Call for Proposals

Senior-leadership training workshop for the Tanzania Prevention and Combating of Corruption Bureau (PCCB) and the Zanzibar Anti-Corruption and Economic Crimes Authority (ZAECA).

October 2020

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1 Technical information

- **Contracting authority:** Basel Institute on Governance
- **Deadline for proposal submission:** 5 December 2020
- **Anticipated provider selection date:** 15 December 2020
- **Delivery timeline:** between 15 January 2021 and 31 March 2021 (dates for each deliverable to be agreed between the selected provider, ICAR, and agreed with project partners).

2 Background

About the Basel Institute on Governance

The Basel Institute on Governance is an international and independent not-for-profit organisation working worldwide with the public and private sectors to counter corruption and other financial crimes as well as to improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel, the Institute operates globally and maintains field operations in Africa, Eastern Europe, and Latin America.

About the International Centre for Asset Recovery (ICAR)

ICAR is a specialised division within the Basel Institute and is dedicated to strengthening and supporting the capacities of developing and transition countries to recover stolen public assets. Our global network and team of asset recovery specialists is made up of former prosecutors, lawyers, and investigators. Flexible and fast-moving, we are uniquely placed to provide hands-on support to partner agencies across the world in tackling corruption and complex financial crime.

3 Context

Our programme in Tanzania

Since July 2015, Switzerland's Federal Department of Foreign Affairs, through the Swiss Agency for Development Cooperation (SDC) and the Embassy of Switzerland in Tanzania, has been funding the ICAR with the purpose of providing support to Tanzania's Prevention and Combating of Corruption Bureau (PCCB) and the wider anti-corruption chain. Over the last four years, the programme has successfully built capacity through an intense mentoring programme combined with training and institutional development advice. The programme is implemented by two in-country embedded experts (EE's).

Phase 2 of the project commenced on 1st April 2020 and will finish on 21st December 2024.

Included within the activities planned under Phase 2 is the development of leadership skills within the PCCB and ZAECA.

4 Objectives

ICAR seeks the services of a training provider who will be responsible for:

- Planning and delivering a 5-day senior leadership workshop attended by 12-15 senior leaders from PCCB and ZAECA;
- Supporting (within the 5 day workshop) PCCB and ZAECA senior leaders to develop the content of a leadership development programme for their respective agencies.

5 Methodology and deliverables

The workshop should be remotely delivered online via a bespoke and secure online learning platform. Training should be interactive, immersive, and bespoke to a criminal justice setting. Delivery will be in English.

Deliverables

1. Submission of a workplan which includes:

- Proposed approach to training;
- Training preparation, detailing how training provider will ensure during the planning stages that the delivery is bespoke to the needs of the PCCB and ZAECA;
- Training modalities;
- Detailed course content.

2. Delivery of a 5-day senior leadership workshop. The workshop will include a focus upon:

- Effective leadership (leading people, teams, and processes);
- Situational leadership paradigms (personal leadership styles);
- Critical thinking (decision making within a criminal justice setting).

3. Dedicated support to workshop participants – during the course of the 5 day workshop – to assist them in developing and designing the content of a leadership development programme for their respective agencies. In the course of the workshop, the provider will:

- support the participants in examining the existing leadership training pathways within both PCCB/ZAECA
- support the participants to identify their own agency-wide leadership training needs
- support the participants in developing the structure and content of leadership training programs for both agencies

4. Post-delivery report.

- outlining the steps taken to conduct the trainings;
- a report of the content of the training and participant engagement;
- participant learning outcomes, particularly with regard to establishing leadership trainings within their respective institutions.

6 Proposal Submission

Proposals should comprise of:

- A detailed workplan (as per the Methodology and deliverables outlined in section 5);
- Proposed detailed course content;
- Anticipated challenges and a risk mitigation plan;
- Evidence of how the training provider meets the required profile in respect of: organisational skillset (and evidence of delivering similar projects), individual experience and qualifications, and suitability of an online delivery platform;
- CV's of trainer/training team;
- Detailed financial proposal ($ USD) – outlining detailed project costs including fees, expenses, and incidentals;
- The contractor's contact person, with full details (email, phone number, and address).

All documents should be merged into one single PDF file.

Proposals should be submitted in English to: Mr. Peter Wilson, ICAR Programme Officer, care of proposal@baselgovernance.org, no later than 05/12/2020.

7 Timeframe and anticipated schedule

- **Call for offers:** from 26 October 2020.
- **Closing date for offers:** submissions should be made by 5 December 2020.
- **Anticipated provider selection date:** 15 December 2020
- **Delivery timeline:** all deliverables completed by 31 March 2021.

8 Required profile of training provider

The training provider will be able to evidence:

- Significant experience of building criminal justice capabilities within developing and transition countries (experience of building anti-corruption capabilities within East Africa is strongly preferred).
- Significant experience of delivering senior leadership and management training within the international criminal justice arena.
- Significant experience of delivering remote online training within the international criminal justice arena.
- Training which can be accredited by a recognised academic accrediting authority is preferred.

The trainers/consultants who are delivering the training will possess (either individually or collectively) the following skills and experience:

- Recognised training qualifications (e.g. UK National Vocational Qualification in Training Level 3 or international equivalent Learning & Development qualifications).
- Recognised leadership training qualifications (e.g. Myers Briggs certification or similar).
- Senior leadership experience within the criminal justice sector.
- Significant experience of delivering criminal justice related training within developing and transition countries (experience of building criminal justice capabilities within East Africa is strongly preferred).

The training provider will be able to demonstrate that delivery will take place via a suitable online training platform. The evaluation process may include the training provider demonstrating the functionality of the delivery platform.

9 Evaluation Criteria

Interested providers are requested to submit their proposal in accordance with the structure outlined in Section 6 (Proposal Submission). Interested providers may be invited to present their online delivery platform and training proposal to the ICAR procurement committee. It is anticipated that any such presentation would take place between 5 December and 15 December 2020.

Submitted proposals will be reviewed and evaluated based on their overall capacity to deliver the required tasks. In addition to cost of the proposed training, technical evaluation criteria will include:

- Workplan and overall approach, including training preparation proposed;
- Organisational skillset and relevant experience of delivering similar projects;
- Individual skillset and qualifications of the actual training team;
- Suitability of online delivery platform;