

## REQUEST FOR PROPOSALS

# Development of a Trainer of Trainers Package

Mainstreaming Climate and Environmental Action in Humanitarian Contexts

**Issued by**  
ICVA, on behalf of the Climate and Environment  
Charter Secretariat

**Issue date**  
15 May 2026

**Proposal deadline**  
29 May 2026, 23:59 CET

**Contract period**  
15 June – 15 October 2026

**Questions and submissions**  
[secretariat@climate-charter.org](mailto:secretariat@climate-charter.org)

**Languages**  
English (Arabic, French, Spanish translation  
by Secretariat)

## 1. Context

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The Climate and Environment Charter for Humanitarian Organizations is a set of seven commitments designed to help organizations systematically integrate climate and environmental action across their operations, programming, and strategies. Since its launch, the Charter has grown to more than 520 signatory organizations, including local and national NGOs, INGOs, Red Cross Red Crescent National Societies, UN agencies, and donor governments.

Signatories are called upon to develop concrete targets aligned with each of the seven commitments within one year of signing. A recent report commissioned by the Charter Secretariat, *On Target?*, found that target-setting not only supports organizations in tracking progress, but also drives cross-departmental collaboration, strengthens leadership engagement, and signals commitment to external stakeholders.

Despite this progress, mainstreaming climate and environmental action remains complex and context-specific, and many national and local actors face capacity gaps, limited contextual guidance, and few opportunities for structured peer learning. Building on this recognition, the Charter Secretariat has been piloting facilitated workshop approaches at regional and national levels to support signatories and their networks in mainstreaming climate and environmental action, using the Charter framework and target setting opportunities to develop fit-for-purpose strategies for organizational change.

## 2. Objective

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The Charter Secretariat is seeking proposals from qualified consultants or organizations to develop a Trainer of Trainers (ToT) package to equip Charter signatories to run their own workshops on mainstreaming climate and environmental action at national, subnational, and regional levels.

The package should enable facilitators who are not Charter Secretariat staff, including staff of signatory INGOs, national NGOs, and networks, to confidently lead workshops with local and national partners, including organizations that are not yet signatories to the Charter.

The ToT package will comprise two interconnected parts — a self-paced pre-training course and the ToT — which may be procured together or separately (see Section 5).

## 3. Background

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### 3.1 The Bangkok Workshop (December 2024)

In December 2024, the Charter Secretariat convened a participatory workshop on the sidelines of the Regional Humanitarian Partnership Week in Bangkok, Thailand, bringing together 29 participants from 20 organizations across Asia-Pacific. The one-day workshop introduced Charter commitments, showcased practical examples of climate and environmental action from three organizations, facilitated a target-development exercise, and concluded with a peer review and share-back. Post-workshop evaluation scores were consistently high (average 4.3–4.6 out of 5), with participants citing target development, peer-to-peer learning, and direct engagement with the Secretariat as the most valuable elements. Participants also noted a desire for longer, deeper engagements and for the opportunity to facilitate similar sessions with their partners and networks at the national and sub-national level.

The Bangkok workshop facilitation plan and materials serve as the primary basis for the workshop component of the Trainer of Trainers package described in this RFP.

### 3.2 Pilot Replications

Following the Bangkok workshop, three Charter signatory organizations piloted adaptations of the workshop model in their own local and national contexts, providing the Secretariat with important insights to inform the design of a scalable ToT approach.

Proposals submitted in response to this RFP should demonstrate how learnings from the three pilots will be incorporated into the design of the ToT package, including through review of the materials and direct consultation with these organizations.

### 3.3 Synergies with broader capacity building initiatives

Demand for foundational support on the Charter and its commitments is growing. The Secretariat regularly receives requests from signatories to deliver presentations and introductory sessions on the commitments and target-setting process, and consultations with signatories, including on the Secretariat's long-term vision, surfaced appetite for more accessible, self-directed support such as materials available in multiple languages. At the same time, the Secretariat is increasingly approached by partners seeking to integrate Charter orientation modules into their own capacity building efforts. These requests and partnerships signal both the breadth of interest in Charter literacy across the sector and the limits of what the Secretariat can deliver through direct facilitation alone.

A self-paced, modular course on the Charter commitments would allow the Secretariat to meet this demand at scale, serving as a standalone orientation resource for new and prospective signatories, a pre-reading tool ahead of facilitated workshops or ToT sessions, and a reusable module that partners can integrate into their own learning pathways without requiring Secretariat staff time for each delivery.

