



**Road Development Corporation**

MSL Building, 1st Floor,  
Orchid Magu,  
Malé 20183,  
Republic of Maldives.

Request for Proposals

for

**Staff Engagement & Development  
Training Program**

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## 1- Company Background

Road Development Corporation (RDC) is a 100% state owned entity formed by a presidential decree in June 2019 with the aim of promoting the construction of rigid and flexible development of roads, repair and maintenance of bridges, building of highways and causeways, with construction materials and reinforced landscaping.

## 2- Introduction

RDC manages hundreds of staff in various locations from diverse culture and nationalities. Training and engagement activities are critical to keep the teams motivated and resilient to achieve the organizational goals. RDC has been developing its most valuable resource; employees of the company by short term and long term. Thereby, continuous employee development is a crucial part for the company as the company's main businesses and services require technical expertise. From employee orientation to long term employee development, RDC value the knowledge and expertise delivered to the employees.

## 3- Current Requirement

RDC is seeking an eligible training provider for the development & engagement of work force at the company. The selected training provider will be providing trainings all throughout the year covering all the staff in various departments.

## 4- Training Scope

- Latest trends in Construction industry
- Agile Project Management skill development
- Put into practice personal skills which underpin effective business performance
- Financial Performance evaluation & budgeting
- Practice and demonstrate leadership skills
- Plan and implement a range of business development skills
- Devise, implement and monitor a customer service excellence programme.
- Marketing Strategy development & Public Relations strategy
- MS Excel beginners & intermediary level workshop
- General writing skills required in corporate environment
- Demonstrate strong interpersonal, social media and networking skills
- Create quality standards for a motivating and productive office environment
- Developing the skills to successfully build relationships and to network effectively
- Methods to enhancing achieving organizational goals and objectives
- Building personal resilience and an ability to handle stress in a challenging work environment
- Understand how coaching can be used to develop your team.
- Develop the coaching and mentoring skills that help improve individual performance.

- Recognize employees' strengths and give them the feedback they need to succeed
- KPI setting & performance evaluation
- Logistic & supply chain management
- FIDIC Training

## 5- Training provider

The proposer must be a licensed training Institution.

The training provider should have full time employees with vast professional experience in the corporate sector and qualifications. Additionally, the training provider should have experience in providing corporate trainings to top-tier companies of the Maldives.

## 6- Training Duration & Target Group

- Full year training
- Minimum 2 sessions per month
- Minimum 15 staff per session
- Target group: All departments

## 7- Required Documents

- Submission Form (this form) completed & signed.
- Supporting Documents to prove the past experience (*Past experience should be supported by submitting Completion letters signed by the previous customer*)
- Methodology (Must include below details)
  - Training Modules (comprehensive training outline)
  - No of Sessions per month
  - Course content (should cover major areas relevant to RDC such as construction industry, project management, project financing, marketing, excel training etc. Additionally, staff soft skill
- Details of the Team members (CVs, Experience documents and Educational details (Certificates) must be included)
- Training Institutional license
- Business Profile
- Copy of Business Registration Certificate
- Copy of GST Registration Certificate (where applicable)
- Vendor Registration Form (for parties who have not registered as vendors with RDC)

## 8- Other requirements

### Certificate to the participants

Training certificate shall be provided to all the participants who attended required number of hours. Also training hours shall be included in the certificate. Certificate shall be provided to RDC within 5 working days after completion of the training.

### Venue & Training facilitators

The training institute shall provide appropriate venue for the training and training should be organized and facilitated by the institute.

### Refreshment

Appropriate refreshment should be provided by the training provider.

## 9- Scoring

Pricing	50%
Training content & Proposal	20%
Trainers' Experience & Qualification	20%
Previous Corporate Training Experience	10%

## 10- Evaluation Criteria

<b>Price 50%</b>	
In calculating the score under this criterion, the party quoting the lowest collective Price will get the maximum points allocated under this criterion and the points for the remaining bidders will be distributed on a pro rata basis in descending order.	
<b>Training Content &amp; Proposal - 20%</b>	
Training Modules (comprehensive training outline)	5%
No of Sessions per month	5%
Course content (should cover major areas relevant to RDC such as construction industry, project management, project financing, marketing, excel training etc. Additionally, staff soft skill)	10%
<b>Trainers' Experience &amp; Qualification – 20% (Must Submit Proof documents for each team member)</b>	
<b>Qualification</b> (PHD 10-point, Master 5-point, Degree 3-point, Diploma 1 point). Bidder must propose trainers for each module.	10%
<b>Experience - 10%</b>	
Work Experience on relevant field	5%
Training Experience	5%

11- Dates and timing for the RFP process.

ACTIVITY	TIME & DATE	VENUE
Deadline for written inquiry by potential bidders:	02 <sup>nd</sup> May 2021, 12:00hrs	Via Email to <a href="mailto:tender@rdc.com.mv">tender@rdc.com.mv</a>
Deadline for Bid submission and Opening:	10 <sup>th</sup> May 2021, 10:00hrs	Road Development Corporation Limited. MSL Building. 1st Flr Orchid Magu Male'Rep. of Maldives