



Request for Proposal (RFP)

**Development and Implementation of an annual
Aviation Training Portfolio**

18 March 2019

1. IFALPA

The International Federation of Air Line Pilots' Associations (IFALPA) is the global voice of pilots. An international not-for-profit organization, IFALPA represents over 100,000 pilots in nearly 100 countries. The mission of the Federation is to promote the highest level of aviation safety worldwide and to be the global advocate of the piloting profession; providing representation, services, and support to both our members and the aviation industry.

IFALPA work and expertise is based on a network of volunteers, active airline pilots who dedicate time and knowledge to the Federation and furthering the aims of the global piloting community.

In pursuing IFALPA's mission, the Federation offers professional development courses to members and staff of the Federation and its Member Associations. Third party participants may also be invited from time to time.

IFALPA courses encompass safety, technical and industrial related issues, as well as to qualify representatives of the Federation.

For this project, IFALPA has partnered with the Montreal-based **InterPilot Aviation Safety Foundation**, an independent Canadian not-for-profit corporation aiming to promote high standards of practice within the aviation industry for the benefit of the public by promoting aviation safety, and to advance education by training aviation personnel and volunteers on aviation safety.

2. Project Summary and Mandate

IFALPA's Strategic Plan 2018 calls for the Federation to develop and implement a training concept to expand and improve IFALPA's professional development capacities and maintain this concept at a sustainable level.

This project includes

- identifying IFALPA's global and regional training needs,
- based on the above, selecting and compiling a standard course portfolio (8-10 courses) to be delivered on an annual basis,
- identifying qualified external partners / training organizations who may conduct parts of the portfolio (in full or in cooperation with IFALPA), and negotiate the cooperation,

- designing, writing, and implementing curricula for each course conducted by IFALPA,
- developing and implementing a train-the-trainer program to establish a permanent IFALPA talent pool of instructors for each of the courses,
- assisting in carrying out the full course program during the first year.

3. RFP Elements and Process

Response documents: IFALPA requests a written response to this Request for Proposal letter that includes the following:

- Confirmation of Interest
- Statement of Qualifications and Capabilities
- Engagement Cost and Fee Quote
- Identification of any perceived information or data necessary to complete the project
- Recognition of Project Timeline
- Suggested Work Product and Final Report Elements

Supporting Documents to Include:

- History of Firm
- Identification and Background Information on Project Consulting Team
- Representative Client List
- References
- Other Items at your discretion

Response Delivery Date: IFALPA requests a written response, with supporting documents, by the close of business on Friday, April 5, 2019. The response may be sent in electronic format, as may the supporting documents.

Response Evaluation: Staff will first review the response and subsequently present findings to the IFALPA Executive Board. Subsequent to Executive Board discussion, your firm may be asked to present its response and participate in a question & answer session. It is anticipated that the selection process will follow quickly thereafter.

Project Contract: The selected bidder and IFALPA will sign a contract for services.

Project Timeline: The selected consultant will conduct its project work until the end of Q3 2020, and will deliver and present its final report, in person, during Q4 2020. The first full year of operation for this Training program is the calendar year 2021.