

Date: 25th February 2019

Request for Proposal

Praja is a nonpartisan organization working towards enabling accountable governance in Mumbai. Praja conducts Data driven research and provides information on civic issues to citizens, media, and government administration and works with elected representatives to identify and address inefficiencies in their work processes, bridge the information gaps, and aid them in taking corrective measures. To know more about our work and goals, please visit www.praja.org

We are inviting proposals for delivering workshop on Moderation & Facilitation for the Praja staff to strengthen the capacity of Praja team members for facilitating and engaging meaningful programs with greater confidence.

Participants at the end of the workshop must be able to do the following:

- Design an effective workshop
- Based on their needs strengthen the existing workshops/modules/processes
- Deliver various kinds of workshops to different audiences
- Identify learnings and implement it in future meetings/workshops/trainings/conferences
- Develop modules and relevant skills for roundtables/conferences

We are looking for a professional/organization with a proven track record of workshop development and moderation to assist us in designing the curriculum for a minimum of 3 days in Mumbai. We would expect the expert to present a learning plan that aims at achieving the stated objectives.

For your orientation: The participants of the workshop would be not more than 15 members of Praja who have a basic understanding of conducting workshops and conferences

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable, via email or in a sealed envelope by 22nd March 2019. For any queries Kindly contact. Ms. Priyanka Sharma (+91-22 – 6525 2729) or Ms. Steffi Xavier(+91-22–22618042). You can also email us at priyanka@praja.org or steffi@praja.org.

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