



## **Guidelines for selection of educational institution for capacity building training for public officials of Friendship project co-funded by European union**

### **Information of the Friendship project**

Within the framework of the project proposal call by the European Union, “Europe Aid/171273/DH/ACT-Multi-2 Local Authorities: Partnership for sustainable cities”, the Darkhan-Uul Province Municipality Team (lead applicant), the School of Agroecology and Business, Mongolian University of Life Science (co-applicant) and Network of Association of Local Authorities of South-East Europe (co-applicant) submitted a joint application and received a grant for the implementation of the Friendship project strengthening EU-Mongolia friendship through Equitable, Resilient and Innovative Growth in Darkhan-Uul province. The project implementation started on February 1, 2022. As a result of the project, e-governance tools will be developed in the Darkhan-Uul province, and citizens’ participation in governance policy development will be increased. In addition, capacity building of civil officers, managers, and elected representatives will enable them to deliver public services fairly and equitably, so the quality and accessibility of public services will be improved. For more information, please visit our social pages at: <http://eudarkhan.mn/>, **FB: Найрамдал төсөл / Friendship project.**

To support participatory governance, we have developed a training program based on local civil servants’ needs to build capacity at the aimag, soum, and bag levels, including civil servants, representatives of citizens’ councils, and specialists. We invite proposals for a teaching team to conduct this capacity-building training program.

### **Scope of the program:**

Training will be conducted for civil servants of Darkhan-Uul province, representatives of citizens’ councils, specialists of the aimag, soum, and bagh level according to the curriculum developed by the Friendship Project.

### **Implementation activities:**

According to the curriculum for public officials’ capacity building training:

- 1) Develop a standard curriculum (syllabus)
- 2) Conduct a training in classroom in Darkhan-Uul province

The curriculum consists of the following 9 modules:

№	Module	Requirements	Budget /euro/
1	Localizing Sustainable Development Goals	Conducting training by preparing lessons according to key reading to be used in the "Training Program for Strengthening the Capacity of Civil Servants" and creating the objectives and learning outcomes of each topic according to inclass and non-class training plan.	2,000€
2	Changing mindsets		2,000€
3	Design thinking		2,000€
4	Competency to work and live in a new normal		2,000€
5	Collaborative Mindset		2,000€
6	Systems thinking		2,000€
7	Digital Mindset		2,000€
8	Inclusive Mindset		2,000€
9	Intrapreneurship		2,000€
10	Total budget	18,000€	



