capturing key insights based on observations made by the facilitator/trainer and findings from the participant surveys. The insights from these reports will then be incorporated into the curriculum and content for upcoming sessions where relevant.

\*Please note that should further workshops or sessions be needed NDI will request a quote from the consultancy to cover any additional time required.

## **Candidate Training**

### **Goal of the program/activity:**

This program is focused on offering training for women preparing to run for office in municipal assemblies and the Assembly of Kosovo. Topics will be tailored to the prior experience and needs of the competitively recruited and multi-ethnic participants. This will include training on identifying, responding to, and reporting gendered disinformation or violence (including online violence) and creating safety plans.

### **Deliverables:**

The consultancy will be responsible for developing all training content (including PowerPoint presentations and participant handouts). It is assumed that the content for the sessions will overlap significantly with the other programs and will be adapted to the audience.

Similar to the Mayoral School, the consultancy will work with the NDI team to identify local speakers/trainers who could add value to the program, based on the curriculum. The consultancy will then have a brief video call to engage directly with the local trainers to advise them on how to approach the structure and content of their sessions to fit within the broader curriculum and/or follow up on needs identified during prior sessions.

The consultancy will design a pre- and post-workshop survey, which will be distributed to program participants. This should follow a consistent format over the course of the program but will be tailored to each module.

The consultancy will then provide an experienced facilitator/trainer with significant subject-matter expertise to deliver the training sessions.

Following each session, the consultancy will deliver a one-page report capturing key insights based on observations made by the facilitator/trainer and findings from the participant surveys. The insights from these reports will help inform the selection of topics for future sessions and the design of content and training materials for those sessions.

### **Leadership Mentorship Program (LMP)**

#### **Goal of the program/activity:**

The purpose of the Leadership Mentorship Program is to enhance women's leadership abilities and access to networks. Through the program, NDI offers aspiring women a direct channel for support and guidance in advancing their political careers, while forming strategic relationships with a mentor and other program participants. Beginning in April and November 2024, respectively, NDI will induct two cohorts of approximately 15 mentee-mentor pairs, who will participate in the program for approximately six months each. These participants will include prominent and newly established women at the national and local levels.

NDI will prioritize mentees planning to run for local office in 2025 to ensure that the program benefits elected women officials, given their relative lack of resources compared to their male counterparts. The Institute will select mentors that can strengthen the skills mentees identify for their individual development, such as personal branding and marketing or conducting voter outreach.

#### **Deliverables:**

The consultancy will be responsible for developing all training content (including PowerPoint presentations and participant handouts), which will include:

- One 2.5-day in-person bootcamp (two in total across the two cohorts) which is based on workshops previously delivered for this program, with only minor amendments.
- Three 90-minute virtual training and consultation sessions (six in total across the two cohorts, with the assumption that the same materials will be used across both cohorts).
- Recommendations for engaging local speakers/trainers to supplement the sessions delivered by the consultant and add context-specific insights.

The consultancy should account for up to two rounds of feedback on the curriculum. The content for the virtual training sessions will overlap significantly with the content developed for other programs and will be adapted for the audience.

The consultancy will also work with the NDI team to identify local speakers/trainers who could add value to the program, based on the curriculum. The consultancy will then have a brief video call to engage directly with the local trainers to advise them on how to approach the structure and content of their sessions to fit within the broader curriculum and/or follow up on needs identified during prior sessions.

The consultancy will then provide an experienced facilitator/trainer with significant subject-matter expertise to deliver the training sessions. For travel planning purposes, it can be assumed that the in-person bootcamps will happen in Pristina.

The consultancy will design a pre- and post-workshop survey, which will be distributed to program participants. This should follow a consistent format over the course of the program but will be tailored to each session.

Following each session, the consultancy will deliver a one-page report capturing key insights based on observations made by the facilitator/trainer and findings from the participant surveys. The insights from these reports will then be incorporated into the curriculum and content for upcoming sessions where relevant.

## **Media Training**

### **Goal of the program/activity**

This program will provide training to representatives of the media to raise their awareness of gender biases and provide them with tools to mitigate them. It will also help members of the press to develop internal regulations that prevent biased representations of women in the media.

NDI anticipates that sessions will cover topics including developing and implementing clear journalistic standards regarding the portrayal of women; monitoring reporters' outputs; and providing gender-sensitive media training for all staff. The training sessions should also include content aimed at helping media outlets increase their capacity to promote positive portrayals of other traditionally marginalized communities (such as PWD or LGBTQI+), helping to correct the public's misconceptions of these groups.

