



REQUEST FOR PROPOSALS TO CONDUCT MICROSOFT POWERPOINT FOR OFFICE365 TRAINING

1. INTRODUCTION

The Eastern and Southern African Trade and Development Bank, commonly known as **Trade and Development Bank (TDB)**, is a specialized African multilateral financial institution serving most of the Eastern and Southern Africa. The Bank's objective is to provide short, medium and long-term financing to viable projects and trade finance activities in its 22-member states.

The mission of TDB Bank is to be at the forefront of extending development capital and services to advance regional growth and integration through customer focused and innovative financing instruments. The Bank operates in a competitive market in which skills and expertise in critical areas are in high demand within the financial services and the development finance sectors within the member states.

2. OBJECTIVES

Based on the above, Trade and Development Bank (TDB) through its training Academy, is looking for a Consultant with a requisite capability to conduct Microsoft PowerPoint for Office365 training for a small group of staff in the Human Resources and Administration department as well as the Trade & Development Fund.

Given that Microsoft PowerPoint has become a business essential as one of the most popular presentation software, it is regarded the most useful and accessible way to create and present visual aids to various TDB audiences. The training should equip participants with the necessary skills to prepare professional and visually compelling slide presentations that inform and engage internal and external audiences using templates, customizations and graphics. Given the current travel restriction, the training will be delivered virtually to not more than fifteen participants before the end of September 2021.

3. SCOPE OF WORK

The Consultant is expected to conduct a deep dive training in Microsoft PowerPoint for Office365 from beginner to advanced level including but not limited to the areas below:

- New PowerPoint features
- How to create engaging multimedia presentations with PowerPoint
- Formatting and organizing PowerPoint slides
- Working with graphics, tables and charts
- Adding multimedia and SmartArt presentations
- Integrating with Microsoft Office files

4. EXPECTED DELIVERABLES

The expected deliverables of this engagement include:

- a) At least two half-day training sessions for a total of fifteen employees.
- b) A signed Close-Out Report in Microsoft Word or Adobe Acrobat PDF format, to be received by TDB within 7 (seven) working days of completing the training sessions, that highlights any

specific needs / areas of concerns raised by staff during the training and recommendations for future training.

5. DURATION & LOCATION

The training would be delivered virtually (using MS Teams) to selected TDB Staff based in various duty stations in Mauritius, Ethiopia, Kenya, Burundi Zimbabwe and DRC.

6. PROPOSAL REQUIREMENTS

Interested Consultants are requested to submit two separate proposals (technical and financial (, clearly specifying:

- A course outline showing the course content to be covered over maximum two half days of training.
- Technical competencies such as Consultant(s) qualifications, demonstrable relevant experience in similar assignments, methodology, project plan and deliverables.
- Financial cost indicating the total all-inclusive US Dollar fixed cost for the engagement, exclusive of VAT

7. SUBMISSION

Interested Consultants are requested to submit their proposals in soft copy with the requisite information, directly to tdbacademy@tdbgroup.org not later than 17.00 hours by 12 July 2021.