## CURRICULUM

No	Module	Topic	Hours	
			In class <sup>2</sup>	Non class
1	Localizing SDGs	Topic 1.1. Introduction and Strengthening Institutional Effectiveness for SDGs	4	4
		Topic 1.2. Localizing the SDGs	12	8
		Topic 1.3. Monitoring, Evaluation, and Reporting	4	4
		Topic 1.4. Action Plan for Accelerating Change	8	4
		<b>Total hours</b>	<b>28</b>	<b>20</b>
2	Changing Mindsets	Topic 2.1. SDGs and Public Servant Mindsets	4	4
		Topic 2.2. Collaborative Mindset	4	4
		Topic 2.3. Learning Mindset	4	4
		Topic 2.4. Leadership Mindset	4	4
		Topic 2.5. Expansion of Mindsets	8	8
		<b>Total hours</b>	<b>24</b>	<b>24</b>
3	Transparency, Accountability And Ethics in Public Institutions	Topic 3.1. Fundamentals of Ethics and Public Integrity	4	4
		Topic 3.2. Ethics and Public Integrity at the Institutional and Policy Level	8	4
		Topic 3.3. Organizational Change for Enhanced Ethics and Integrity	8	4
		Topic 3.4. Individual Ethical Behaviour	4	4
		Topic 3.5. Strategy and Action Plans for Enhanced Ethics and Public Integrity	4	4
		<b>Total hours</b>	<b>28</b>	<b>20</b>
4	Design Thinking	Topic 4.1. Introduction to Design Thinking	4	4
		Topic 4.2. Design Thinking: Inspiration	4	4
		Topic 4.3. Design Thinking: Ideation	8	4
		Topic 4.4. Design Thinking: Iteration	4	4
		Topic 4.5. Design Thinking: Getting to Scale	8	4
		<b>Total hours</b>	<b>28</b>	<b>20</b>
5	Competency to Work and Live in a New Normal	Topic 5.1. A Modern Public Servant	4	4
		Topic 5.2. Adapting to a New Normal	4	4
		Topic 5.3. Leadership in Change	4	4
		Topic 5.4. Emotional Intelligence	4	4
		Topic 5.5. Energy Management	4	4
		Topic 5.6. Work-Life Balance	4	4
		<b>Total hours</b>	<b>24</b>	<b>24</b>
6	Collaborative Mindset	Topic 6.1. Encouraging Participation	4	4
		Topic 6.2. Respect for Diversity	4	4
		Topic 6.3. Integrity	4	4
		Topic 6.4. Creative Facilitation	4	4
		Topic 6.5. Building Bridges	4	4
		Topic 6.6. Brokering	4	4
		<b>Total hours</b>	<b>24</b>	<b>24</b>
7	Systems Thinking	Topic 7.1. Looking at the Big Picture	4	4
		Topic 7.2. Estimating the Consequences of the Problem	4	4
		Topic 7.3. Broadening Your Perspective	4	4
		Topic 7.4. Seeking Solutions	4	4
		Topic 7.5. Assessing and Planning for Risk	4	4

<sup>2</sup> Calculated in academic hours and one academic hour equals 45 minutes.



		Topic 7.6. Effective Planning	4	4
		<b>Total hours</b>	<b>24</b>	<b>24</b>
8	Digital Mindset	Topic 8.1. Government Digital Transformation	4	4
		Topic 8.2. Working with Data and Information	4	4
		Topic 8.3. Digital Communication and Collaboration	4	4
		Topic 8.4. Digital Content	4	4
		Topic 8.5. Security of the Digital Environment	4	4
		Topic 8.6. Problem Solving in the Digital Environment	4	4
		<b>Total hours</b>	<b>24</b>	<b>24</b>
9	Inclusive Mindset	Topic 9.1. Understanding the Difference	4	4
		Topic 9.2. Pluralism	4	4
		Topic 9.3. Difference Between Intergenerational and Intragenerational	4	4
		Topic 9.4. Gender Equality	4	4
		Topic 9.5. Understanding Multiple Cultures	4	4
		Topic 9.6. Accepting Differences and Working Together	4	4
		<b>Total hours</b>	<b>24</b>	<b>24</b>
10	Intrapreneurship	Topic 10.1. Who is Intrapreneurship?	2	2
		Topic 10.2. Finding the Cause of the Problem	2	2
		Topic 10.3. Developing insights and seeking Solutions	4	4
		Topic 10.4. Testing Concepts and Simulation	4	4
		Topic 10.5. Preparing for implementation	4	4
		Topic 10.6. Fundamentals of Project Management	4	4
		Topic 10.7. Project Finance	4	4
		<b>Total hours</b>	<b>24</b>	<b>24</b>

**Of the 10 modules listed, except for Module 3: "Transparency, Accountability, and Ethics in Public Institutions," all other modules or parts of them will be taught, and a standard curriculum will be developed.**

### **Requirements for the Implementing Organization (Training Institution or Team)**

a) Must be professionally qualified with human resource capabilities to conduct capacity-building training for Darkhan-Uul aimag's civil servants, representatives of citizens' councils, and specialists at the aimag, soum, and bag levels.

b) Should have relevant experience in this field.

