



NORWEGIAN
REFUGEE COUNCIL

Request for proposals

E-Learning Resources Development

NRC Supply Chain Unit

Contact: Jeanette Fogstad, jeanette.fogstad@nrc.no



Request for Quotations

Date: 2525 September 2026
No. of pages: 13
Subject: Development of Learning Resources: Market Analysis Change Management

You are invited to submit a proposal for the development of e-learning modules on market analysis change management in NRC.

Any request for clarification must be received by NRC by email at least 5 working days before the deadline for submission of proposals. NRC will reply to bidders' questions at least 2 working days before the deadline for submission of proposals.

Eligible submissions will include:

- Completed bidding form, copies of company registration and tax registration.
- Recommended process and timeline with completion of the version no later than 18/12/2026.
- Details of the project focal point and team.
- List of client references with details of similar projects whom NRC may contact.
- Portfolio of similar work undertaken in the past 5 years.
- List of eLearning authoring tools in use.
- Availability and time frame to complete the work
- Validity of the offer (minimum 30 days)
- Detailed cost overview (Net price in EURO including Tax/VAT and after deduction of any discounts)
- Signed Ethical Standards form

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your proposal by email to jeanette.fogstad@nrc.no before 23.00 UTC on 21 October 2026. If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

Jeanette Fogstad

Global Project Manager Market Analysis, Supply Chain. NRC Oslo
jeanette.fogstad@nrc.no

Background

NRC is a humanitarian organisation which provides assistance, protection and durable solutions to refugees and internally displaced persons worldwide. The majority of our more than 14,000 staff members are national employees in NRC's programmes in over 39 countries worldwide, where we provide camp management, clean water, shelter, legal aid and education services. The NRC Head Office in Oslo manages all our programmes through a regionalised structure. NRC works in many deep field locations with limited access to internet.

NRC have been very traditional in terms of staff learning. Main efforts have been to provide virtual face-to-face seminars and workshops, however with the increasing growth, complexity and limited financial resources for the development of our staff, the organisation is expanding the e-learning offer to channel learning more effectively in the organisation.

Therefore, NRC will invest in developing good quality learning programmes for our staff. The e-learning modules will be incorporated into the Humanitarian Leadership Academy's (HLA) [Kaya platform](#).

About this project

Type 1 market analysis is the term used in NRC to describe the market analysis and market monitoring service function led by NRC Supply Chain teams. Type 1 market analysis is the term used in NRC to describe the market analysis and market monitoring service function led by NRC Supply Chain teams. This process includes inputs from programme and other teams as required. It is inherently collaborative in practice.

This new way of working is part of NRC's aims to increase use of Cash and Voucher Assistance (CVA) in its operations. Type 1 market analysis includes market analysis aimed to inform programme decisions and design, as well as market monitoring during the distribution cycle of in-kind, voucher or cash assistance.

This training programme aims to build the capacity of the country management team (CMT) and global pooled advisors (notably within Supply Chain, Cash & Markets, WASH, Shelter & Settlements and Education) to support Country Offices with T1MA implementation, providing them with the tools, guidance, and strategic insight needed to lead effectively.

Objectives

The objective is to deepen the knowledge and capacity of the Country Office CMT and Global Pooled advisors on Type 1 market analysis. After completing this training, the participant will have a full overview of Type 1 market analysis and be able to provide direct support on implementation and the consolidation of the function. The training participant will also form a learning community across NRC, where they can share experiences and support each other on their newly acquired knowledge and skills.

NRC will provide a high-level outline of topics, range of technical guidance and facilitate access to experts with knowledge and examples of best practice and real challenges faced. An example of technical guidance is attached with the call for proposals and more information about NRC way of working is available [here](#).

Target Groups

This course targets Country Office CMTs and Global Pooled advisors charged with delivering frontline support and guidance on Type 1 market analysis to NRC Country Offices staff. This includes, but is not

limited to, the Head of Programmes, Head of Support, as well as Global Pooled advisors for Supply Chain, Cash & Markets, WASH, Shelter & Settlements and Education. All participants will have access to laptops, the Kaya platform and are expected to have a reasonably good standard of digital literacy.

