



Request For Proposals (RFP) for Team Building Activity

Organization: Green Habitat Initiative

Location: Abuja

Proposal Submission Deadline: Friday, 13th September, 2024.

Overview:

Green Habitat Initiative (GHI) is inviting proposals from experienced facilitators, event planners, or companies to design and implement a two-day team-building activity. The goal of this event is to strengthen team cohesion, improve communication, and enhance collaboration among GHI staff, all within the context of our commitment to sustainability and environmental stewardship.

Scope of Work:

Activity Design & Facilitation:

- Develop a dynamic two-day program that incorporates a variety of team-building activities designed to promote teamwork, leadership, problem-solving, and effective communication.
- Include a mix of fun, engaging, and interactive activities that promote teamwork, problem-solving, and leadership development.
- Integrate sessions focused on understanding and embracing diversity, given the multidisciplinary nature of our team.
- Provide a detailed itinerary, including time slots for each activity.
- Tailor activities to align with GHI's mission and values, emphasizing sustainability, environmental stewardship, and diversity.
- Provide a detailed schedule of activities, including time allocations and objectives for each session.

Request:

Accordingly, interested applicants are invited and requested to submit a proposal to Green Habitat Initiative to provide the above-mentioned team building facilitation, subject to the following requirements/conditions:

1. Venue & Logistics:

- Recommend venues that can accommodate both indoor and outdoor team-building activities. Suggested locations include Zuma Resort, Almart Farms, or other suitable sites within Abuja.

- Ensure seamless execution of the event, allowing participants to fully engage in the activities.

2. Materials & Resources:

- Provide all necessary materials and resources for the activities, including any special equipment required for games/ challenges/activities
- Provide any documentation or handouts that may be needed to support the learning and reflection process during the activities.

Qualifications/Requirements

- Demonstrated experience in organizing and facilitating team-building activities, particularly for NGOs or similar organizations.
- Strong understanding of GHI's mission, values and commitment to sustainability.
- Excellent organizational, communication, and facilitation skills.
- Ability to foster a positive, inclusive, and engaging environment for all.

Submission Requirements:

Interested applicants are required to submit the following:

1. Cover Letter:

- A concise Cover Letter (1 page maximum) detailing relevant experience and understanding of the project.

2. Technical Proposal:

- Present a clear outline of your approach, detailing the methodologies, activities, and timeline.
- Define success measurement tools and metrics to evaluate the effectiveness of the team-building activities.

3. Financial Proposal:

- Provide a detailed budget breakdown covering all aspects of the event, including facilitator fees, venue costs, materials, meals, transportation, and any other associated costs.

4. Portfolio of Past Relevant Performance:

- Provide a summary or listing of past relevant experiences in organizing and facilitating similar team-building activities outlining key deliverables and achievements
- Provide references from previous clients who can attest to your expertise in delivering successful team-building activities.

5. Logistical Plan:

- Outline the logistical arrangements, including venue selection, transportation, meals, and accommodation (if needed).
- Ensure that all logistical details are managed effectively to contribute to the overall success of the event.

How to Apply:

Please send your proposal and supporting documents to careers@greenhabitat.ng no later than Friday 13th September, 17:00 WAT. We look forward to receiving your proposals and working together to create a memorable and impactful team-building experience for Employees at Green Habitat Initiative!

For any inquiries, contact Mr. Hassan Abbas at;

Mobile: +2347034425714

Email: hassan.abbas@greenhabitat.ng