### 3.4 Existing materials and resources

A substantial body of materials already exists and should form the foundation for the deliverables under this contract. The Secretariat does not seek to rebuild from scratch but to curate, refine, and structure existing content into a coherent, scalable learning system. Key available materials include:

- Bangkok workshop facilitation plan, session guides, and talking points related to Charter commitments and guidance on target-setting
- On Target? case study report on Charter signatories' target development processes and guidance on target setting
- Charter commitment guidance documents, FAQs, and target examples
- Draft facilitation plans for national workshops in three signatory-led pilot workshops
- Lessons learned note from three pilot workshops
- Charter Secretariat web platform and guidance page
- Existing curriculum developed by signatories and partners of the Charter that are publicly available to support parallel efforts (such as the EHA Global Training Template)

## 4. Scope of Work

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The full ToT package consists of four components, organized under two parts:

### **PART 1 — Self-Paced Pre-Training Course (Component A only)**

*This component may be procured independently of Part 2.*

#### **Component A: Modular self-paced course on the Climate and Environment Charter**

A standalone, self-paced online course designed to introduce the Charter and its seven commitments to participants who are not yet signatories or who have had limited prior engagement with the Charter. The course will serve as a pre-training resource for participants before attending a facilitated workshop, as well as a standalone orientation tool for the wider humanitarian sector.

The course should:

- Introduce the purpose, structure, and relevance of the Climate and Environment Charter
- Walk learners through each of the seven commitments with plain-language explanations, real-world examples, and reflection prompts
- Include short, self-assessment exercises to help participants identify where their own organization currently stands in relation to each commitment
- Introduce the concept of organizational target-setting as a practical next step
- Be structured modularly so that individual commitment modules can be accessed independently
- Be completable in approximately 1–2 hours in full, or 10–20 minutes per commitment module
- Include a brief knowledge check and, upon completion, issue a certificate of completion
- Be developed in English, with content structured to support translation into Arabic, French, and Spanish by the Secretariat

The course format should be designed for hosting on an accessible e-learning platform. Proposals should specify recommended platform(s) or confirm compatibility with existing platforms the Secretariat already uses or can access through WordPress, the Charter website host.

### **PART 2 — Workshop and Trainer Materials (Components B, C, and D)**

*These three components are interdependent and must be procured together.*

#### **Component B: Workshop facilitation plan and materials for trainers**

A complete, ready-to-use workshop facilitation package that Charter signatory organizations can use to deliver their own workshops on mainstreaming climate and environmental action with national, subnational, or network-level partners. The Bangkok workshop serves as the primary model; national and local pilots provide key lessons on localization and adaptation for non-signatory audiences.

Noting that a substantial set of materials are already available from the Bangkok workshop, consultants are expected to review and develop a comprehensive package based on best practice and methodologies for ToT programmes. The package should include:

- A full facilitation plan with session-by-session timelines, objectives, key questions, and facilitator instructions
- All participant-facing materials, including handouts, exercises, case studies, and templates for target development
- At least two contextually varied case studies for target-setting exercises, designed to be adaptable to different organizational sizes and types
- Slide decks or visual presentation materials for each session with corresponding talking points
- Facilitation guidance for common scenarios, including working with participants unfamiliar with the Charter, adapting for non-signatory audiences, and working across languages
- Guidance on how to adapt the workshop to different lengths (e.g., half-day, one day, two days)
- Annotated guidance on which elements are essential versus optional, so facilitators can tailor the workshop to their context

Design should incorporate lessons from signatory pilots. Proposals should specify how consultation with pilot workshop organizers will be conducted during development.

### Component C: Facilitator notes and guidance

Comprehensive facilitator notes to support trainers in preparing for and delivering workshops using the Component B materials. These should be designed for facilitators who are subject matter enthusiasts but may not have deep technical expertise in all Charter commitments or professional facilitation experience. Facilitator notes should include:

- Background reading and technical notes on each Charter commitment, including common misconceptions, frequent questions, and suggested responses
- Tips for managing group dynamics, including diverse participant groups, mixed language environments, and participants with varying levels of prior knowledge
- Guidance on creating inclusive and accessible facilitation environments
- Notes on how to handle sensitive or complex discussions (e.g., debates about organizational responsibility, tensions between emissions reduction and operational needs)
- A glossary of key terms and concepts
- A curated resource list for facilitators wishing to deepen their knowledge prior to delivery
- A post-ToT workshop evaluation for participants

### Component D: Secretariat facilitation plan for the Trainer of Trainers session

A facilitation plan and guide for the Charter Secretariat's own use in running Trainer of Trainers sessions — events at which the Secretariat will introduce the Component B and C materials to a cohort of prospective trainers and prepare them to deliver workshops independently. This plan should include:

- A full ToT session agenda with session objectives, timings, and facilitation instructions
- An orientation session introducing trainers to the full package and its intended use
- Practice facilitation exercises that allow trainer participants to rehearse key workshop components with feedback
- A session on adapting and contextualizing the workshop for different regional, national, and organizational contexts
- Guidance on how to use the self-paced course (Component A) as a preparatory tool for ToT participants
- Post-ToT support resources, including guidance on accessing Secretariat support and a post-ToT workshop evaluation for participants

## 5. Procurement options

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The Secretariat welcomes proposals for any of the following options:

Option	Scope	Components included	Est. days
Full Package	All four components	A + B + C + D	30–35
Part 1 only	Self-paced course only	A only	15–20
Part 2 only	Workshop and trainer materials only	B + C + D	20–25

Applicants are asked to indicate which option they are applying for. The Charter Secretariat reserves the right to award one or more options to different applicants, or to award the full package to a single applicant.