Scope and Specifications

The e-learning will have one learning path that is mandatory for all participants to complete in full to get the certificate.

Learning path:

Part 1: Introduction

- Learning outcomes
- Why are you taking this course?
- What is Type 1 Market Analysis?
- Why is Type 1 Market Analysis important?

Part 2: Policies and guidelines

- Which tools are available and resources are available for T1MA?
- Type 1 Market Analysis activity in the PCM
- Local SOP
- Term of Reference (TOR)
- Handbook

Part 3: Accepted standards

- Methodologies for doing T1MA
- MSMA
- Stoplight
- MARKit

Part 4: Review and feedback on reports

- Reflection assignment on giving feedback
- How to locate a MSMA report

Part 5: Final assessment

- Detailed case study/ies
- Answer questions about the case:
 - o What methodology should you use?
 - o Who needs to be involved?
 - o What resources do I need in the different phases of implementation?

Part 6: Summary and action points

Specifications

All e-learning will be hosted on Kaya learning management system with Scorm 1.2 and 2004 capabilities. It is expected that e-learning will provide 2 hours of total content plus external reading and activities.

As far as possible, the e-learning modules will include:

- Micro learning with learner choice
- Instructional text
- Assessment quizzes (multiple choice, short answer)
- Open exercises
- Video
- Case-activity/ Scenario based activities
- Links to external documents
- Uploading and identifying external documents

Source files must be available to NRC after the development. Use of authoring software which allows NRC to update and revise the e-learning modules is strongly preferred (Articulate 360 suite: Storyline and/or Rise).

NRC works in numerous locations with unreliable access to the internet. Proposals with downloadable offline option are preferred.

Translation

Following completion of an English language version, the final modules to be translated into French, Arabic and Spanish. Please include this as a separate line item in the financial offer if you are able to offer this service. If you are unable to offer translation services, please note that NRC will need the ability to create translated versions.

Award Criteria

As an independent humanitarian organisation, NRC always strives to minimize the administration costs in our work protecting the most vulnerable. In 2025, NRC directly assisted almost 10.6 million people across 39 countries.

The contract will be awarded to the most economically advantageous tender based on price-quality ratio, as evaluated against the award criteria listed below. NRC values highly offers that take into account the humanitarian nature and target of the eLearning.

- Price-quality assessment: price comparison to established expectation and other proposals
- Proven experience with publishing interactive eLearning materials for adults in organisations with cultural diversity, varying levels of digital proficiency, language barriers and Internet access
- Experience designing effective scenario-based learning
- Availability of dedicated qualified development team with proven experience developing and publishing similar eLearning materials
- Availability of positive client references from developing and publishing of eLearning content in culturally diverse organisations
- Use of authoring software which allows NRC to update the modules
- Ability to develop and publish the modules within the set timeframe
- Ability to communicate in oral and written English

- Proven ability to comply with NRC's values and code of conduct

Tentative timelines

Detailed timelines form part of the proposal, and we rely on bidders to provide a more detailed timeline. The English language e-learning should be completed by 18/12/2026 at the latest.

Month	Process	Deliverables	Responsible
October	Procurement	Proposals submitted by 21/10/26	Provider
November	Contract	Contract award 02/11/26	NRC
December	Handover	Course is launched and all licensing transferred to NRC by 18/12/2026	

Deadlines and submission details

Please submit proposals by email to jeanette.fogstad@nrc.no before 23.00 UTC on 21 October 2026. Submissions should be included as pdf attachments and reference: Market Analysis Change Management Learning Resources.

Any request for clarification must be received by NRC by email at least 5 working days before the deadline for submission of proposals. NRC will reply to bidders' questions at least 2 working days before the deadline for submission of proposals.

