

# UNITED NATIONS CHILDREN'S FUND

TERMS OF REFERENCE FOR: MICROSOT OFFICE TRAINING  
OFFICES: ABUJA

## SECTION A

### 1. Purpose of Assignment:

UNICEF Nigeria country training plan for 2019 has an ICT component related to proper use of Microsoft Office 365 tools for better productivity. This has been identified as general skills enhancement need for the entire office.

UNICEF ICT team has been providing internal trainings for specific UNICEF such OneDrive, Enterprise Content Management, Skype for Business and Outlook. These applications have UNICEF specific configuration that make internal training to be the first suitable.

For other general Microsoft product, it is better to get Microsoft office suite professional trainers to ensure we get in a short training, a maximum knowledge transfer.

### 2. Programme ID & Specific Project Involved:

**3210/A0/06/880/005/005**

### 3. Terms of Reference / Detail Requirements of the Job :

The purpose is to provide advanced Microsoft Word, Excel and PowerPoint Training to about sixty (60) UNICEF staff in two groups of thirty (3) people each.

#### ➤ **ADVANCED MS EXCEL TRAININGS**

- a. Pivot tables
- b. formulas and functions
- c. Linking tables
- d. Protecting Sheets and tables
- e. Sharing and online collaboration
- f. Tracking changes and comments

#### ➤ **ADVANCED MS WORD TRAINING**

- g. Insert tables, pictures & watermarks
- h. Using Columns
- i. Table of Content and table of references
- j. Mail Merge
- k. Formulas in tables
- l. Sharing and online collaboration
- m. Tracking changing and comments

#### ➤ **ADVANCED MS POWER POINT TRAINING**

1. Screen recording
2. Add Audio/Video
3. Animation

#### ➤ **INTER-RELATION BETWEEN: WORD – EXCEL – POWERPOINT (transferring files and data from one to another)**

**4. Duty Station: Abuja**

**5. Supervisor: Gilbert Nanema**

1) **Major Tasks to be accomplished:** *(estimated time required to complete tasks. Attach additional sheets, if necessary, to describe assignments)*

Specifically, the consultant firm will undertake the following tasks:

- a. Develop a proposal for conducting the training that includes methodology, tools, work plan and budget
- b. Review and adjust on the training topics to be covered in the given training time (2 days)
- c. Conduct a total of four (4) days Training for sixty staff, divided in a two days per group of thirty (30).
- d. Develop and administer a pre-test and post-test assessment test of training participants to determine knowledge and skills levels before and after the training.
- e. Produce training report

**6. End Product:** *(e.g. final report, article, document etc.)*

- a. Training report with list of participants and key outline of topics covered.
- b. An analysis of the competencies acquired through pre and post training test/evaluation-measuring competencies of participants

**7. Qualifications or specialized knowledge/experience required:**

The consultant/organisation should:

- a. **be a qualified and recognized Microsoft trainer and with at least the “Microsoft Office Specialist: Associate (Office 365 and Office 2019) certification.**
- b. **Demonstrate previous experience in conducting similar training**

➤ **Technical Proposal - Maximum score: 70 points**

CATEGORY	MAX. POINTS	MIN.
<b>General Organization profile and Capability.</b> <i>No of years in Microsoft Office trainings (10): Less than 2 years = 5 marks, more than 2 years = 10</i> <i>Capacity (10): 1 certified trainer/ 2 or more certified trainers</i> <i>Methodology and tools (5) : Clarity and consistency of proposed Methodology and tools</i>	25	0
<b>Experience and Expertise supported by examples of similar services provided.</b> <i>- 5 marks for each verified similar job training/completed in the last 5 years</i>	25	0
<b>Prove of Official Partnership</b> <i>- provide proof of partnership with Microsoft</i>	20	0
<b>TOTAL MARKS</b>	<b>70</b>	

**b) Financial Proposal: (30 points Max)**

Topic	Price	Remark
Advanced MS Excel Training		
Advanced MS Word training		
Advanced MS PowerPoint training		
Inter-relations between WORD-EXCEL-POWERPOINT (files transfer)		
<b>TOTAL</b>		

**9. Estimated time of consultancy and deadline for submission of product:**

- Start Date: **15 April 2021**      End Date: **30 September 2021**

**10. Official Travel involved:** *(Itinerary and duration, if applicable)*  
No Official travel involved