

20 August 2024

### **Invitation to Tender**

**Subject:** Basic Management Skill Training & Middle Management Skill Training for MAG Lao PDR

**Dear All Interested Suppliers,**

MAG's vision is a safe and secure future for men, women, and children affected by armed violence and conflict. Since 1989, we have worked in more than 40 countries to save lives and build futures by:

- Reclaiming land contaminated with the remnants of conflict, such as landmines, cluster munitions, bombs, shells, and mortars.
- Reducing the daily risk of death or injury for civilians.
- Creating safe and secure conditions for development.

As a founding member of the International Campaign to Ban Landmines, MAG shares the 1997 Nobel Peace Prize. In Laos, MAG has been actively working since 1994.

MAG Lao PDR invites you to submit bid proposals for the following training packages:

1. **Basic Management Skill Training**
2. **Middle Management Skill Training**

The estimated number of participants for each tender package is as follows:

- **Basic Management Skill Training:** 3 groups (91 participants in total), comprising MAG's operations and support staff.
- **Middle Management Skill Training:** 1 group (28 participants in total), comprising MAG's operations and support staff.

#### **Submission Details:**

- **Deadline:** 16:00, 27 August 2024
- **Submission Method:**
  - Electronically via email to: [Human.Resources.Laos@maginternational.org](mailto:Human.Resources.Laos@maginternational.org)
  - Hard copies can be sent to: PO Box 4460, Unit 20, Ban Sisavath, Chanthabouly District, Vientiane Capital

**Application Requirements:** All applications should include the following:

1. A completed Expression of Interest Form (Annex 1).
2. CVs of the proposed trainer and training assistant.

**Email Instructions:**

- The subject of the email should clearly state either “Basic Management Skill Training” or “Middle Management Skill Training.”
- Please submit each bid proposal in a separate email with a clear title.

**Clarifications:** Any requests for clarification or additional information should be sent directly to [Xayyasin.Phonnasane@maginternational.org](mailto:Xayyasin.Phonnasane@maginternational.org)

**Links for Detailed Information (Term of Reference and Annex 1):**

- Basic Management Skill Training: <https://shorturl.at/hMWJn>
- Middle Management Skill Training: <https://shorturl.at/ZjvNV>

Bidders may submit proposals for one or both training topics, depending on their capacity to provide the services.

We look forward to receiving your proposals.

**Yours sincerely,**

**MAG Lao PDR**