Eligible submissions will include:

- Completed bidding form (annex 1), copies of company registration and tax registration.
- Recommended process and timeline with completion no later than 18/12/2026.
- Details of the project focal point and team.
- List of client references with details of similar projects whom NRC may contact.
- Portfolio of similar work undertaken in the past 5 years.
- List of eLearning authoring tools in use.
- Availability and time frame to complete the work
- Validity of the offer (minimum 30 days)
- Detailed cost overview (Net price in EURO including Tax/VAT and after deduction of any discounts)
- Signed Ethical Standards form

Terms and conditions

By responding to this request for proposal the Service Provider agrees to the following terms and conditions. Failure to agree to and/or subsequently follow these terms and conditions may result in immediate disqualification.

SUBSEQUENT CONTRACT TERMS:

Information provided from this proposal may be incorporated into the final contract terms.



RESPONSE COSTS:

The Service Providers are solely responsible for all costs associated with preparing their responses.

SUBCONTRACTING ANY OR ALL SERVICES:

Respondents are required to answer questions based on in-house capabilities. You must clearly disclose any instances whereby there are tasks, services, or any other items for which you would likely engage an external 3rd party company.

SOURCE FILES AND INTELLECTUAL PROPERTY RIGHTS:

NRC requires that the selected Service Provider deliver final source files and transfer copyright to NRC upon project completion or contract termination. By responding to this proposal, the Service Provider acknowledges that if selected, the provider will agree to release source files and make no ownership claim to the final work product.

ETHICAL STANDARDS

The Service Provider doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC will not do business with producers of weapons, alcohol, tobacco or pornography.

CONFLICT OF INTEREST

The Service Provider must notify NRC if there is potential conflict of interest with any NRC staff prior to signing of this Contract. Any supplier failing to do so, and later found to have a conflict of interest will be struck from the NRC vendor database.

ANTI-PERSONNEL MINES AND WEAPONS PRODUCERS

The Service Provider guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof or weapons. Any breach of this representation and warranty shall entitle NRC to terminate this Contract immediately upon notice to the Service Provider, at no cost to NRC.

CHILD LABOUR

The Service Provider represents and warrants that neither it, nor any of its Service Provider is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, required that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health and physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle NRC to terminate this Contract immediately upon notice to the Service Provider, at no cost to NRC.

CORRUPT PRACTICES

NRC requires employees, bidders and contractors to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, NRC defines, for the purposes of this provision, the terms set forth below as follows:

- Corrupt practice - includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in the procurement process or contract execution.
- Fraudulent practice - includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of NRC, and prices at artificial, non-competitive levels and to deprive NRC of the benefits of free and open competition.

In any case where fraud or corruption is identified, NRC will reject any proposals where the bidder has engaged in corrupt or fraudulent practices; remove bidding contractors who engage in fraudulent or corrupt practices from our prequalified list; and/or terminate works.



VETTING

Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions may require NRC to verify the identity of the bidder prior to financial transactions. NRC reserves the right to use online screening tools to check the bidder's record with regards to their possible involvement in illegal or unethical practices.

PRICES

Prices are for complete contracts. Contracts cannot be subdivided into pieces. Where a proposal is submitted all relevant prices must be offered. Items for which no rate or price is entered by the Bidder will be as not quoted. For bidders subject to VAT or other taxes and fees, these should be mentioned in the offers.

CURRENCIES AND PAYMENT

All prices shall be quoted by the Bidder and all payments will be made in EURO, unless otherwise stated.

BIDDING FORM

Please provide information against each requirement.

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. Bidder's general business details

a) General information

Company name:	
Any other trading names of company:	
Registered name of company (if different):	
Nature of primary business/trade:	
Primary contact name:	
Job title:	
Phone:	
Email:	
Registered Address:	
Business licence number:	
Country of registration	
Registration date:	
Expiry date:	
Legal status of company (eg. partnership, private limited company, etc.)	

b) Owners/Managers

Please fill in the below table with the full names and the year of birth of the company's owner(s) and manager(s)*:

Full name	Year of birth

* Please note this information is necessary in order to conduct the vetting procedures referred to in the terms and conditions.

c) Employees

Please list the employees who would be involved with NRC in the event of contract award:

Employee name	Job title	Role on NRC project	Phone	Email
1.				
2.				
3.				
...				

d) Company bank account details:

1.