## 6. Deliverables and indicative timeline

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All deliverables should be submitted in English. The Secretariat will be responsible for translation of project outputs into Arabic, French, and Spanish. Files should be provided in editable formats to

support translation and future adaptation. Timelines are indicative from contract start date; applicants may propose alternatives. The Secretariat anticipates a total contract period of approximately four months.

#	Deliverable	Description	Indicative timing
—	<i>Inception meeting</i>	<i>Project launch with Charter Secretariat team</i>	<i>Week 0</i>
1	<b>Inception report</b>	Methodology, workplan, consultation approach, and review of existing materials. Should include a proposed outline for each component.	Week 3
2	<b>Consultation notes</b>	Summary of key stakeholder consultations, capturing lessons to inform design decisions (Options 1 and 3 only).	Week 5
3	<b>Draft materials</b>	Draft content for all modules and/or components. Week 8 if Part 1 or Part 2 only; Week 10 if Full Package.	Week 8 / 10
4	<b>Revised drafts</b>	Incorporation of Secretariat review comments on all draft deliverables.	Week 13
5	<b>Pilot / review session</b>	Walkthrough of materials with Secretariat staff and/or signatory reviewers to validate usability.	Week 14
6	<b>Final package</b>	All final deliverables in editable formats, with a handover note summarising key design decisions.	Week 16

## 7. Role of the issuing organisation

The Charter Secretariat, hosted by the International Council of Volunteer Agencies (ICVA), will serve as the primary client and technical reference point throughout the assignment. Specifically, the Secretariat will:

- Provide access to all existing materials referenced in Section 3.4
- Facilitate introductions for consultation purposes
- Assign a dedicated point of contact for regular check-ins, review, and approvals
- Provide one round of consolidated written feedback on all draft deliverables
- Participate in the pilot/review session (Deliverable 5)
- Take responsibility for translation of all finalized English materials
- Lead on platform hosting and dissemination of the finalized self-paced course

The Charter Secretariat expects the selected consultant(s) to work with substantial independence, proactively identifying design questions and bringing recommendations for resolution.

## 8. Qualification criteria

Proposals will be assessed against the following criteria on a scale of 1–5. Applications from partnerships or consortia with complementary expertise are welcomed.

Criterion	Weight
Technical expertise in climate change, environmental mainstreaming, and/or humanitarian action	20%
Experience in developing facilitated workshop curricula, facilitation guides, and trainer materials for international/NGO audiences	20%
Experience in developing self-paced or e-learning courses, including interactive and modular formats (Part 1 or Full Package applicants)	15%

Criterion	Weight
Demonstrated understanding of the Climate and Environment Charter	15%
Quality and feasibility of proposed methodology, timeline, and consultation approach	15%
Value for money and cost transparency	10%

## 9. Proposal requirements

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Proposals should be submitted in English and include the following:

### 9.1 Technical proposal (maximum 8 pages, excluding annexes)

1. A brief statement of interest and summary of relevant experience and expertise
2. Proposed methodology for each component applied for, including approach to content curation, stakeholder consultation, and quality assurance
3. A proposed workplan and timeline with key milestones
4. CVs of key personnel to be assigned to the project (as an annex, not counted toward the page limit)
5. At least two samples of comparable previous work: facilitation guides, training materials, and/or e-learning course content (as annexes)

### 9.2 Financial proposal

6. An itemized budget for each component applied for, with day rates and estimated days per deliverable clearly specified. Proposals should note that the contract will include a cap on the total amount payable, derived from the proposed budget.
7. Any proposed in-kind contributions or partnership arrangements
8. Confirmation of option being applied for (Full Package, Part 1 only, or Part 2 only)

### 9.3 Submission instructions

- Applications from partnerships or consortia with complementary expertise are welcomed. Consortia must nominate a single lead organization that will act as the sole contracting and payment point with the Secretariat. Internal arrangements between consortium members are the responsibility of the lead organization.
- Proposals should be submitted by email to [secretariat@climate-charter.org](mailto:secretariat@climate-charter.org) with the subject line: "RFP Response – ToT Package – [Option]"
- Deadline for submission: 29 May 2026, 23:59 CET
- Questions may be submitted to [secretariat@climate-charter.org](mailto:secretariat@climate-charter.org) by [DATE]. Responses will be made available to all interested parties on the RFP announcement page at [climate-charter.org/announcements](https://climate-charter.org/announcements)
- The Secretariat reserves the right to request interviews or clarifications from shortlisted applicants prior to award.

## 10. Terms and conditions

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This RFP does not constitute a commitment to contract. The Charter Secretariat reserves the right to accept or reject any or all proposals, to award the contract in whole or in part, or to cancel this procurement process at any time without incurring any liability. All materials developed under this contract will be owned by the Charter Secretariat and licensed for free public use by signatory organizations and the broader humanitarian sector. The Secretariat will be responsible for translation, hosting, and dissemination of finalized materials. The selected contractor will be expected to sign a standard services agreement. Payment will be made against approved deliverables.