

Executive Training - Communication

Deadline for Proposal

September 30, 2017

Contact Information

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Olympic Industries Limited

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Start of Project

November 1, 2017

Background Information and Rationale

Olympic Industries takes education and employee development at heart. We believe that employee training is beneficial for both the company and the employees themselves. In this vein, we would like to provide employees at the staff and executive levels with training on communication skills.

To provide this training, Olympic is looking to partner with an organization with extensive experience in continued education, and communication training in particular. The goals and objectives will be listed below. Applicants are invited to present Olympic with a full proposal, including timeline and budget.

Terms of Reference and Objectives

The goal of this project is to provide Olympic's executives and staff with the opportunity to improve their communication skills, increase their productivity, and boost their confidence. Among other subjects (to be determined by the applicant), Olympic would like the training to contain at least the following topics:

- ✓ Principles of persuasive and clear communication
- ✓ Listening skills
- ✓ Interpersonal skills
- ✓ Effective email and report writing
- ✓ Professional documentation
- ✓ Identifying the needs of an audience
- ✓ Preparing a presentation
- ✓ Providing constructive feedback
- ✓ Understanding and minimizing communication barriers
- ✓ Body language

The training sessions should involve a form of evaluation on each topic or module, in order to ensure the training method used is appropriate and effective. By the end of the training, trainees should have a specific plan on how to improve communication with their supervisors, peers, and supervisees.

Olympic will provide the venue, projector, printouts, notebooks and refreshments. At the factories, Olympic will also provide lunch. The selected implementing partner will be responsible for its own transportation to and from each location

Scope of the Project

STAKEHOLDERS	<ul style="list-style-type: none"> • Approximately 140 Olympic Staff and Executives • For the purpose of the budget, applicants should estimate 80 participants at the Head Office, and 60 at the factories
LOCATION	<ol style="list-style-type: none"> 1. Lolati Biscuit Factory (Narayanganj) 2. Madanpur Biscuit Factory (Narayanganj) 3. Battery Factory (Narayanganj) 4. Head Office (Motijheel)
GROUP SIZE	<ul style="list-style-type: none"> • Training sessions should be executed in small groups of 15-20, as prescribed by the applicant
LENGTH	<ul style="list-style-type: none"> • The training modules should be divided into multiple sessions, so to never exceed 2.5 hours for one group in one day, and in one week. • The applicant should mention in the proposal how many hours in total are required for one group, and how this will be divided over multiple sessions. • Please note that multiple sessions with different groups should be planned in the same day to maximize efficiency and minimize travel time.
LANGUAGE	<ul style="list-style-type: none"> • Training sessions should be conducted in Bangla • Reports and communications with project managers should be in English

Benefits to Olympic

- ✓ Improved job performance and efficiency of work
- ✓ Improved relationship with external actors
- ✓ Increased productivity
- ✓ Increased collaboration between departments and team members
- ✓ Culture of open communication and constructive criticism created between supervisors and team members
- ✓ Reduced bottlenecks in operations

Approach and Methodology

The applicant should describe in enough detail their plan on how to achieve the goals mentioned above. Olympic understands that this project will require some customization after the proposal

is accepted. At this stage, the applicant should only be concerned with demonstrating that they are capable of enabling effective learning.

Governance and Accountability

The project can be implemented by a group or a single individual. In the case of a group, there should be one lead or project manager, which will be in charge of managing, directing and overseeing this project. This lead will also take on the role of coordinator, and will be expected to communicate in a timely and effective manner with designated Olympic personnel. This lead will also ensure that all matters are addressed sensitively, and that all written material be adequately translated from Bangla to English.

The implementing party will report to our Head of Sustainability, our Executive Director of Operations, the Lolati Factory Manager, and the Madanpur Factory Manager.

The implementing party, as part of the agreement, warrants to maintain confidentiality. The identity of workers, company information, as well as the assessment and training processes, findings, and proposed projects shall be and always remain the property of Olympic. The implementing party must commit to operating professionally, especially when addressing sensitive issues.

Professional Qualifications

Parties should have significant previous experience in implementing similar projects with other companies, NGOs, UN agencies, or relevant organizations.

All group members should have relevant undergraduate degrees or higher.

The lead trainer or project manager must be fluent in written and spoken English and Bangla. Other members must at least be fluent in Bangla.

All group members should display strong observation, analysis, problem-solving, and communication skills.

At least one group member should display strong writing and editing skills in English.

Deliverables and Schedule

All deliverables should be written in clear, grammatically correct English.

This schedule is approximate and can be modified according to Olympic's needs.

Deliverables / Activities	Schedule
Proposal	September 31, 2017
Customized Training Modules and Content	October 21, 2017

Start of Training Sessions at Factories	November 1, 2017
Short Report on Lessons Learned from Factory Training Sessions	December 1, 2017
Start of Training Sessions at Head Office	January 4, 2018
Short Report on Lessons Learned from Head Office Training Sessions	February 17, 2018

Budget and Payment Terms

A detailed budget, including all expenses and justifications, should be proposed by the applicant. In proposing a budget, however, please remember that we are a local company. We do not have the ample resources that a foreign or multi-national company would have at its disposal. We suggest that applicants propose activities and an implementation plan which is budget-conscious, maximizes value for money, but does not compromise quality.

Payment terms will be as follows:

- 30% upon approval of the proposal, before the project starts
- 30% at the end of the factory training period
- 40% upon receipt of final deliverables

Payment will be made by account payee cheque and deductions will be made, as per the taxation laws of Bangladesh. All proposed budgets should **include applicable taxes**.

Structure of the Proposal and Submission Guidelines

Olympic encourages bidders to use their own format for proposals. However, all proposals should include the following detailed information in **one** document:

- ✓ Methodology and justification
- ✓ Implementation plan and justification
- ✓ Budget, detailed expenses, and justification
- ✓ Organization
 - Overview
 - Previous experience in conducting similar projects
- ✓ Group members
 - Summary of qualifications
 - Individual CVs
- ✓ Timeline (if different from the one proposed above) and justification

Proposals which do not contain all of the information stated above will be automatically rejected. Proposals may be submitted in Word or PDF format. The title of the Proposal document should begin with the name of the applying organization, followed by the project name.

Applicants are welcome to contact Olympic before the deadline should they have any questions concerning this RFP or specific requirements.

Proposals should be submitted to marion.pellegrin@olympicbd.com no later than **September 30, 2017**.