



EXPRESSIONS OF INTEREST

Laos Local Systems Strengthening (LSS) Project University Capacity Development and Research Technical Assistance Support Closing Date: May 15, 2022

Program Background

The two-year, USAID-funded LSS project is implemented by [RTI International](#), an independent organization dedicated to conducting innovative, multi-disciplinary research that improves the human condition. LSS will work directly with the Faculty of Economics and Business (FEB) at the National University of Laos (NUOL) as well as three other regional universities.

The main objective of the LSS project is to develop a university-led system of strategic, systematic, and measurable approaches to organizational capacity development in Lao PDR. Stronger and more sustainable capacity service provision will enhance the capacity and performance of local organizations so that they can better design and deliver prioritized local solutions to local development challenges. Through our work, we will support Lao universities and organizations to learn, develop, and sustain their work in contributing to national and local development outcomes. Three objectives will guide our work: (1) To improve content and knowledge management services for an expanded system of organizational capacity development; (2) To increase the capacity and performance of universities and other organizations working in Lao PDR; and (3) To expand organizational capacity development shared learning opportunities for universities and other organizations in Lao PDR.

USAID LSS to this effect is inviting interested, eligible and competent universities and academic centers to respond on their willingness to be shortlisted or selected to provide services in one or all of the following areas:

- Assess capacity and provide strategic planning and capacity development technical services to four Lao universities (virtually) – including guidance on service learning
- Provide technical support to develop university curriculum and content in business management, organizational development, and financial sustainability
- Support research initiatives for Lao university research centers, professor groups, student groups, and other local organizations

RTI intends to award one or more subawards for proposed activities for a combined total of \$100,000 over a twelve month period. The work would be remote and would not require travel to Laos. The work could be split among one or more lead and supporting technical specialists

Assignment Objectives and Deliverables:

- To ensure RTI and local partner staff and key participants understand the process, regulations, and restrictions of a co-creation program and proposal development process. Deliverables: A training agenda and participant materials; A delivered training and final training report.
- To support RTI staff to guide an effective and compliant co-creation process with one local organization. Deliverables: A consultation log that itemizes each session topic, time, and outcome.
- To convene up to three, virtual (or in person if health conditions allow) co-creation sessions of two days each during a three-month period. Deliverables: Agendas and materials for three sessions; Co-creation session facilitation and notes / artifacts of the three sessions.

- To ensure quality of co-creation process and final products. Deliverables: Document review support; Final engagement report and debrief session.

Eligibility/Criteria for Selection

Only organizations with the following qualifications will be considered:

- A university, university center, or academic institute with the ability to advise Lao universities and university departments
- Past experience working on USAID projects with the ability to provide virtual training and technical assistance
- Knowledge of Lao and political and socioeconomic issues in the country
- Qualified personnel with strong facilitation, coaching, and mentoring skills
- Cost reasonableness

Mode of Submission:

- Expression of Interest (1 page): The cover page which should include the name and contact information of the applicant, a narrative expression of interest, organizational information, the submission summary, and the organizational point of contact.
- Activity Approach (3 pages): A description of the way in which the organization proposes to meet the objectives and deliverables as detailed above. Could include existing materials, engagement methods, facilitation methods, virtual tools, and lessons learned among others.
- Experience and Capability (2 pages): A narrative that includes brief biographies on individuals that will be engaged in this assignment, past experience on relevant assignments and projects, and any other information that provides proof or assurances in the applicant's ability to deliver on the objectives, activities, and deliverables detailed above.
- Budget (1 page); A summary budget that provides labor rate calculations and any other direct or indirect costs associated with this assignment with a ceiling of \$100,000 (or less if only bidding on one or two proposed areas of work).

Submission Guidelines:

- Expression of Interest should be submitted in English using Microsoft Word; 11 Times New Roman font and 1-inch margins.
- Expressions of interest should be submitted via email to SUFIA-Procurement@rti.org
- Applicants should indicate the reference number on the subject line of their email as follows:
Laos LSS – 2021 – Uni EOI

Disclaimer: Issuance of this call does not constitute an award commitment on the part of LSS nor commit the project to pay for costs incurred in the preparation and submission of an EOI. Further, LSS reserves the right to reject any or all EOI received. Similarly, an invitation for further negotiation or to submit a full application is not a commitment to award the contract to that application.