### **Deliverables**

Based on the guidance outlined above and further discussions with the NDI team, the consultancy will be responsible for developing all training content (including PowerPoint

presentations and participant handouts), including four 1-day training sessions, which will be delivered in person in Pristina.

The consultancy will also provide recommendations for engaging local speakers/trainers to supplement the sessions delivered by the consultant and add context-specific insights.

The consultancy will work with the NDI team to identify local speakers/trainers who could add value to the program, based on the curriculum. The consultancy will then have a brief video call to engage directly with the local trainers to advise them on how to approach the structure and content of their sessions to fit within the broader curriculum and/or follow up on needs identified during prior sessions.

The consultancy will design a pre- and post-workshop survey, which will be distributed to program participants. This should follow a consistent format over the course of the program but will be tailored to each session.

The consultancy will then provide experienced facilitators/trainers with significant subject-matter expertise to deliver the training sessions. Two of the sessions will be delivered by a former journalist with experience working for a prominent international media outlet to forge a collegial relationship with the participating members of the press and serve as a draw. The remaining two will be delivered by the same trainer who is delivering the other workshops and will be scheduled at a time that aligns with those workshops to minimize travel time and costs.

Following each session, the consultancy will deliver a one-page report capturing key insights based on observations made by the facilitator/trainer and findings from the participant surveys. The insights from these reports will then be incorporated into the curriculum and content for upcoming sessions where relevant.

## **Other Consultations and Training**

### **Goal of the program/activity**

Based on country and program developments the Institute aims to respond to partners' emerging needs. These needs could include skill-building and strategic sessions for the Women and Youth Caucus and other partners at the national and local levels. These trainings will be in line with the institute's programmatic mission.

### **Deliverables**

The deliverables will be outlined on a tailored basis in coordination between the selected vendor and NDI, but would generally include:

- Following consultation with the NDI team, develop all training content, such as PowerPoint presentations and participant handouts, for select skill-building and strategic sessions
- As needed, provide recommendations for engaging local speakers/trainers to supplement the sessions delivered by the consultant and add context-specific insights,

including holding brief video call(s) to engage directly with the local trainers to advise them on how to approach the structure and content of their sessions to fit within the broader curriculum and/or follow up on needs identified during prior sessions.

- As needed, design a pre- and post-workshop survey, which will be distributed to program participants.
- Facilitate strategic planning sessions, workshops, and or training sessions as needed
- Following each session, deliver a one-page report capturing key insights based on observations during sessions and findings from the participant surveys, when available. The insights from these reports will then be incorporated into the curriculum and content for upcoming sessions where relevant.

### **III. Criteria for Vendor Selection**

#### Required Qualifications

- The consultancy's team should be led by an experienced facilitator/trainer with proven expertise spanning the core areas of the engagement: political leadership, campaigning, gender, and media.
- The consultancy's team should have demonstrated experience working with political leaders at the highest levels, including internationally.
- The consultancy's team should have direct experience working with candidates at a mayoral level and should ideally have experience with other training programs tailored to municipal leaders.
- The consultancy's team should include a trainer with prior experience working for a top-tier international media outlet.
- The consultancy should have prior experience working in Kosovo and an understanding of the political dynamics and media landscape.
- The consultancy must provide permission for members of NDI Kosovo staff to use the materials developed for the program to carry out additional training sessions; the consultant will be credited for developing the materials, and they will not be used for purposes outside the programs listed above. NDI will not share these materials with any other consultants nor will they be used by other NDI country offices.

### **IV. Proposal Guidelines and Submission Process**

Proposals should include the following information:

- Company history and core services
- Client list, particularly any international, political or non-profit organizations
- Detailed budget containing all costs, including staff time and projected communication and travel expenses. Proposals may be priced by day or by hour. Different rates may be given for different services and/or different team roles.
- A portfolio of past work
- If the execution of work to be performed by your company requires the hiring of subcontractors, you must clearly state this in your proposal. NDI will not refuse a

proposal based upon the use of subcontractors, however, NDI retains the right to refuse the subcontractors selected by a vendor.

All final proposals should be submitted via email to contact information (same as above) at the National Democratic Institute by 5:00 pm ET on April 30, 2024.

Early submissions are welcome and appreciated. NDI will evaluate bids based on the vendor's experience, costs and ability to satisfy the proposed tool requirements. NDI may request meetings or calls to discuss proposals and reserves the right to reject any and all bids. NDI also reserves the right to consider bids for modification at any time before an award is made. NDI will not be liable for any costs associated with the preparation, transmittal or presentation of any materials submitted in response to this RFP, but reserves the right to request further information before making an award. Please note that selected vendor(s) would be expected to use NDI's standard contract template, a copy of which is available upon request.