

Call for Tenders:

MS 365 trainings for Fairtrade International employees

Who are we and what do we do?

Fairtrade International is a global organisation dedicated to promoting fairer trading conditions for farmers & workers in lower-income countries. With Fairtrade, farmers and workers improve their lives and have greater control over their future.

We work by establishing Fairtrade standards and certifying products that meet these standards. These standards cover various aspects, including fair wages, safe working conditions, and environmental sustainability. When consumers see the Fairtrade logo on a product, they can be assured that it was produced and traded ethically.

Fairtrade International addresses the inequalities inherent in conventional trade systems. By ensuring fair prices for farmers & workers and supporting sustainable practices, it helps break the cycle of poverty in many lower-income regions. Moreover, Fairtrade gives farmers & workers a voice in the global marketplace.

Impact of Fairtrade International

Fairtrade International has a tangible impact on the lives of millions of people worldwide. It provides farmers with stable incomes, access to education and healthcare, and opportunities for community development. Additionally, Fairtrade promotes environmental stewardship by encouraging sustainable farming practices.

Scope of training program

The MS365 Training Program is designed to equip Fairtrade International's staff with the necessary skills and knowledge to effectively utilize the Microsoft 365 features, focusing on Excel, Planner, Outlook, Teams, Power Point and Power BI.

The training program will enhance productivity, collaboration, and communication across all teams within the organisation, empowering employees to maximise the full potential of MS365 for their daily tasks and responsibilities.

The program will address varying levels of expertise, from beginners to more advanced users, ensuring that all employees can benefit from the training and perform their roles efficiently.

Objectives:

- To be competent with the core MS365 tools used within Fairtrade International. Employees gain their required level of expertise in Excel, Planner, Outlook, Teams, PowerPoint, and Power BI
- To enhance collaboration and communication between teams, both remotely and in-office, by leveraging MS365's integrated features.
- To provide ongoing support and resources to maintain MS365 proficiency.

Target Audience:

- All employees at Fairtrade International, including those in the headquarters, and remote teams.
- The training program will be tailored to employees' specific roles and usage of MS365 tools.

Training Modules:**1. Introduction to MS365:**

- Overview of the MS365 tools and its components.

2. Productivity Tools:

- **Microsoft Excel:** Data management, advanced formulas, pivot tables, and data visualization.
- **Microsoft PowerPoint:** Create dynamic presentations, embed multimedia, and use templates effectively. Additionally, employees are trained on presentation skills, especially in remote environments.
- **Microsoft Power BI:** Connect different data sources and create visualization and compelling reports and dashboards.

3. Communication and Collaboration:

- **Microsoft Teams:** Collaborate via Teams with internal and external stakeholders, using channels, sharing files, calendars, apps, etc.
- **Microsoft Outlook:** Efficient email management, calendar integration, and task management.
- **Microsoft Planner:** Managing individual and collaborative work and tasks via Planner.

4. Security and Compliance:

- Best practices for data protection and secure document sharing.
- Understanding MS365 compliance tools and data retention policies relevant to Fairtrade International's operations.

5. Advanced Features and Integration:

- Leveraging the core MS365 tools used within Fairtrade International for project management and reporting.
- Introduction to MS365's integration with other software tools and services used within the organisation.

What we are looking for:

A competent provider, who:

- Has a proven track record of design and delivery of similar training programs
- Has a good understanding and experience of the ways of working and needs of international non-governmental organisations
- Has competent, English-speaking trainers

Envisioned format:

- Desired timing for first session: May - June 2025
- Groups of 15-20 people with the aim to train all employees
- Online

Applications:

- A cover letter expressing your interest and outlining why you would be an appropriate partner for this project
- A proposal of a workshop or workshop series to meet the stated aims
- Examples of similar work
- Explanation of how the pricing system works and budget breakdown
- Proposed trainer bios

Process and timelines:

Please send your tendering documents by email to: e.grabert@fairtrade.net and indicate: “MS365 training” in the subject line.

The deadline for submitting your tendering documents is **21 March 2025**