



REQUEST FOR PROPOSAL: Recruitment Training Consultant No. HPI20240517US

Background:

Heifer International has operations in 19 countries around the world, working alongside local farmers, business owners and their communities, as they mobilize and envision their futures. Together, we build inclusive, resilient economies, so communities can develop effective ways to end global hunger and poverty in a sustainable way.

To date, we have supported more than 46 million farming families across Africa, Asia and the Americas. Between now and 2030, we will support an additional 10 million farming households to reach a living income by scaling up our signature programs. To achieve this, Heifer International relies on its passionate, committed and highly skilled staff.

As part of our commitment to excellence in project implementation, we recognize the importance of effective proposal recruitment in securing funding from donors such as the United States Agency for International Development (USAID) and other institutional donors. We seek to engage a qualified Proposal Recruitment Training Consultant to enhance the capacity of our staff in proposal recruitment strategies and practices specific to the international development and INGOs field.

The primary objectives of this consultancy are as follows:

- To equip Heifer People Department HR staff members involved in proposal development with the knowledge, skills, and tools necessary to effectively recruit personnel for project proposals targeting USAID, the United Kingdom's Foreign Commonwealth and Development Office ("FCDO"), and other institutional donors.
- To enhance understanding of best practices, necessary steps, and ethical considerations in proposal recruitment in each phase of business development within the context of international development and INGOs.
- To strengthen our organization's capacity to attract and select qualified personnel who align with project objectives, donor requirements, and organizational values.
- To improve the efficiency and effectiveness of the proposal recruitment process, outline benefits and policies needed for successful proposal recruitment, ultimately contributing to the successful implementation of projects funded by USAID and other institutional donors.

Scope of Work:

The Proposal Recruitment Training Consultant will be responsible for delivering a comprehensive training program tailored to the specific needs and priorities of Heifer. The scope of work includes, but is not limited to, the following tasks:



- Conducting a thorough review of Heifer’s current proposal recruitment and business development materials, and conduct needs assessment to identify existing gaps, challenges, and opportunities related to proposal recruitment within our organization.
- Designing a customized training curriculum based on Heifer’s current proposal development processes covering key topics such as:
 - Introduction to PR and Overview of Phases of Business Development Recruitment
 - Phase 1 and 2: Opportunity Identification and Long-Term Positioning – Key Activities
 - Phase 3: Positioning Phase– Key activities
 - 3 (b) – CV/resume preparation
 - Phase 4: Live Bid – Key activities
 - Phase 5: Post Submission and Post Award
- Facilitating interactive training sessions, workshops, and discussions for staff members involved in proposal development
- Providing practical examples, case studies, and exercises to reinforce learning and encourage active participation.
- Offering individualized coaching and support to staff members as needed, including guidance on specific recruitment challenges or inquiries.
- Developing and distributing training materials, resources, and tools to support learning and real life applications.
- Conducting post-training evaluations and assessments to measure the impact of the training and gather feedback.

Estimated Timelines: May ~ July 2024 (subject to availability)

The Proposal Recruitment Training Consultant will deliver the following key deliverables:

- Review of existing materials and needs assessment report outlining findings, recommendations, and proposed training approach.
- Customized training curriculum, including session plans, presentation slides, and supporting materials.
- Documentation of training sessions, including attendance records, participant feedback, and any relevant observations or insights.
- Training materials and resources for ongoing reference and use by staff members.
- Post-training evaluation report summarizing outcomes, lessons learned, and recommendations for future capacity-building initiatives

Expected input from Heifer:

- Heifer shall provide the consultant with all relevant Heifer materials and data/information that are necessary to fulfill the purpose of this assignment
- Schedule coordination among attendees and the Consultant
- Help co-facilitate training sessions as needed

Level of Effort (“LOE”) and Period of Performance:

- Heifer anticipates this scope of work to require 60~75 hours of engagement spread over 2~3 months. The specific schedule and timing of training sessions will be determined in consultation with the Consultant and based on staff members’ priorities and availability.



- More specifically, we envision 5~8 hours of meeting with Heifer's Business Development team to review Heifer's current processes, 40~50 hours on course materials development, provide staff members with 5 training sessions (outlined under SOW). Each training session to last 2~3 hours with ~10 participants from Heifer's People Department.

The ideal Proposal Recruitment Training Consultant should possess the following qualifications and experience:

- Demonstrated expertise in proposal recruitment within the international development and INGOs sector, with a focus on projects funded by USAID and other institutional donors.
- Proven experience in designing and delivering training programs, workshops, or capacity-building initiatives related to proposal recruitment, human resources, or organizational development.
- In-depth knowledge of best practices, tools, and strategies for effective recruitment and selection of personnel in multicultural and diverse settings.
- Strong facilitation and communication skills, with the ability to engage diverse audiences and foster interactive learning environments.
- Familiarity with principles of adult learning, participatory methodologies, and experiential learning approaches.
- Ability to work collaboratively with stakeholders at all levels of the organization and adapt training content to meet specific organizational needs and objectives.
- Advanced degree in relevant field (e.g., human resources management, international development, organizational psychology) preferred.

Proposal Submission:

- Interested individuals or firms are invited to submit their proposals, including a detailed scope of services, methodology, timeline, budget, and CV to RFP@heifer.org with Subject: Recruitment Training Consultant by **5:00 P.M. Central Time, Friday, May 17, 2024**. You can visit the Procurement and Contracting Services site at [this link](#) to review Heifer Project International bid opportunities.

Evaluation Criteria:

- Demonstrated expertise and experience in proposal recruitment training within the international development and INGOs field.
- Relevance and suitability of proposed methodology, approach, and deliverables to the organization's needs and objectives.
- Qualifications and experience of key personnel, including the Consultant's track record in delivering similar training programs.
- Clarity, feasibility, and completeness of the proposed scope of services, timeline, and budget.
- Overall quality and alignment with the objectives and requirements outlined in this Scope of Work.

Terms and Conditions:

- The consultancy will be subject to a formal agreement between the selected Consultant and Heifer, outlining terms, conditions, and deliverables.
- Payment will be made in accordance with agreed-upon milestones and deliverables.