

Request for Proposals Train the Trainer

For questions or comments connected to this RFP, please contact:
erin.o@sbtnetwork.org

1. Overview

SBTN would like to establish a train-the-trainer program, ideally to be launched in August 2023. SBTN is seeking pro-bono assistance from an NGO or consulting partner with training expertise to assist in creating this program.

The goal of this program is to mobilize SBTN NGO and consulting partners to effectively engage companies on SBTN methods, guidance and tools at various levels depending on each partner's capacity and interest. Specifically, the program would enable partners to self-select training and materials ranging from high-level strategic overviews to in-depth technical walk-throughs of each of the methods.

SBTN will provide the technical content and would expect this person to do some or all of the following, in consultation with SBTN:

1. Create and manage a training project workplan and associated budget (including identifying minimum and nice-to-have training components/materials based on training best-practices)
2. Create associated training plans
3. Create associated materials, including directing relevant SBTN Network and Issue Hub staff in providing content
4. Support and/or run the training components.

In exchange for this service, SBTN will acknowledge the organization's contribution in all appropriate communications and public relations materials, including but not limited to events, website, and social media. SBTN will consider additional opportunities for partners to present their work to SBTN audiences. In addition, the partner organization will have access to the "train the trainer" program that they helped develop, which will enable them to effectively engage companies on SBTN methods, guidance, and tools at various levels depending on each partner's capacity and interest.

2. Submission process

If interested, please submit a letter of interest to Erin O'Grady at erin.o@sbtnetwork.org.

Please make sure you outline specific details about the proposed service, including the scope of work, timeline, deliverables, and expected outcomes, as well as relevant experience.

Submissions will be considered on a rolling basis.

3. Terms and conditions

SBTN welcomes pro-bono service offers to help us achieve our mission and goals. The following rules outline the process for submitting a service offer:

- **Eligibility:** Only SBTN NGO partners and corporate engagement program consultants are eligible to submit pro-bono service offers.

- **Types of Services:** SBTN will only consider pro-bono service offers that align with our key list of needs, which includes corporate engagement support, communications/marketing support, and technical support. The proposed services must address specific needs identified by SBTN. Opportunities for engagement with SBTN are typically short-term and time-bound. As such, NGO partners and consultants must be as specific as possible in their submissions to ensure that the proposed service can be completed within the allotted time.
- **Review Process:** SBTN will review all pro-bono service offers and will determine which offers will be accepted based on SBTN's needs, priorities, and available resources. SBTN retains the right to refuse or accept any offer and determine how to take each offer forward.
- **Acceptance of Offers:** If SBTN accepts a pro-bono service offer, both parties must sign a written agreement outlining the specific tasks, timelines, deliverables, and responsibilities of each party. Any changes to the agreement must be agreed upon in writing by both parties.
- **No compensation:** Pro-bono service providers will not be compensated for their services or reimbursed for any expenses incurred in connection with the engagement.
- **Non-Exclusivity:** Pro-bono service providers must understand that their offer is not exclusive, and SBTN may receive multiple offers for the same service
- **Ownership of Intellectual Property:** Any intellectual property created or developed by the NGO partner or consultant in the course of providing pro-bono services will be owned by SBTN unless otherwise agreed in writing.
- **Confidentiality:** The partner organization must respect the confidentiality of our organization's information and data and will not disclose any such information to third parties without our prior written consent.
- **No Implied Consent:** The partner organization shall not use SBTN's name, or logo in any manner that implies or suggests our endorsement of the organization, its products or its services, without our prior written consent.
- **Termination:** Either party may terminate the agreement at any time with written notice to the other party. If the NGO partner or consultant terminates the agreement, they must complete any work in progress and provide SBTN with all deliverables completed up to the date of termination.
- **Amendments:** SBTN reserves the right to amend these rules at any time, with or without notice to pro-bono service providers.