Beneficiary name:	
Beneficiary account no.:	
Beneficiary Bank:	
Bank branch:	
SWIFT:	
IBAN:	
Bank address:	

2. References

Please provide details of at least 3 client references whom NRC may contact, preferably from NGOs and UN agencies, for similar related works:

Client/company name	Contact person	Phone	Email	Contract details (works, location, size, value, etc)
1.				
2.				
3.				
...				

3. Defects Liability/Guarantee Period

Please provide details below of the defect liability and guarantee period you offer on the services included in this contract:

4. Bid Validity

Please confirm the validity of your bid below (in calendar days):

5. Confirmation of Bidder's compliance

We, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in public procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The following documents are included in our bid:

- Completed bidding form (annex 1), copies of company registration and tax registration.
- Recommended process and timeline with completion of the version no later than 18/12/2026.
- Details of the project focal point and team.
- List of client references with details of similar projects whom NRC may contact.
- Portfolio of similar work undertaken in the past 5 years.
- List of eLearning authoring tools in use.
- Availability and time frame to complete the work
- Validity of the offer (minimum 30 days)
- Detailed cost overview (Net price in EURO including Tax/VAT and after deduction of any discounts)
- Signed Ethical Standards form

We understand that NRC is not bound to accept the lowest, or indeed any bid, received.

We agree that NRC may verify the information provided in this form itself or through a third party as it may deem necessary.

We confirm that NRC may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory:	Tel N°:
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Title of Signatory:	Name of Company:
Signature & stamp:	Date of Signing:
	Address:

SECTION 9

SUPPLIER'S ETHICAL STANDARDS DECLARATION

NRC as a humanitarian organisation expects its suppliers and contractors to have high ethical standards. Any organization supplying goods to NRC valued at over 10,000 USD (or equivalent) in one year must sign this declaration. This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

NRC staff may perform spot checks to verify that these standards are adhered to. Should NRC deem that the supplier fails to meet, or is not taking appropriate steps to meet, these standards, any and all contracts and agreements with NRC may be terminated.

Anyone doing business with Norwegian Refugee Council shall as a minimum;

1. Comply with all laws and regulations in effect in the country or countries of business;
2. Meet the ethical standards as listed below; or
3. Positively agree to the standards and be willing to implement changes in their organisation.

1. Anti-corruption and suppliers compliance with laws and regulations:

- 1.1. The supplier confirms that it is not involved in any form of corruption.
- 1.2. Where any potential conflict of interest exists between the supplier or any of the suppliers staff members with any NRC staff member, the supplier shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
- 1.3. The supplier will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
- 1.4. The supplier shall be registered with the relevant government authority with regard to taxation.
- 1.5. The supplier shall pay taxes according to all applicable national laws and regulations.
- 1.6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.

2. Conditions related to the employees:

- 2.1. No workers in our company will be forced, bonded or involuntary prison workers.
- 2.2. Workers shall not be required to lodge "deposits" or identity papers with their employer and shall be free to leave their employer after reasonable notice.
- 2.3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
- 2.5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child's opportunity to complete his/ her education.
- 2.6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- 2.7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
- 2.8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
- 2.9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 2.10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
- 2.11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
- 2.12. Workers shall be provided with at least one day off for every 7 day period.
- 2.13. All workers are entitled to a contract of employment that shall be written in a language they understand.



- 2.14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
- 2.15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 2.16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
- 2.17. No Deductions from wages shall be made as a disciplinary measure.

3. Environmental conditions:

- 3.1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
- 3.2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
- 3.3. National and international environmental legislation and regulations shall be respected.
- 3.4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

We, the undersigned verify that we are in compliance with all applicable laws and regulations and meet the ethical standards as listed above, or positively agree to these ethical standards and are willing to implement necessary changes in the organisation.

