

Date: July 19, 2019

# U.S. EMBASSY, ADDIS ABABA

## Invitation for bid

### Project Management Foundational Training

### PR8443692

Under the United States Embassy, CDC Ethiopia office requires professional services to perform trainings for about 40 staff and implementing partners as per the attached detail statement of work. Offer MUST contain the following information. Any bidder with incomplete information of the following items will be disqualified.

- Requisition Number: PR8430695 on the subject of the quotation email
- Full address of the supplier with DUNS # / SAM registered, <https://www.sam.gov>
- Eligible bidders can submit price quotation including all costs by email to: [addisgso procurement@state.gov](mailto:addisgso procurement@state.gov), Attn: Seble Tadesse, before July 29, 2019 COB.
- The US Embassy Addis Ababa reserves the rights to accept or reject any or all bids.

## Scope of Work

### Project Management Foundational Training

#### Background

CDC Ethiopia is a scientific organization operating in the public health sector primarily in the area of HIV/AIDS to reduce the impact of the epidemic through partnership with the government of Ethiopia and other implementing partners. CDC-E provides technical assistance and financial support for the implementation of HIV/AIDS/ and TB and other critical public health related projects that focus on building the capacity of the health system in the country. In order to provide these services efficiently, CDC Ethiopia is required to build the competency of its technical officers staff, specifically, project officers, Partner Management Group (PMG) and others including implementing partners (22 from CDC-E and 18 from IP - 40 in total) in the vital skills of **Project Management**. This **Project Management Foundational provides** a systematic approach to managing and controlling different types of projects and programs and different types of change; it also ensures that the project or program budgets effectively utilized through all the essential phases, from concept through to completion. This makes sure the various projects/programs are properly reviewed by the agency at key stages. This 3 day course is planned to be offered for technical officers (TOs) who work closely with CDC-E implementing partners on program planning, implementation and monitoring. This training will fill the gaps in working with project management processes, and establish a structured approach for clearly defining roles and responsibilities for efficient delivery of results, and avoid making costly mistakes.

## **Topics to be covered in the Course**

Specific topics to be included in this training include:

- Introduction to project management processes and knowledge areas,
- Project planning
- Defining project scope
- Project schedule and time management;

## **Project Management Foundational Training**

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- Managing project budget, quality, and communications;
- Performance management
- Planning for and managing risk
- Stakeholder/partner engagement and communication management,
- Managing project work, scope,
- Identify and manage the critical path;
- Monitoring, supervision and reporting
- Project close-out

It is with this understanding that an in-house workshop on ***Project Management Foundational Training*** has been proposed for CDC-Ethiopia technical officers who are responsible for working with our implementing partners, monitoring their programmatic works, communicating status reports, and ensuring adherence to the PEPFAR guidelines and USG regulations.

Effective training

- will contribute towards making course participants (technical officers of CDC Ethiopia) competent in managing projects/programs and build their skills in the required effective planning and adherence to health projects best practices in every step of the process;
- provides tools for trainees that help fill their gaps in knowledge, skills and abilities for project management;

In order to achieve these objectives a hired contractor is recommended to provide and guided by the following:

### **Training Methodology**

Use adult learning theory and integrates appropriate learning strategies to engage trainees. It should also promote dialogue between all trainees as frequent as possible.

## **Project Management Foundational Training**

Long lectures will be the last used mode of content delivery; use practical health related projects as case studies and problem-solving methodology.

### **Details of Scope of Work**

The contractor shall conduct a **three day (6 hours/day x 5) Project Management Foundational Training** up to 40 trainees of one group focusing on the topic areas mentioned above in the section - **Topics to be covered in the Course**.

Sessions are to be arranged to cover all the core theoretical and practical presentations of the above-cited topics and concepts.

The Contractor shall work closely with, and shall use background information provided by, **CDC-Ethiopia Training Coordinator**.

### **Specific Tasks**

The contractor (Trainers, Training Institution) shall:

- develop the course module, contents, and work plan and submit to **CDC-E Training Coordinator** for review and approval;
- prepare handouts and reference materials and provide to trainees and two copies of each to the Training Coordinator;
- conduct a **three day (six hours/day) Project Management Foundational Training** to a maximum of **40** trainees;
- has/have the discretion to suggest the contents of the course, **Project Management Foundational Training**. However, the modules **must** include the topics mentioned above in the section -**Topics to be covered in the Course** - and meet the stated objectives.

### **Deliverables**

The trainer/s/ are expected to deliver the following outputs.

- a. Course plan to be submitted **within 10 days** after signing the contract;
- b. Course modules/manual and reference materials to each of the trainees to be used as reference guide;
- c. Certificates of completion to those trainees who complete the course;
- d. A hard copy of the training material and completion report;
- e. Course evaluation questionnaire and subsequent report.

### **Requirements for the Trainer/s/**

The trainer/s/ must have broader knowledge and experience of providing the course: **Project Management Foundational Training**. Furthermore, the individual/s/ should possess a practical hands-on experience in project/program management in the PEPFAR context, and be able to provide practical illustrations, case studies, etc.

The trainer/s/contractor must be familiar with CDC or health policies and guidelines;

### **Period of Performance**

The contractor shall complete the course - **Project Management Foundational Training** within one month after signing the contract.

**Preferred date for the course is August, 26 and August 28, 2019.**

**The course is planned to be given in the facility CDC Ethiopia arranged.**