

REQUEST FOR PROPOSAL (RFP)

Design and Delivery of a Training of Trainers (ToT) Programme for Internal Resource Persons (IRPs)

Bharat Rural Livelihoods Foundation (BRLF)

Key Information

RFP Reference No.	
Date of Opening	11 June 2026
Last Date for Submission	19 June 2026
Number of Participants	Approximately 25 Internal Resource Persons (IRPs)
Mode / Venue	Residential Training

1. About BRLF

Bharat Rural Livelihoods Foundation (BRLF) is an independent society set up by the Government of India to support civil society organizations working with rural, tribal, and marginalized communities. BRLF focuses on strengthening grassroots institutions and improving the effectiveness of development interventions through capacity building, knowledge sharing, and the promotion of sustainable livelihoods.

2. Background

BRLF is in the process of strengthening its internal training and capacity-building systems. As part of this effort, BRLF has identified a group of Internal Resource Persons (IRPs) from within the organization who are expected to support training, facilitation, and learning processes across teams and programmes. To build their confidence, content preparation skills, and facilitation capabilities, BRLF intends to organize a focused Training of Trainers (ToT) programme for around 25 identified participants.

3. Objective of the Assignment

The objective of this assignment is to engage a competent agency to design and deliver a practical and high-quality ToT programme that strengthens the capacities of BRLF's Internal Resource Persons. The programme should equip participants to plan, prepare, and conduct effective training programmes in a structured, participatory, and inclusive manner.

The ToT programme is expected to strengthen participants in the following broad areas:

- Facilitation skills and management of group processes
- Adult learning principles and participatory methodologies
- Gender, inclusion, and vulnerability perspectives in training
- Training design and delivery, including module and schedule preparation
- Assessment and evaluation of training programmes
- Other essential elements required for effective training and learning processes

4. Scope of Work

The selected agency will be expected to work closely with BRLF and undertake the following tasks:

4.1 Understanding of Context and Participants

- I. Interact with BRLF to understand the profile of the identified IRPs, the institutional context, and the expected outcomes of the programme.
- II. Review any background notes or inputs shared by BRLF for finalizing the training approach.

4.2 Design of the ToT Programme

- I. Develop the overall training design, methodology, session flow, and facilitation strategy.
- II. Prepare a session-wise agenda, module outline, and training schedule.
- III. Ensure that the programme balances conceptual clarity with hands-on practice, trainer simulations, reflection, and feedback.

4.3 Delivery of the Programme

- I. Conduct the ToT programme for approximately 25 IRPs using interactive and practice-oriented methods.
- II. Use appropriate techniques such as demonstrations, role plays, group exercises, case-based learning, and mock facilitation practice.

4.4 Assessment and Documentation

- I. Design simple pre- and post-training assessment tools to understand participant learning progress.
- II. Document key observations, participant learning needs, and recommendations for strengthening BRLF's internal training systems.

5. Expected Deliverables

- I. A brief inception note outlining understanding of the assignment and the proposed approach
- II. Detailed programme design, including agenda, session plan, and methodology
- III. Training modules / presentations / handouts / exercises, as required
- IV. Successful delivery of the ToT programme for the identified participants
- V. Pre- and post-training assessment summary
- VI. A concise final report highlighting key outcomes, observations, and recommendations

6. Eligibility and Experience

Proposals are invited from reputed agencies, organizations with relevant experience in Training of Trainers and capacity building. The applicant should preferably have:

- I. Demonstrated experience in designing and conducting ToT programmes
- II. Strong understanding of adult learning methodologies and facilitation techniques
- III. Experience in integrating gender and vulnerability perspectives in training processes
- IV. Relevant work with civil society organizations, development programmes, or rural development institutions

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- V. Good written and spoken communication skills in English and Hindi, with the ability to prepare clear training materials and reports.

7. Proposal Submission Requirements

Interested applicants are requested to submit both a technical and financial proposal. The proposal should include the following:

7.1 Technical Proposal

- I. Profile of the organization
- II. Relevant experience and examples of similar assignments
- III. Understanding of the assignment and proposed methodology
- IV. Indicative training structure and suggested duration
- V. Profile of the proposed lead trainer(s) / facilitator(s)

7.2 Financial Proposal

- I. Professional fees
- II. Training design and facilitation cost
- III. Travel and incidental costs
- IV. Applicable taxes, if applicable
- V. Total proposed cost in Indian Rupees

8. Important Dates

Opening of RFP	11 June 2026
Last Date for Submission of Proposal	19 June 2026
Commencement of Assignment	To be finalized with the selected agency

9. Evaluation of Proposals

Proposals will be assessed on the basis of relevance of experience, understanding of the assignment, quality of the proposed methodology, profile of the trainer(s), and overall reasonableness of the financial proposal. BRLF reserves the right to accept or reject any proposal without assigning any reason.

10. General Terms

- I. The selected agency will be required to work closely with BRLF in finalizing the programme design and delivery plan.
- II. All materials developed under this assignment shall remain the property of BRLF unless otherwise agreed in writing.
- III. The selected agency shall maintain confidentiality regarding all information shared by BRLF for the purpose of this assignment.
- IV. BRLF may seek clarifications from applicants and may negotiate the final scope, timeline, and cost before issuing the work order.

11. Submission of Proposal

Interested applicants may submit their proposals by **19th June 2026** to this email address:
procurement@brlf.in

BRLF invites proposals from qualified and experienced agencies for this important capacity-building initiative and looks forward to receiving competitive submissions.