



Plan International Laos
TERMS OF REFERENCE

Service Provider: Advanced Excel and Power BI pieces of training for staff under the Digital Initiative of Plan International Laos

Plan International in Laos is looking for creative service providers to deliver Advanced level of Excel and Power BI training for staff across PIL under the Digital initiative.

Activity will be implemented with physical training classroom at CO and virtual live through MS Teams for Provincial and District staff to attend all the courses from their base stations.

1. About Plan International

Working in over 50 developing countries globally, Plan International strives for a just world that advances children's rights and equality for girls.

Plan has been working in Laos since 2007, and is delivering programs in Bokeo, Oudomxay and Saravane Provinces. We support children and youth to access their rights through in our Public Health, Education, Adolescent Development and Participation, and Youth Economic Empowerment programs. In all contexts, together with partners, we strive for lasting impact in norms, attitudes, and behaviors, social and economic safety nets, and policy frameworks in budgets. Our work includes community-based action, partner strengthening, and policy advocacy, all focused on gender transformative programming. Visit www.plan-international.org for more information.

Purpose of the Activity

Plan International in Laos is implementing the Digital Initiative actions following the Digital Accelerator Project with supporting of GH and APAC Digital & Innovation team, the initiative would be capacity building on the digital skillset for the entire PIL staff of all levels to develop the digital ability and confidential adoption for day to day business processes for both operations and programs, the initiative would be the catalytic process to rise PIL people are confident and ready for the digital transformation journey

The expectation is that staff would actively participate in the digital capacity-building project while the organization would acknowledge the common objectives of the staff to provide needed resources and the right time to support learning effectively

Activity Design:

The training courses will need to be conducted over a period of 6-8 weeks **between April 17th, 2023 to May 31st, 2023**. Each training topic is expected to be 24-32 hours long training and a maximum of 2 hours long per day training

It is expected that there will be 2 batches for each training topic:

1. Advanced Excel

- a. Make it in the shape of a table (Dynamic table) and apply the pivot table
- b. Utilizing Microsoft Power Pivot for data manipulation
- c. Power Query



- d. New formulas in Excel 2021 and 365
2. Power BI
 - a. Import data to Power BI
 - b. Power query E-editor
 - c. RELATIONSHIP IN MODEL
 - d. DAX EXPRESSION
 - e. VISUALIZATION DATA & DASHBOARD

In each batch that would be combined with CO staff able to attend in the physical classroom or virtual live classroom as optional for provincial and district staff able to attend in the virtual live classroom in total 30-35 attendances per batch. Regular attending the class culminates in a final outcome that a major of the attendances would be able in producing (for example – complex analysis, automated financial report dashboard, etc.).

The service provider is expected to have at least one main trainer with a co-trainer to support during the training session (for example – to monitor the chat box for the query from the virtual participant, etc.).

It is expected that the service provider will provide training material in electronic copies and visual documentation of the process (session activities) and the final result (initial and final assessment, etc.).

PIL will also provide an orientation including Safety and Security, gender, and safeguarding for the trainer and co-trainer.

PIL will provide training facilities at the Country Office, In Vientiane (Training room, LCD, VDO conference, computers for participants, etc.).

Expressions of Interest

As a reminder, pieces of training will be conducted from April 17th, 2023 to May 31st, 2023 at PIL CO office and virtual live through MS Teams for attendants in provincial and district offices

Interested Service providers should submit their Expressions of Interest that include the following details.

1. A one-page letter of interest, that includes a brief description of your company/organization, a brief outline of the proposed activity, and your total fee for each training topic per training batch.
2. Detailed budget, including service fee, any related government cost (ie. Tax, VAT...).
3. A Proposal that includes:
 - 3.1. A brief background of the organization/business that outlines why it is qualified to conduct this training.
 - 3.2. A description of the aims and focus of the training session. This should include an explanation of how attendants will be interested as active participants in decision-making on the design and implementation of the training.
 - 3.3. Outline of training courses.
4. Examples of any recent, similar activities your organization/company has implemented. Links to URLs where the information is stored online are preferred.

Any inquiries related to technical terms should be directed to Somphonthip.Senouthai@plan-international.org



Applications are due by Thursday 20th April 2023 at 05:00 PM and should be submitted to Laos.Procurement@plan-international.org, with cc to Somkhith.vilasak@plan-international.org With the subject title" **Advance Excel and Power BI training**"