

Date: 16 December 2025

Program Office: Regional

Request for Quotes (RFQ) Professional Development Trainer

1. Background

The Australian Government-funded ASEAN-Australia Counter Trafficking program (ASEAN-ACT) is seeking a qualified trainer-facilitator with strong experience in adult learning and development to co-design and deliver a practical, skills-focused training for approximately 40 staff.

This training is part of a broader staff development plan and is designed to strengthen capabilities in driving team performance and program delivery through effective coaching, collaboration, and purposeful partnerships.

To inform the design of ASEAN-ACT's staff development plan, a staff needs assessment was conducted and the results will be shared to inform your design and delivery – with the consultancy focus on prioritising the creation of an engaging, practical learning experience.

This training also supports staff in achieving goals identified in their performance management plans, equipping them with practical skills they can apply directly to their roles, professional relationships and areas of responsibility.

We are excited to work hand-in-hand with the selected consultant as true partners – bringing our own planning, communications and logistics muscle to make this a smooth impactful learning experience together. This collaborative approach aims to adapt existing materials, rather than develop a fully customised course.

2. Objectives of the Training

The consultant/s will design and deliver training on two priority topics.

Topic 1: Partnering with Purpose objectives

Equip approximately 40 staff at varying levels to build and manage effective partnerships to:

- Understand the foundations of partnership and the importance of forming effective partnerships - through an equity, inclusion, and policy lens.
- Exploring deeper concepts of partnership - managing complex partnerships across varying levels of influence and interest, pursuing engagement above transactional relationships
- Develop practical skills for influencing, advocacy, and strategic networking to navigate complex, multi-sectoral and policy environments.
- Apply collaborative approaches to strengthen partnerships and resolve challenges and differences, using negotiation and conflict resolution techniques that respect diverse voices and priorities.
- Build self-awareness and cross-cultural competence to manage stakeholder relationships inclusively and effectively across diverse contexts.
- Use stakeholder analysis and communication best practices to identify interests, power dynamics, and craft engagement strategies that foster trust and sustainability.

Topic 2: Coaching and Mentoring for Professional Growth and Learning Design objectives

Equip approximately 20 senior staff (from the cohort that undertake topic 1) with the skills and mindset to support their teams' professional development by:

- Apply adult learning principles and coaching techniques to design practical, growth-oriented development opportunities.

This RFQ in no way obligates DT Global to procure the above listed goods or services nor does it commit DT Global to pay any cost incurred in the preparation and submission of a quotation.

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- Develop core coaching and mentoring skills to guide team members through challenges and complex environments, foster independent problem-solving, and support growth.
- Building cultural competency and ability to collaborate across different country teams, including through establishing coaching and mentoring relationships among team members.
- Use practical tools and techniques - such as guided sessions, open-ended questioning, reflection prompts, and structured check-ins—to enable effective learning conversations.
- Adapt coaching approaches to balance autonomy and guidance for diverse learning needs and contexts.
- Build self-awareness of personal coaching style using diagnostic tools (e.g., SDI 2.0) to enhance trust and effectiveness.

3. Scope of Work

Training will be conducted in English, with clear and accessible language to ensure understanding by participants who are not native speakers.

The selected provider will be required to:

- **Training Design**
 - In consultation with ASEAN-ACT, develop a course with two distinct components – drawing on your existing resources/materials – for ASEAN-ACT staff, including practical examples, tools, and interactive activities. ASEAN-ACT will share materials to guide the course focus including the programs’ mid-term review, training review, results of staff survey on professional development and performance management system.
 - Outline the training approach for both the virtual and in-person training to include facilitating interactive learning using breakout rooms, group discussions, peer coaching, etc.
- **Training Delivery**
 - Deliver one in-person 2-day workshop (held in Bangkok), tentatively on 25-26 February 2026 on the topic Partnering with Purpose
 - Deliver training virtually (designed as single or multi-day as proposed by the consultant) on the topic Coaching and Mentoring for Professional Growth and Learning Design, delivered in April 2026
 - Provide materials for training delivery including slides, workbook, and any job aids
 - Conduct two virtual follow-up coaching sessions 3-6 months following each training
- **Reporting**
 - Provide a short report summarising participant feedback and recommendations

4. Expected Deliverables

The consultant will deliver the following set of English language deliverables:

1. Training agenda and course outline
2. Digital training materials (slides, workbook, tools)
3. Delivery of in-person training (held in Bangkok, Thailand)
4. Delivery of virtual training (single or multi-day)
5. Follow-up coaching sessions
6. Final report

5. Target Audience

Mid-level and senior staff at ASEAN-ACT, working across six countries in Southeast Asia (Cambodia, Indonesia, Lao PDR, the Philippines, Thailand, Vietnam).

REQUEST FOR QUOTATION (ADM20)**6. Duration & Proposed Schedule**

Total input: up to 15 consultant days (design + delivery + reporting)
Timeline: Q1-Q2 2026 (desirable)

7. Budget

Please propose a cost-effective approach within the 15-day input limit.
The proposed budget should be presented in USD or AUD and include:

- Professional fees (design, delivery, reporting)
- Any travel costs required for the in-person workshop in Bangkok, Thailand
- Management fees and taxes (if applicable)

8. Proposal Requirements

Interested providers or consultant/s should submit:

- A short description of your proposed approach with a proposed timeline (max 2 pages)
- Examples of similar work undertaken (max 1 page)
- Trainer profile(s) (max 1 page)
- Itemised budget including number of days and daily rate for each person, travel costs, Management fees and taxes (if any)
- Details of 2-3 referees for similar work

Note: Please indicate in your proposal any existing training materials, frameworks or toolkits you have that could be adapted for this assignment, or any examples of previous courses or modules that align with the topics. And how you might tailor these existing resources to our context without significant redesign.

9. Evaluation Criteria

Proposals will be assessed based on:

- Quality and clarity of methodology
- Experience in coaching and partnership training
- Experience in delivering training to Southeast Asian nationals, and working in and supporting cross-cultural teams
- Ability to deliver virtual and in-person sessions
- Value for money

10. Submission Instructions

Please submit your proposal via email to: recruitment@aseanact.org by 12 January 2026.