

REQUEST FOR PROPOSAL



ENGAGEMENT OF A FIRM TO PROVIDE TRAINING ON FIDUCIARY PROCEDURES FOR IMPLEMENTING EU GRANTS AS PER THE PRAG

30 September 2025

1. BACKGROUND

The Regional Agroecology Network for Southern Africa (RAENS) is an initiative coordinated by CCARDESA, aimed at enhancing agroecological practices and resilience in the region. Funded by the European Union, RAENS requires strict adherence to the fiduciary procedures outlined in the Practical Guide to Contract Procedures for EU External Actions (PRAG). This training aims to equip participants with the necessary knowledge and skills to effectively manage financial reporting, spending, and procurement in compliance with EU standards.

2. Objective

The objective of this contract is to engage a training organization to provide two experienced professionals to conduct a 3-day training workshop on fiduciary procedures for implementing an EU grant under the PRAG guidelines. The training will focus on financial reporting, spending, procurement, and budget reallocation procedures as defined in the PRAG document.

3. Scope of Work

The training company will be responsible for the following:

a. Training Delivery:

1. Develop and deliver a comprehensive training program on fiduciary procedures for EU grants.
2. Ensure the training content is aligned with the PRAG guidelines and tailored to the needs of the participants.

b. Training Materials:

1. Provide all necessary training materials, including presentations, manuals, and handouts.
2. Ensure that the training materials are up-to-date and relevant to the PRAG guidelines.

c. Expertise:

1. Provide two experienced professionals with expertise in EU grant management, financial reporting, procurement, and compliance.
2. Ensure that the trainers have a thorough understanding of the PRAG guidelines and practical experience in managing EU-funded projects.

d. Participant Engagement:

1. Facilitate interactive sessions, case studies, and group work to enhance participant engagement and learning.
2. Provide opportunities for participants to ask questions and seek clarification on the training topics.

e. Evaluation and Reporting:

1. Conduct pre- and post-training assessments to evaluate the effectiveness of the training.
2. Provide a detailed report on the training outcomes, participant feedback, and recommendations for future training sessions.

4. Deliverables

The training company is expected to deliver the following:

- a. A detailed training agenda and schedule.
- b. Comprehensive training materials, including presentations, manuals, and handouts.
- c. Pre- and post-training assessment reports.
- d. A final report summarizing the training outcomes, participant feedback, and recommendations for future training sessions.

5. Qualifications and Experience of the company

The training company should have the following experience:

- a. Minimum of 10-year practical experience in managing EU-funded projects;
- b. Minimum of 10-year experience in delivering professional training in various disciplines;

6. . Qualifications and Experience of the experts

The experts should have the following qualifications and experience:

- a. At least a Master's degree or more in law, finance, procurement or economic sciences;
- b. At least 5-year practical experience in managing EU-funded projects
- c. At least 2-year experience in professional training.

7. Proposal Submission

Interested training companies are invited to submit their proposals, including the following information:

- i. Company profile
- ii. List of EU-funded managed projects over the last 10 years
- iii. List of Professional trainings over the last 10 years
- iv. CVs of the proposed trainer(s).
- v. Proposal including a technical proposal and a budget proposal

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- a. Company experience in EU grant management
- b. Company experience in training
- c. Experts education
- d. Experts experience in EU grant management
- e. Experts experience in training

- f. Quality and comprehensiveness of the technical proposal.
 - g. Budget
9. . Your Proposals should be in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.
10. Your Proposals, clearly marked “**Provision of Fiduciary Training,**” should be submitted to:

The Procurement Officer
CCARDESA Secretariat
Plot 4701 Station Exit Road
Private Bag 00357
Gaborone
Botswana

11. The deadline for submission of both technical and financial proposals, to the address indicated in Paragraph 10 above, is: **14th October 2025 at 16:00hrs local time.**
12. **Proposals submitted by E-mail are acceptable and should be submitted to procurement@ccardesa.org and copied to bmakara@ccardesa.org and bmoqotsi@ccardesa.org by the deadline in Para 11 above**
13. Your Proposal should be submitted as per the following instructions and in accordance with the following Terms and Conditions

(i) **PRICES:**

The Proposal shall be inclusive of all expenses deemed necessary by the Supplier to meet the Client’s requirements. The Proposal shall be expressed in US Dollars.

The award will be made to the applicant who obtained the highest score.

(ii) **VALIDITY OF THE QUOTATION:**

Your proposal should be valid for a period of 30 days from the date of deadline for submission indicated in Paragraph 11 above.

14. Additional requests for information and clarifications can be made prior to deadline indicated in the paragraph 11 above, from:

The Procuring entity: **CCARDESA Secretariat**
Contact person: Mr Tseliso Makara
E-mail: procurement@ccardesa.org with a copy to bmakara@ccardesa.org and bmoqotsi@ccardesa.org

Sincerely,

Procurement Officer