



REQUEST FOR QUOTATION

Institutional Management Training Consultancy to develop tailored training modules for Professional Associations in the Extractives Sector

The Government of Mongolia and the Government of Australia have partnered for the Australia Mongolia Extractives Program 2 (AMEP 2) to assist Mongolia to sustainably manage its resource-led growth. The end of program outcome of AMEP 2 is to improve the investment environment for the extractives sector in Mongolia. AMEP 2 is working towards this goal by developing partnerships with relevant government ministries and agencies, professional associations, the private sector, and civil society.

AMEP 2 is funded by the Australian Government's Department of Foreign Affairs and Trade (DFAT) and implemented by Adam Smith International (ASI). The program will be implemented until 31 March 2024.

Adam Smith International, as implementation service provider of AMEP 2, is now inviting professional management and training entities to submit a brief proposal and quotation for the activity: **Strengthening Mongolia's Professional Associations in the Extractives Sector**. It is expected that this activity will support Mongolian associations in the extractives sector to professionalize further and increase their credibility with government, industry, academic institutions, and the public.

The selected entity will work closely with the AMEP 2 team and members of the professional associations.

Scope of work:

- 1) **Development of a Training Plan:** Based on the rapid assessment findings (which will be developed by another expert), the selected entity will develop a training plan taking into consideration the following key areas: learning objectives, learning style, and audience, delivery mode/format, budget, timelines, communication of training, and monitoring and evaluation of the training effectiveness, technical/teaching requirements and existing training materials.
- 2) **Development of Training Module Content:** It is anticipated that 5 tailored training modules for professional associations will be developed. The modules may cover and are not limited to general institutional management topics such as leadership, governance and organizational management, funding, membership, diversity and inclusion. The rapid assessment will guide this process.

The selected entity will work closely with with a pool of identified technical/trainer experts, as some modules may either a) need to be developed or b) are existing modules that will need to be reviewed and revised. The selected entity may work together with AMEP 2 international experts to incorporate international case studies where relevant to enhance the training materials and provide more relevance to the organizations to meet needs and skill sets.

- 3) **Development of a Brief Toolkit or Guidebook:** The training content development will be supplemented by a brief toolkit or guidebook on selected topics with the aim to provide participants with a 'go-to' guide for ease of access to information.

- 4) **Delivery of Training:** Upon the review and approval of the training modules developed, the Institutional Management Training entity will organize and deliver the training to the identified target audience. The selected entity will work closely with the AMEP 2 monitoring and evaluation team to monitor and evaluate the effectiveness of the training modules. The selected entity will provide a brief final training report at the end of the assignment.

Key deliverables:

1. Training Plan
2. Toolkit or Guidebook on 5 Training Modules
3. Delivery of 5 Training Modules
4. Final Training Report

Minimum Requirements:

- Extensive experience in institutional capacity building, management, and advisory services.
- Extensive experience in designing and delivering institutional management training for professional institutions and/or associations.
- Ability to strategically engage and train multi-stakeholders from diverse organizations.
- Demonstrates practical experiences in results-based trainings and evaluations
- Knowledge of Mongolia's extractive sector's policy and practice is preferable.
- Proposed Project Lead must have excellent English and Mongolian language skills

Duration:

It is anticipated that the assignment will take place between November 2022 and June 2023.

Submission of Proposal

Please kindly send the proposal to solongo@amep.mn and oyunbileg@amep.mn by **06 November 2022** in one PDF file. The proposal should include:

- A brief introduction of the entity with a list of similar assignments undertaken.
- A brief outline of approach and plan.
- CVs of key proposed technical experts (e.g., Management Expert, Organizational Behavior Expert, Training Expert, Communication Expert, other experts as required).
- Estimated cost inclusive of all taxes and fees.

For more information, please contact P. Oyunbileg, AMEP 2 Partnerships Manager, at oyunbileg@amep.mn.