LEADERSHIP & MANAGEMENT TRAINING SERVICES

Overview
The Institute for Human Rights and Business (IHRB) seeks proposals from management training service providers to develop and deliver a leadership and management training programme to its staff members.

Background
Founded in 2009, IHRB is the leading international think tank on business and human rights. IHRB’s mission is to shape policy, advance practice, and strengthen accountability in order to make respect for human rights part of everyday business.

IHRB’s focus areas are diverse and reflect the most salient and emerging human rights issues facing business, including the ubiquitous contribution of migrant workers across global supply chains, ensuring just transitions for workers and communities in the adaptation to low-carbon economies, and improving efforts to address inequality, mass migration, and climate change through better decision making across the built environment lifecycle, raising standards and encourage best practice throughout the shipping industry, amongst others.

Scope of Services
IHRB’s core delivery requirements are as follows:

The purpose of this Request for Proposals (RFP) is to solicit proposals from management training providers who have the capacity to develop and deliver leadership and management training sessions designed to further the professional development of IHRB staff members.

The aim of the training is for managers and leaders to skilfully develop high performing individuals, teams and programmes, and will address core competencies, provide practical guidance using real-life scenarios, and time for reflection and learning from others. The programme should be designed to

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build and/or enhance the skillset and resources for competent and confident management, and adept and receptive leaders, and will ideally be delivered in modules.

The programme must mostly be delivered via an instructor(s), live via a video conferencing platform, and can include various delivery methods (i.e. virtual classroom, one-to-one, e-learning, or a blended programme combining multiple elements), and can include both technical and soft skills.

The provider is not required to have experience within the human rights and business arena, but all training must be applicable to IHRB’s work in complex environments, and must recognise IHRB’s international remote working set up.

**Timeline**

All proposals should be submitted by email to denise.derbyshire@ihrb.org. Any questions prior to submission should also be sent to Denise Derbyshire to this email address.

**Deadline for proposals:** Monday 31st May 2021 before 9am BST.

Ideally, the first training sessions are required to be delivered on or before Monday 28th June 2021.

**Training Topics Requested**

**Leadership:** building relationships, motivation, coaching/mentoring, communication, delegation, conflict resolution, performance management and correcting performance issues, setting targets and nurturing growth, critical thinking, developing staff skills, providing constructive feedback, team building

**Process Management:** achieving results, project management, time management, change management, remote working management skills

**Facilitation:** developing results, effective meetings, facilitation skills, negotiation skills, conflict management/resolution, building trust, managing under pressure

Formal qualification or certification, or assessment related training is of interest but not a requirement.

**Training Methods Requested**

Delivery of all training will be online via Zoom or an alternative video conferencing platform, with the majority delivered either in a live classroom style group format of 6-20 participants, or in live one-to-one, or smaller group sessions, or a combination of both. The inclusion of e-learning or other learning style components are acceptable, if used in conjunction with live trainer-led workshops as part of a blended learning programme. As the IHRB team are geographically dispersed, training providers will be required to accommodate various global time zones, from the USA to Singapore.

Sessions should include access to instructional material during live training, with download capability,
as well as the option to have sessions recorded for later review. A focus on learning from each other, real life scenario good practice and All or some sessions must be interactive so that participants have access via audio or real time chat box functions to interact with the instructor and fellow students during the live training sessions.

Proposal Requirements

The proposal should be ideally submitted in the form of a letter or Powerpoint presentation and must include:

- Overview of your company / services
- Overview of how you will meet our objectives, including proposed content of training and mode of delivery
- Examples of previous work (web links/brochures) where available
- Trainer biographies where available
- References
- Any key differentiators about your services
- Price per person/session (including VAT) with optional elements line-itemised
- Terms & conditions