### **Required Documents**

1. Official letter of intent to perform the teaching work
2. Organization/team profile
3. Copy of the organization's state registration certificate or Director's ID card
4. Proposal template filled out / PROPOSAL TEMPLATE-01 /
5. Team members' CVs, work experience information, and copies of diplomas
6. Detailed budget proposal

**Fees and other related expenses:**

The contractor must submit a price proposal that includes all costs associated with teaching according to the module. This should cover expenses such as stationery, equipment, communication, transportation, meals, participants' tea breaks and lunch, as well as all applicable taxes and fees required by law, and any other costs not specified in the terms of reference. After signing the contract, payments will be made according to the schedule outlined below. The completed work will be delivered within 5 working days, provided it meets the required quality standards and is accepted through act of concluding the contract.

No	Activities	Financing percentage
1	Final submission of the curriculum, which includes the research methodology and a detailed work plan, for approval Develop a standard curriculum according to the plan and approve the final version in consultation with the customer	50%
2	Within 5 days, the report of the training in the act of concluding the contract	50%
3	Total	100%

**Submission of materials:**

Those interested in developing a curriculum shall submit their proposals to [dieh@friendship.mn](mailto:dieh@friendship.mn) /PDF form/ before October 11, 2024, at 5:00 pm (ULN).

Address:

Room #213, Europe-Darkhan Innovation Entrepreneurship Hub, School of Agroecology and Business, Mongolian University of Life Sciences, Darkhan Soum, Darkhan-Uul province

Phone number +976 70373737, 80012755

## PROPOSAL TEMPLATE-01

### Proposal template for participation in the selection of educational institutions and teams for capacity-building training for public officials under the Friendship project co-funded by the European Union

Name of the tenderee	"FRIENDSHIP" project
Name of the competition	Conducting/teaching a Capacity-building training for public officials according to the curriculum
Selection #	2024/EDIEH/02

#### ONE: General information about the contractor

1.1	Organization name:	
1.2	Types of operation:	
1.3	Date of establishment:	
1.4	Address of organization:	
1.5	Webpage:	
1.6	Social media: FB, Twitter, Instagram, Youtube	
1.7	Contact person:	
1.7.1	Full name:	
1.7.2	Position:	
1.7.3	Phone number:	
1.7.4	Email:	

#### TWO: CONSULTING SERVICE EXPERIENCE

2.1	Please write 300 words about the technical skills and experience required for the consulting services.
2.2	<i>Please write information about similar activities and projects experience (300 words)</i>

#### THREE: MANAGEMENT SKILLS

3.1	<i>Policies and procedures implemented by the contractor to provide quality consulting services to the client (300 words)</i>
3.2	<i>Please explain how your organization ensures the quality of consulting services during the contract period. (200 words)</i>

3.3	<i>Measures will be taken to ensure the stability of specialists responsible for the tender work and the continuity of their professional activities. (200 words)</i>
3.4	<i>Other information (400 words)</i>

**FOUR: A LIST OF SIMILAR WORK EXPERIENCE**

*Please mention similar work experience completed in the last 3 years.*

<i>No</i>	<i>Name of the work/ service</i>	<i>Completion period</i>	<i>Tenderer</i>	<i>Budget</i>

**FIVE: The primary methodology employed in the implementation of consulting service**

4.1	<i>Please clearly outline the planned tasks, including the main methods and approaches for implementation, the respective duration, and the responsible individuals for each activity. Additionally, ensure that the sequence of stages for all significant activities is indicated.</i>
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**SIX:**

<i>No</i>	<i>Types of expenditure</i>	<i>Expenditure details</i>	<i>Measurement</i>	<i>Unit</i>	<i>Per price</i>	<i>Total</i>	
						<i>MNT</i>	<i>EUR</i>
1							
2							
3							
4							
5							
6							
7							
<b>TOTAL BUDGET</b>							

The Euro rate is calculated at the bank rate of that day.

**SEVEN: SUBMISSION MATERIALS**

1. Letter requesting to perform consultancy.
2. Organization/team profile
3. Copy of the organization's state registration certificate or Director's ID card
4. Proposal template filled out / PROPOSAL TEMPLATE-01 /
5. Team members' CVs, work experience information, and copies of diplomas
6. Detailed budget proposal

