



Request for Proposal

Development of Recruitment and Licensing Process for IAP2 Trainers

The International Association for Public Participation (IAP2) is an association of members who seek to promote and improve the practice of public participation and community engagement in relation to individuals, governments, institutions and other entities that affect the public interest in nations around the world.

IAP2 comprises an international body (“International”) and separate independent non-profit entities in multiple jurisdictions that operate pursuant to affiliation agreements with IAP2 (“Regions”). Regions are currently operating in Australasia (Australia and New Zealand), Canada, Indonesia, Latin America, Southern Africa and the United States.

IAP2 is undertaking a global change initiative designed to deliver a strong International organisation and strong Regional bodies.

This Request for Proposal (RFP) supports the International Board’s objective to prepare, support, and select existing and new trainers for both in-person and remote delivery of the new Global Learning Pathway courses currently in development, and ready for release on 1 December 2021.

Qualifications

The successful contractor is required to have the following skills and experience:

- Proven experience with **recruitment and licensing policy and process development** within a **global licensing** environment
- **Learning and development** expertise; and
- Proven experience working with/in a **complex** evolving organisation on a **significant change journey**.

Scope of Work

Deliverables for this project will include the following items that apply to currently licensed and new trainers:

1. **RECOMMENDATIONS** on the optimal **POLICY** and **PROCESS** for IAP2 Trainer recruitment and licensing based on:
 - Review of existing trainer licensing policy and processes for both International and Australasia
 - Consideration of a recent review of global policy and processes for new trainer licensing conducted by Australasia and the transitional policy and process developed by the Global Practice Development Committee
 - Alignment with IAP2 principles and standards and International Guidelines
 - Recognition of IAP2 context and organisational constraints (globally), this includes financial and human resource constraints and options to deliver both a virtual and face-to-face licensing process.
 - Leading contemporary theory and practise in trainer development and assessment, and
 - Consultation with key stakeholders (as agreed).

Recommendations will include:

- 1.1 Recruitment and selection of candidates who meet global and regional needs and achieve an agreed-upon International standard (including recommendations for the International standard)

- 1.2 Diversity, equity, and inclusion considerations
- 1.3 Effective and efficient skills-development and licensing of trainers
- 1.4 Recognition of Prior Learning Assessment and Recognition (PLAR) mechanisms
- 1.5 Assessment process
- 1.6 Appeals process
- 1.7 Governance requirements
- 1.8 Financial requirements

2. **DEVELOPMENT** of the policy and process for the licensing of IAP2 Trainers based on the agreed recommendations (item A 1).

Oversight

The Trainer Licensing Steering Committee, which is a committee of the International Board, will oversee and sign off work at each stage of the project. The decision-making model includes a recommendation for approval of the Policy and Process for IAP2 Trainer Licensing from the Steering Committee to the IAP2 International Board, who will then seek endorsement from IAP2 Regional Boards, prior to approving the policy and process.

Selection Process

Selection of the contractor will be recommended by the Steering Committee for approval by the International Board using the following criteria:

Criteria	Weight
Relevant qualifications and experience;	30%
Proposed approach, methodology, timeline, and cost	25%
Alignment with IAP2 International and GPDC values and principles;	25%
Ability to work with IAP2 volunteer members and staff in a collaborative manner across time zones.	20%

Due Dates (Midnight, Pacific Time - CAN/USA)

- Submission of RFP: Monday, June 7, 2021
- Interviews (virtual): June 10 – 14, 2021
- Selection of contractor and notifications: June 18, 2021
- Commencement of work: Immediately upon contracting
- Completion of work: July 31, 2021

Fee for Service

A modest budget of up to USD \$12,000 is available for the work. Contractors will need to specify how they will complete the work within this budget.

Questions

Please direct all questions to Ellen Ernst, Executive Manager, at iap2hq@iap2.org.

Submission

Please submit your Proposal to Ellen Ernst, Executive Manager, at iap2hq@iap2.org and include:

1. Name
2. Company profile (half-page limit) or, if an individual or consortium, profile of the management team
3. Contact information
4. Relevant skills and experience, with up to three examples and up to three CVs (3-page limit per CV) of the key project personnel
5. Proposed approach, methodology, and timeline
6. Three professional references
7. Expected fee structure
8. How you will meet IAP2 International's values and principles (half-page limit).
9. Conflict of Interest disclosure
10. Support required from IAP2
11. Signature of authorized individual

The proposal must be received electronically by the closing date and time or it will be disqualified from consideration. The proposal must be signed by a person authorized to sign on behalf of the bidder.

IAP2 reserves the right to accept the proposal most favourable to the interests of the organisation, and not necessarily the lowest cost proposal. IAP2 may decide not to accept any proposal.

Addenda and Corrections

Should a correction be made or additional information released in connection with this RFP, it will be issued in the form of an Addendum and will be provided to all potential bidders. IAP2 reserves the right to extend the due date for submission of the RFP, or not.