

## Request for Proposals

### Seeking a consultant to design and deliver a national training on data collection through project cycle

#### 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. The main outcomes of the program are to increase the engagement of Canadian SMOs in international development and increase the engagement of Canadians, particularly youth, as global citizens. For more information about Spur Change, please visit: <http://icn-rcc.ca/spurchase/>

The Spur Change program will organize over the course of the program national trainings on topics identified through a needs assessment which was conducted during the first six months of the program (July 2019 to December 2010).

The Spur Change program is seeking a consultant (trainer), consultant team, or non-profit organization to deliver 8, 1-day in-person trainings across Canada in both English and French on best practices to collect data through project cycle in international development.

#### Objectives

These 1 day in-person workshops aim to increase the capacity of Canadian small and medium organizations (SMOs) to deliver inclusive sustainable, innovative, gender transformative, best-practice programming that advances FIAP action areas and contributes to effective implementation of SDGs.

This first national training aims to reinforce SMOs capacity in data collection methods and approaches, and learn more about community-led data collection, and the use of technologies to collect data.

#### Scope

As part of this national training, the selected trainer (or team) will develop training content for a one day in-person training which will be replicated in up to 8 locations across Canada. One training will be delivered in each of the 8 provinces and regions (British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, Atlantic and Northern territories). Based on participants' and host partners' availabilities, the number of trainings might change after launching the application process. A minimum number of participants is required to hold each training.

#### Themes

This one-day in person training will focus on data collection methods and approaches. Determining best data collection methods across project cycles including community-led data collection, developing data collection tools and exploring innovative and various technologies (like using cell phones, apps, software, etc.). The training should include a gender dimension such as gender-sensitive data collection, and/or gender-sensitive and sex-age disaggregated indicators.

#### Learning approaches and materials

Through a one day in-person training, the trainer should provide learning content and resources for practice and use.

The selected trainer should ensure the training is participatory and follows 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; Story telling; Problem solving; Small group activities);
- Provide additional resources (Templates; List of online resources and tools);
- Opportunities for follow up (to consolidate learnings after the in-person workshop); etc.

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 website.

### Timeline

All 8 trainings need to be delivered by March 31<sup>st</sup> 2020.

- January 9th: Launch Request for Proposals
- January 28th: Deadline to Apply
- February 3rd: Selection of trainer (or team)
- February 3rd to February 21st: Trainer works with the Spur team and ICN to identify dates and develop content
- March 1st to 31st: Deliver trainings in up to 8 locations

### Deliverables

Deliverables	Deadlines	Estimate number of days (TBD by consultant)
Develop training agenda and identify learning methods	By February 7th	
Determine training calendar: Select dates for up to 8 trainings in collaboration with councils and Spur team	By February 14 <sup>th</sup>	
Training content designed with input of Spur team	By February 21 <sup>st</sup> 2020	
Deliver training (in French)	By March 31st 2020	
Deliver training (in English) in up to 7 locations	By March 31st 2020	
Provide final materials (as agreed in the contract) to be shared online after delivering all trainings	By March 31st 2020	
Offer a follow up opportunity to participants	By April 30th 2020	

### How to apply

Please provide a maximum 5-page proposal in either English or French including

1. Cover letter clearly summarizing the trainer's (team's) experience as it pertains to this assignment.
2. Confirmation of availability in the timeframe indicated, daily rate, and estimate number of days for each deliverable;
3. Information regarding the trainer's (or team's) ability to develop content and conduct trainings in English and French;
4. and a short description of your learning session content (e.g. selected subthemes), and preferred learning approaches.

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



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

The Spur program will cover the following travel expenses for the trainer (s) in line with [ACGC's Domestic Travel Policy](#): Trainer Regional Airfare, in Canada ground transportation (taxi, personal vehicle), meals per day, incidentals, accommodation. The cost for travel does not have to be quoted in the proposal. If you are qualified and available to design and deliver this national training, please send your proposal to [spurchase@icn-rcc.ca](mailto:spurchase@icn-rcc.ca)

For any question, please contact the Spur Change Director Andr eanne Martel [andreanne.martel@acgc.ca](mailto:andreanne.martel@acgc.ca)  
Deadline to apply is **January 28<sup>th</sup> at midnight EST**.  
Please write as a subject line: **Request for proposal: national training on data collection**