

## **Request for proposal for Team Building Activity- Retreat Workshop**

### **1. Organization:**

FIND, is established in India as an independent non-profit created under Section 8 (Indian) Companies Act, 2013 with an office in New Delhi and partners and consultants throughout the country. FIND in India works across the value chain of diagnostics development and delivery, linking affordable, easy-to-use tests with effective treatment and with disease surveillance, control, and elimination efforts.

*For more information, please visit [www.finddx.org](http://www.finddx.org)*

### **2. Objective of the assignment:**

- Teamwork for purposes of boosting team performance
- Collaboration and fostering innovation and creativity
- Communication and socialization within the team.

### **3. Scope of services**

To facilitate and moderate a team building process that will improve both horizontal and vertical communication within FIND. The team building programme should be creatively organized to include sessions aimed at delivering the desired objectives.

### **4. Participants:**

All staff and Internal Consultants in FIND in India (approx. 110) will attend a team building workshop.

### **5. Expected Outcomes**

- I. A cohesive team that understands individual roles and their links to the overall unit/department/vertical objectives.
- II. Improved communication between supervisors and their staff, both horizontally and vertically.
- III. Identifying the team's strengths and capacity needs of members and providing appropriate recommendations;

### **6. The consultant(s) or organization should possess the following knowledge and skills:**

- i. Proven track record of extensive consultancy experience in facilitation of team building, knowledge sharing workshops and conducting sustainable team building activities.
- ii. Demonstrated knowledge of the operations of international organizations.
- iii. Excellent analytical, writing and communication skills; and
- iv. Fluency in English and Hindi – both written and spoken.

### **7. Application:**

#### **a. Technical Proposal**

- I. Specific experience of the Lead Consultant and Associate(s) relevant to the assignment. Please provide details of similar assignments undertaken.
- II. Technical capacity of consultants in terms of their qualifications and competencies for the assignment.
- III. Clear understanding of the assignment/interpretation of the TORs.
- IV. A customized training and team building plan clearly articulating the objectives of the team building exercise.
- V. Methodology to be used during the assignment.
- VI. Work plan clearly indicating the maximum time/duration required for the assignment

## **8. Financial Proposal**

- i. Clear breakdown of the financial proposal including all the chargeable taxes.
- ii. Terms of payment
- iii. Total quote for the assignment

9. **Duration** It is expected that the half-day team building retreat workshops will be carried out on 17<sup>th</sup> OR 18<sup>th</sup> July 2022

### **a. Submission of proposal to offer services This will include:**

- I. The organisation detailed profile
- II. A listing of organisations where similar service is being/has been offered
- III. CVs of key personnel in the firm
- IV. CVs of key consultants for project bid

e) Proposal Submission Completed proposals including all the requirements and details specified should be mail to [HR-IN@finddx.org](mailto:HR-IN@finddx.org) by **7<sup>th</sup> July 2022**