

World Vision Vanuatu

Request for Quotation: Training Provider (Cyclone-Safe Construction)

World Vision Vanuatu invites applications from technical experts in Pacific Cyclone Safe Housing Construction to provide quotations for the development and delivery of a 4-day practical training on cyclone-safe building practices. The training will be delivered in person (adhering to all COVID-safe mitigation practices) in Port Vila and Luganville between April and August 2021 for a total of approximately 80 participants (20 per training), specifically targeting recently returned seasonal workers and their families.

| Key Deliverables: | | Location: | Deadline |
|-------------------|--|--|-------------------|
| 1 | Development of training materials | Port Vila (consultations with World Vision staff and relevant technical experts such as Shelter Cluster) | March 15, 2021 |
| 2 | Piloting of training and incorporation of feedback from pilot group into final version | Port Vila | March 30, 2021 |
| 3 | Delivery of cyclone-safe building training x 4 | Port Vila (2 trainings) Luganville (2 trainings) | April-August 2021 |

To submit your quotation:

Quotations can be submitted by post: People & Culture, World Vision Vanuatu Office, PO Box 247, Port Vila; or **By email:** Job_WVV@wvi.org or **In person:** World Vision Vanuatu Office, Rue Artoi, Saralana Field (next to the Cultural Centre) or World Vision Northern Area Programme Office, Luganville, Santo (at the back of Chiefs Nakamal)

Closing date: 5pm Friday 19th February 2021.

Quotations must include:

1. **Training Proposal, including:**
 - **Description of training provider's experience** (including updated CV & spoken language skills)
 - **Proposed Workplan** (providing details of timeframes for training development and delivery).
 - **Proposed Agenda** for the 4-day training on cyclone-safe building practices (detailing what topics will be covered each day and which sessions will include practical/hands-on elements).
2. **Detailed Budget, including:**
 - **Trainer provider's fees**
 - **Flight and accommodation expenses**
3. **Bill of Quantities** for all building supplies required for practical training sessions.

PLEASE SEE DETAILED NOTES ON BUDGET & DELIVERABLES BELOW

Notes on Key Deliverables:

Deliverable 1: Development of Training Materials

Development of Training Materials should include the following steps:

- Consultation with Vanuatu's Shelter Cluster to obtain any relevant guidance on best practice for cyclone-safe building.
- Focus group discussion with former seasonal workers
- Development of written training plan
- Final agreement of BOQ for training building materials required (to be procured by World Vision)
- Any other steps considered necessary by the training provider

Training should cover the following topics:

- What factors determine whether a house will be damaged or destroyed by a cyclone?
- How to upgrade an existing home to make it more cyclone-safe (include both options for homes built with traditional materials like natangora, and homes built with concrete/"modern" materials.)
- How to build a new cyclone-safe home (include both options for homes built with traditional materials like natangora, and homes built with concrete/"modern" materials.)
- How to budget for cyclone-safe house construction and/or modification (cost of key materials, etc).
- Provision of detailed plans for a standard cyclone-resistant house (Plans to be provided by Vanuatu's Public Works Department, but training provider will lead discussion of how the plans are to be used).
- Guest presentations by relevant service providers such as NBV, Public Works Department, and provincial authorities – to introduce services available to support cyclone-safe home construction (WVV can liaise with training provider to arrange these guest presentations)
- The training provider is encouraged to propose additional topics, as long as the total length of the training is no longer than 4 days.

Use of Existing Resources:

- Training materials should incorporate existing materials endorsed by the Vanuatu Shelter Cluster as much as possible, with new materials being developed only where existing materials do not exist and/or do not meet the need. Training materials endorsed by the Shelter Cluster can be found at: <https://www.sheltercluster.org/geographic-region/vanuatu/documents?>
- Any new materials developed should be approved by the Vanuatu Shelter Cluster prior to training delivery.

Other key notes on training development:

- The majority of training sessions should be hands on/practical. The training provider is welcome to propose the best way for these practical sessions to be organized. World Vision is able to assist the training provider to identify households within our project communities where practical sessions can be held (for example, existing structures that could be modified during a training session to make them more cyclone safe, and/or community locations where a simple shed or structure could be built as part of a building demonstration.
- All structures constructed as part of the training process should conform to Vanuatu's national building code.

- Trainings should be delivered in Bislama. If the proposed training supplier does not speak Bislama him/herself and will require a translator, please indicate this clearly in the application.

Deliverable 2: Piloting of training and incorporation of feedback from pilot group into final version

- Trainings will be piloted with a group of former seasonal workers in Port Vila (to be identified by World Vision).
- After piloting the training, the training provider will incorporate feedback from pilot participants into a final version of the training package.
- Final training package to be approved by World Vision before delivery to participants.

Deliverable 3: Delivery of Cyclone-Safe Building Training

- Trainings will be delivered in Port Vila and Luganville, between the months of April-August 2021.
- Two trainings will be delivered in each location during this period, for a total of four trainings.
- Each training will be delivered as part of a week-long reintegration training for returned seasonal workers (Day 1 will be sessions on family budgeting and financial management delivered by World Vision and other partners, and Days 2-5 will be cyclone-safe building training delivered by the training provider).
- Trainees will be recently returned seasonal workers and their families who have saved money through their participation in the *Recognised Seasonal Employer Scheme* (New Zealand) and *Seasonal Worker Programme* (Australia) and have plans to build a new house and/or improve their existing home using their savings.
- Each returned seasonal worker will attend the training with his/her spouse or another family member. A target of 20 seasonal workers and 20 family members will attend each training, for a total of 40 participants.

Budget permitting, there may be scope to extend the contract of the successful applicant to conduct additional training sessions beyond August.

Notes on Detailed Budget:

- Please provide separate sections in your budget for each deliverable.
- For deliverable 3 (Deliver Cyclone-Safe Building training) please clearly indicate the unit cost for delivering one training in Port Vila and/or Luganville (this will permit World Vision to determine whether we can increase the number of trainings).

Expenses to be included in budget:

- Training Provider staff time
- Training Provider travel expenses (including flights and accommodation) to conduct trainings in Luganville
- Any other relevant expenses not covered by World Vision (see list below)

Associated expenses to be covered by World Vision:

- Printing of Training Materials
- Venue Rental and Catering
- Transportation and Accommodation for Training Participants

- Purchase of training materials, including relevant building supplies (based on BOQ provided by training supplier) and stationery supplies.

Additional information:

- All successful tender applications will be required to comply with the World Vision Child Protection/Safeguarding Policy.
 - World Vision is required to verify all potential Supplier details via World Vision's Blocked Party Screening (BPS) System using regulatory compliance software.
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