

Expression of Interest for the provision of Event Management Services for Teacher Training Workshops – Garissa County

Assignment Title:	Request for Expression of Interest (EOI) for the provision of Event Management Services for Teacher Training Workshops – Turkana County
Activity:	End-End Event Management
Consultant Name:	TBD
Country:	Kenya
Location:	Garissa County
Period of Performance:	January – February 2025
Submit Proposal to:	pndungu@teachwell.rti.org
Date of Issue of EOI:	September 20, 2024
Date Questions from Supplier Due:	October 1, 2024
Date Proposal Due:	October 15, 2024, by 17:00 hrs. East African Time
Consultant Point of Contact:	Peter Ndung’u

IDG’s International Education Division supports education development around the world by strengthening education policy, management, and practice to achieve measurable improvement in teaching and learning. From our well-established reputation in education system strengthening, to innovative work in early grade assessment and learning, RTI is improving education quality, relevance, and efficiency through implementation of projects funded by USAID, The LEGO Foundation, Bill and Melinda Gates Foundation, and other donors and clients.

The Kenya based, LEGO Foundation-funded Teachwell project aims to reach 100% of teachers in refugee and host communities in Turkana and Garissa, with sustained, comprehensive, and continuous professional development that will improve the quality of instruction, opportunities, and the holistic well-being of children. To support these efforts, RTI will build upon existing Competency Based Curriculum (CBC)-aligned teacher continuous capacity development (TCCD) materials, emphasizing practice opportunities in reading and math and infusing these with contextualized approaches to universal design for learning (UDL), social and emotional learning (SEL), learning through play (LtP) and psycho-social support. The anticipated program will work closely with Kenya’s Ministry of Education (MOE) and Teachers Service Commission (TSC) to ensure a consistent, complementary, and integrated training approach.

To support the delivery of the TCCD package to teachers in Garissa County through an initial in-person, three-day training of approximately 1,000 grade 1 to 3 teachers in 250 schools, we seek a qualified Workshop Management Firm with presence in Garissa, manage a series of approximately 18 3-day workshops to be held concurrently over a two-week period (9 workshops per week) in January 2025. The workshop management firm will be expected to perform the following activities:

1. Map transport costs for participants based on distances between participants' duty station and the training venues.
2. Participate in planning and budgeting meetings with TeachWell staff and County level Officials.
3. Conduct bi-monthly security reviews, with TeachWell security partners and County level Officials, to help determine where trainings should be residential/non-residential; and where they should be held at the sub-country versus zonal level. Ensure regular security updates and communicated to the TeachWell procurement and logistics manager.
4. Provide roving site managers - 1 manager per 2 training sites, to ensure quality and timing of meals, materials, and payment to participants. Host a one-day planning workshop with all site managers and TeachWell staff.
5. With TeachWell staff and County officials, identify schools/training centers for use at each sub-County/Zone; identify and procure local catering services.
6. Procurement, printing and distribution of stationery and teachers' reference guides and other materials as needed (developed by RTI) at each workshop site.
7. Facilitate timely M-Pesa payment to all workshop participants, according to rates/calculations finalized with RTI and County Officials. Provide M-Pesa payment records to RTI/TeachWell finance.
8. Ensure daily attendance is captured, and final attendance lists for all days of the training are submitted to RTI in paper (original) and excel formats.
9. Procure internet/wifi hotspots for use at each training site (for pre- and post-tests, accessing digital platforms)
10. Other workshop management functions as requested by the TeachWell/RTI finance and procurement team.
11. Ensure consistent and ongoing communication before and during the training activity, including:
 - a. Weekly planning meetings with TeachWell staff and site managers (in the 4 to 6 weeks leading up to the training workshops).
 - b. Presentation on training/workshop logistics to training of trainers. workshop (held in Garissa town in early January).
 - c. Submission of a detailed activity logistics plan with comprehensive budget, 4 weeks prior to the start of training workshops.

- d. Daily debrief meetings at the end of each training day with TeachWell’s procurement and logistics manager.
- e. Submission of all payment and attendance records, within 3 business days of each concluded workshop.
- f. Routine check-ins/troubleshooting with all site managers and TeachWell staff via a dedicated WhatsApp group.
- g. Submission of a final report, including a technical/activity summary and detailed financial reporting, inclusive of all receipts, payment records and invoices.

Workshop Overview

This training activity seeks to involve all grade 1 to 3 teachers in Garissa County in training workshops through non-residential workshops held at the zonal level. Depending on the security situation, distance to schools, and other local factors, some trainings may be redirected as residential workshops held at the subcounty level. For all workshops, trainings will be held at a school or training center. Catering should be arranged locally, based on recommendations from each community. Accommodation and transport should be facilitated via allowance (rates to be finalized during planning). It is anticipated that up to 50% of trainings may be held at the sub-County level. For initial planning purposes, the following figures may be used, as school- and sub-County data are finalized:

	Non-Residential Held at Zone	Residential	Total
# Sub Counties	4	3	7
# Schools	150	100	250
# Workshops	15	3	18
# Participants	600	400	1,000
Est. Schools/Workshop	10	30	-
Est. Participants/Workshop	40	130	-

Service Provider Expectations

Firm should be active in Garissa be able to mobilize quickly for these workshops, beginning the planning and initial work within one week of contract award. Firms should have past experience working with the Garissa County government and should have expertise in conducting training workshops at a large scale.

Deliverables

The data collection firm will be selected on a competitive basis and payment will be made based on successful deliverable completion. The following are the deliverables:

1. Approved roster of site managers, inclusive of CVs
2. Submission of a security brief, developed with TeachWell staff, that makes clear

- recommendations on residential vs. non-residential and zonal vs. sub-county level workshops for each sub-County.
3. Submission of a detailed activity logistics plan with comprehensive budget, 4 weeks prior to the start of training workshops. This should include a map of transport reimbursement rates per workshop venue.
 4. Attendance of all site managers at daily debrief meetings at the end of each training day with TeachWell's procurement and logistics manager.
 5. Satisfactory management of all training workshop logistics, including quality catering and on-time payment of pre-established allowances to participants, as evidenced by submission of all payment and attendance records, within 3 business days of each concluded workshop.
 6. Submission of a final report, including a technical/activity summary and detailed financial reporting, inclusive of all receipts, payment records and invoices.

Timelines

- Planning and Preparation: October 21, 2024, to January 5, 2025
- Mobilization and Presentation to TOT: January 6 to January 10, 2025
- Training Workshop Management: January 13 to 31, 2025
- Submission of all reports/resolution of any outstanding issues: February 1 to 15, 2025

Application criteria

LEGO TeachWell Kenya seeks a partnership with an eligible event management company/firm with a presence in Turkana. Interested and qualifying firms should submit detailed proposals, including cost details (please include daily rates if possible) via email to pndungu@teachwell.rti.org by 17:00 hrs. East African Time, October 15, 2024.