

# Call for Proposals to enter into a training partnership with ETI

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## Introduction

The Ethical Trading Initiative (ETI) is delighted to announce a Call for Proposals for what we believe to be an ambitious and exciting piece of work. We are seeking an independent training organisation to work in partnership with us on developing and running a training programme based upon the ETI's learning on implementing the Base Code.

We are posting this Call on our Website and are notifying relevant organisations, individuals and distribution lists that we are aware of. Please feel free to forward this Call to other interested organisations or individuals.

## Submission of proposals

We would urge you to read in detail the following background documents that accompany this Call for Proposals prior to submitting a proposal:

- **ETI Training Programme: Terms of Reference**
- **The Criteria for Selection of a Training Partner**
- **The Outline for Proposals**
- **Training in Ethical Sourcing**
- **Towards an ETI Training Programme**
  - **Appendix 1 Sample Module on Mentoring**

Proposals should be sent to Carol Sheldon ([carol@eti.org.uk](mailto:carol@eti.org.uk)) to arrive by 18.00 on Friday 16 July in an electronic format that is compatible with Microsoft Word. Any supporting documentation for consideration that cannot be put into an electronic format should be sent (four copies of each) by post to Carol Sheldon, ETI, Second Floor, Cromwell House, London WC1V 6HZ also by 18.00 on 16 July.

## Commencement of work

The Call for Proposals and all background documents are available from the ETI Website at [www.ethicaltrade.org](http://www.ethicaltrade.org), or from the ETI Secretariat, Second Floor Cromwell House, 14 Fulwood Place, London WC1V 6HZ; Phone: 020 7404 1463.

Please note that the deadline for receipt of proposals is **6pm, Friday 16 July 2004**. Please send all proposals to Carol Sheldon, Office Administration Manager, by email ([carol@eti.org.uk](mailto:carol@eti.org.uk)), or by post (address as above).

We aim to shortlist applicants during week commencing 19 July, to meet with shortlisted applicants during week commencing 26 July, and to notify our selected partner applicant during week commencing 2 August 2004. Thereafter, we hope to have in place an agreed basis for partnership with the partner no later than the week commencing 30 August and to commence active work in September.

We look forward to hearing from you.