**CGIAR Bidders Conference Summary**

**RFP:** Contract Management Training

**Issued:** June 17, 2024

**Proposal Submission Date:** July 8th, 2024

**Introduction**

#### This summary provides a detailed overview of the key points and discussions from the Bidders' Conference held on June 26, 2024. The session was led by Amanda Rodriguez, Director of Procurement for CGIAR Global, and included participation from procurement leaders of various CGIAR centers. The conference aimed to clarify aspects of the RFP for the Contract Management Training.

#### **Key Points Discussed**

1. **Training Needs and Scope**
   * **Objective**: The training is designed to enhance the understanding of contract management for procurement leaders and team members across 13 CGIAR centers, catering to a multicultural audience.
   * **Focus:** Emphasis on the full spectrum of procurement responsibilities, the contract management cycle, and best practices to protect the organization and optimal results to stakeholders.
2. **Training Delivery and Duration**
   * **Suggested Format:** A two-day training program with three hours of teaching each day, conducted in two separate sessions for the Eastern and Western Hemispheres. However, we offer flexibility for alternative formats based on the supplier's learning expertise.
   * **Alternative Proposals:** Bidders are encouraged to submit two distinct proposals—one adhering to the suggested format and methodology and another offering an innovative approach to achieve the desired learning outcomes. Alternative methodology proposals will be evaluated separately, ensuring a fair assessment of diverse methodologies.
3. **Digital Solutions Section of Training:** 
   * **Clarification:** The training should cover the process of preparing to go to market for digital solutions, including data and process needs. It should not recommend specific suppliers but focus on what is required for successful requirements gathering, organizational preparation, and supplier identification.
4. **Contract and Pricing Flexibility**
   * **Contract Signing:** Contracts will be signed with the CGIAR System Organization, but there is flexibility for alternative arrangements within the CGIAR partnership if they offer better pricing due to global subsidiaries.
   * **Budget Constraints:** There is an emphasis on cost-effective solutions due to the limited nonprofit budget. Bidders are encouraged to consider special pricing for nonprofits and humanitarian work.
5. **Language Requirements**
   * **Primary Language:** English is the primary language for the training. French, Arabic, -and Spanish- for real-time translators engaged by CGIAR may be considered to accommodate the diverse linguistic needs of CGIAR’s global teams.
6. **Learning Management System (LMS)**
   * **Current Usage:** CGIAR does not have a unified LMS for all centers. Training materials and videos will be managed by CGIAR's learning division under the People and Culture function and made available through various platforms used by different centers.
   * **Clarification:** The term "module" in the RFP refers to a self-contained course that covers a single subject and is assessed independently. It does not refer to an interactive learning module.
7. **Content Creation and Assessment**
   * **Content Responsibility:** Service providers are responsible for developing the training curriculum without relying on pre-existing materials from CGIAR**.**
   * **Assessment Method:** Preference for in-session assessments to provide immediate feedback and validate learning outcomes. It is essential to integrate assessment tools seamlessly into the training experience, ensuring a smooth and effective learning process.
8. **Future Learning Activities**
   * **Broader Strategy:** The current training is part of a broader strategy to enhance procurement maturity across CGIAR centers. Future training activities will depend on ongoing assessments and needs.
9. **Proposal Review Panel**
   * **Composition:** The evaluation panel will primarily consist of procurement colleagues, with the potential inclusion of learning and development experts from the People and Culture division.
10. **Launch Timeline**
    * **Training Scheduling:** While there is some flexibility, the Centers’ procurement leadership expressed a preference for an October launch to avoid the busy end-of year period for procurement activities.
11. **Donor Requirements**
    * **Clarification:** Different donors that CGIAR works with have specific requirements and standards for procurement and contract management. The supplier should demonstrate their understanding of these implications for contract management and incorporate the relevant issues into the training. This will ensure compliance with diverse donor guidelines throughout the contract management cycle.