DATE: _____

NAME OF SUPPLIER/COMPANY: _____

NAME OF REPRESENTATIVE: _____

SIGNATURE: _____

COMPANY STAMP: _____

Technical Guidance

The technical guidance included the training concept note for the virtual, live training that the e-learning shall be based on. The aim is to create a condensed version of this following the learning path indicated in this document. The concept note begins on page 15.

NRC Type 1 Market Analysis - Training of Trainers (ToT)

Target participants: This course targets Country Office CMT and Global Pooled advisors charged with delivering frontline support and guidance on Type 1 market analysis to NRC Country Offices staff. This includes, but is not limited to, the Head of Programmes, Head of Support, as well as Global Pooled advisors for Supply Chain, Cash & Markets, WASH, Shelter & Settlements and Education.

About this course

Welcome to the Type 1 Market Analysis Training of Trainers (ToT). This course is designed and developed to provide you with the skills and knowledge to deliver front-line technical support on the market analysis function led by logistics to all relevant stakeholders in the country offices.

Type 1 market analysis is the term used in NRC to describe the market analysis and market monitoring service function led by NRC Logistics teams. This process includes inputs from programme and other teams as required. It is inherently collaborative in practice. This service function includes market analysis aimed to inform programme decisions and design, as well as market monitoring during the distribution cycle of in-kind, voucher or cash assistance. Type 1 market analysis is appropriate for programmes that are likely to involve access to conventional commodities such as household supplies, tools, building materials, school supplies etc. Some services such as transport can also be assessed using Type 1 market analysis. The objective is to help programme teams choose the most appropriate modality for in-kind, cash or voucher distribution and help ensure safe programming.

In this course, you are required to demonstrate skills and proficiency in the guidance you will be delivering to country office teams on Type 1 market analysis. You will be expected to present prepared topics and answer FAQs on your content during the final assessment. Due to the change management component of consolidating this function in NRC, the participants will also gain competency in Prosci Change Management Methodology and the “ADKAR” model for monitoring progress of change implementation.

Course Objectives

The objective is to deepen the knowledge and capacity of the Country Office CMT and Global Pooled advisors on Type 1 market analysis. After completing this training, the participant will have a full overview of Type 1 market analysis and be able to provide direct support on implementation and the consolidation of the function. The training participant will also form a learning community across NRC, where they can share experiences and support each other on their newly acquired knowledge and skills.

Participants who complete this training will have the proven ability to summarise and present Type 1 market analysis to relevant stakeholders and provide guidance on objective and relevant resources for implementation.

Course pre-requisites

Prior to starting this course, you should have completed these two e-learning courses available on Kaya (make sure you are logged in through Okta to access the trainings). These modules will take a total of 35 minutes to complete:

1. [Module 1 – Introduction to NRC Type 1 Market Analysis](#)
2. [Module 2 - NRC Roles and Responsibilities](#)

You should complete these courses now and send your completion certificates to the facilitator prior to the start of the training.

Course Content

The course is made up of different components, including self-directed learning, such as short e-learning courses, reading and key resources, as well as facilitated components, such as 6 live online sessions, individual tasks and practical activities. All participants are required to attend and actively participate during all sessions of the TOT Programme to successfully complete this training.

Learning Objectives

By the end of TOT Level 1, the participants will be able to...

- Explain key concepts and terms of Type 1 market analysis
- Summarise Type 1 market analysis policies, guidelines, and background
- Troubleshoot governance document
- Understand accepted standards for market analysis in NRC
- Able to identify Type 1 market analysis needs and provide recommendations for implementation

Assessment: A 20-minute presentation of the Type 1 market analysis



Type 1 Market Analysis: ToT Learners' Journey

Target participants: Country Office CMT and Global Pooled advisors tasked to deliver front-line technical support to country office teams implementing Type 1 market analysis. This includes, but is not limited to, the Head of Programmes, Head of Support, as well as Global Pooled advisors for Supply Chain, Cash & Markets, WASH, Shelter & Settlements and Education

Objective: Upon completing this training, the participant will be able to summarise Type 1 Market analysis; distil the roles and responsibilities between relevant stakeholders in this function; recognise NRC's technical standards for market analysis and troubleshoot guidance documents.

After completing this training, the participant will be able to:

- Explain key concepts and terms of Type 1 market analysis
- Summarise Type 1 market analysis policies and guidelines
- Review and provide feedback on market analysis reports
- Understand accepted standards for market analysis in NRC
- Identify Type 1 market analysis needs and provide recommendations for implementation

Course Outline

Type 1 Market Analysis ToT is a virtual training. It includes 6 sessions with the facilitator with individual preparation required for each session. The outline and time estimation are detailed in the table below.

Week 1		Week 2		Week 3		
	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Topic	Introduction & Overview	Background & Key Documents	NRC Reporting Standards I	NRC Reporting Standards II	Practice delivering presentation	Looking ahead
Assignment	E-learning	Reading	Reading	Reading	Preparation	Planning
Time estimate	1h session 1h prep	1h session 1 h prep	1h session 1h prep	1h session 1h prep	1h Assessment	1h session 1h prep

Course Details

Session 1 - Introduction of Type 1 market analysis

This session introduces the ToT programme outline/objectives and Type 1 market analysis in NRC.

Prior to the session: Complete the training programme prerequisite self-directed learning component and watch the following videos prior to the training. The latter include:

- (Optional) E-learning: [Introduction to Market Analysis \(30 min\)](#)
- Video: [Prosci – What is Change Management? \(2,5 min\)](#)
- Video: [Introduction to ADKAR Change Management Model \(9 min\)](#)

Session 2 - Background & Key Documents

This session takes you through the background and key documents related to Type 1 market analysis in NRC. We will revisit the objective of this function against NRC's global strategy and use of cash/voucher assistance in the organisation. You will also familiarise yourself with the key governance documents in details, such as the SOP, RACI, PCM, and TOR used for Type 1 market analysis.

Prior to the session: familiarize yourself with core background documents:

- [NRC Global Cash Evaluation 2019](#)
- Additional resources are available on SHAREPOINT

Session 3 - NRC Reporting Standards I

In this session you will familiarise yourself with NRCs accepted reporting standards for Type 1 market analysis. In this hour, you will review report examples and provide feedback to improvements.

Prior to the session: read and familiarise yourself with the following toolkit and guidance.

- [Multi-Sector Market Assessment \(MSMA\) Toolkit](#) (minimum reading requirements: pp. 4-30, however do familiar yourself with the entire Toolkit if possible.)

Session 4 - NRC Reporting Standards II

In this session you will familiarise yourself with NRCs accepted reporting standards for Type 1 market analysis. In this hour, you will review report examples and provide feedback to improvements.

Prior to the session: read and familiarise yourself with the following toolkits.

- Rapid Market Assessment for emergency response: [Stoplight Toolkit](#) (excel file and ppt)
- Market Monitoring: [MARKit Toolkit & Guidelines](#) (pp. 1-66)

Session 5 –Presentation Practice

The aim of this 1-hour session is to give you a chance to practice presenting Type 1 market analysis individually and gain constructive feedback on your presentations and answer FAQs. You are tasked to prepare and deliver a 20-minute presentation on Type 1 Market Analysis. More details will follow from the facilitator during the training.

Session 6 - Looking ahead

This session is fully dedicated to the planning and consolidation of Type 1 market analysis in your CO. You will be expected to prepare an overview of progress status on key indicators for Type 1 market analysis. During this session, you will create an action plan for addressing needs, gaps and a way forward.

Prior to the session: Create and prepare an overview of current implementation status, gaps and needs for Type 1 market analysis in the CO. Specific guidelines will be shared with the participants during the training.

Certificates

Certification of completion will be provided to participants who have passed the assessment with an average mark of 4 on your presentation practice and actively participated in all 6 sessions.