



جامعة السلطان قابوس
Sultan Qaboos University

Requisition Form

Requisition Number: 7035/26/0010

Last Date for Submission: 07/09/2026

S.N.	SQU Product Code	Description	Qty	UOM	Remarks
1	false	Training Course	1	Units	ICF Level 1 Coaching Education Program 1. Background and Purpose Sultan Qaboos University (SQU) seeks to engage a qualified and experienced training provider to deliver an ICF Level 1 Coaching Education Program. The purpose of the program is to develop internal coaching capabilities aligned with the standards, competencies, and ethical principles of the International Coaching Federation (ICF) and to contribute to building a sustainable coaching culture within SQU. The program will be delivered to a total of 20 participants. The participants shall be divided into cohorts, with a maximum of 10 participants per cohort. The program is intended to commence in 2026 and may continue during subsequent years, subject to SQU's requirements and the terms of the contract. The provider shall ensure that all program components comply with the ICF requirements applicable at the time of delivery. 2. Accreditation Requirements The proposed program must: • Be currently accredited by the International Coaching Federation (ICF) as an ICF Level 1 Coaching Education Program. • Meet the ICF requirements applicable to Level 1 coaching education at the time of program delivery. • Provide evidence of valid ICF accreditation, including the official accreditation details or reference to the accredited program, where applicable. • Maintain valid ICF accreditation throughout the period in which the program is delivered. • Lead to an official Level 1 program completion certificate for participants who successfully

S.N.	SQU Product Code	Description	Qty	UOM	Remarks
					complete all applicable program requirements. The provider shall be responsible for ensuring continued compliance with any updates or amendments to ICF requirements applicable during the contract period. 3. Program Requirements The program should provide participants with the knowledge and practical skills required to develop as professional coaches. The program should include, at a minimum: • A minimum of 60 hours of coaching education, or such higher minimum as may be required by ICF at the time of program delivery. • ICF Core Competencies applicable at the time of delivery. • ICF Code of Ethics applicable at the time of delivery. • Coaching models, tools, and techniques. • Practical coaching exercises. • Coaching demonstrations. • Opportunities for participants to practice coaching. • Observation and structured feedback on participants' coaching skills. • Mentor Coaching in accordance with the ICF requirements applicable at the time of delivery. • Performance assessment/evaluation in accordance with applicable ICF requirements. • Learning materials and resources. The provider should clearly explain how the training hours are distributed across the different components of the program. Any additional hours or components offered beyond the minimum requirements should be clearly identified in the proposal. 4. Mentor Coaching The program should include the Mentor Coaching requirements applicable to ICF Level 1 and the relevant ICF credentialing pathway. The provider should specify: • Total Mentor Coaching hours. • Individual Mentor Coaching hours. • Group Mentor Coaching hours. • Delivery method.

S.N.	SQU Product Code	Description	Qty	UOM	Remarks
					• Mentor Coaching schedule. • Mentor Coach qualifications and ICF credentials. • Any applicable Mentor Coach Specialization (MCS) requirements. The provider shall ensure that all Mentor Coaches meet the ICF requirements and credentialing standards applicable at the time the Mentor Coaching services are delivered, including any applicable Mentor Coach Specialization (MCS) requirements. The provider should clearly explain how the proposed Mentor Coaching arrangement meets the applicable ICF requirements. 5. Delivery Requirements The provider should propose: • Program duration and schedule. • Number and duration of training sessions. • Delivery format (in-person, virtual, or hybrid). • Components proposed to be delivered in person and/or virtually. • Mentor Coaching schedule. • Assessment/evaluation schedule. • Language of delivery. • Any requirements expected from SQU or participants. The proposed delivery plan should take into consideration the total number of 20 participants, with no more than 10 participants in each cohort. The provider should clearly identify any activities or requirements that participants are expected to complete outside the scheduled training sessions. 6. Trainers and Mentor Coaches The provider should submit profiles and CVs of the proposed trainers and Mentor Coaches, including: • Current ICF credential and credential level. • Professional qualifications. • Coaching experience. • Coach training experience. • Mentor Coaching experience, where applicable. • Experience delivering ICF-accredited programs. • Experience working with organizations, universities, government entities, or public

S.N.	SQU Product Code	Description	Qty	UOM	Remarks
					institutions. The provider should identify the Lead Trainer responsible for the program. The provider should clearly identify the proposed trainers and Mentor Coaches who will be involved in delivering the program. Any proposed replacement of the Lead Trainer or Mentor Coaches during the program should be subject to prior approval by SQU, and any replacement should have qualifications and experience comparable to or higher than those of the approved individual. 7. Program Completion and ACC Pathway The provider should clearly explain the certification pathway following completion of the program. The proposal should include: • Certificate/documentation participants will receive upon successful completion. • How completion of the Level 1 program supports participants toward the ICF Associate Certified Coach (ACC) credential. • Any additional requirements participants must complete independently to obtain the ACC credential. • The role of Mentor Coaching in the ACC credentialing pathway. • Support provided to participants during the ICF credential application process. • Any additional fees related to the ACC credential that are not included in the program cost. The provider shall clearly state that completion of the Level 1 program does not, by itself, constitute the award of the ICF ACC credential. The provider shall ensure that any information provided to participants regarding the ACC pathway reflects the ICF requirements applicable at the time. 8. Required Deliverables The provider will be expected to provide: • Delivery of the complete ICF Level 1 Coaching Education Program. • Training materials and learning resources. • Practical coaching

S.N.	SQU Product Code	Description	Qty	UOM	Remarks
					activities. • Coaching demonstrations. • Mentor Coaching. • Observed coaching and structured feedback. • Performance assessment/evaluation. • Attendance and participant progress records. • Level 1 completion certificates for participants who successfully meet the applicable program requirements. • Final participant completion status. • Program evaluation and final report. The final report should include, at a minimum: • Number of participants enrolled. • Attendance and completion status. • Summary of program activities. • Summary of evaluation results. • Key observations and recommendations. • Any issues affecting program delivery. 9. Financial Proposal The provider should submit a clear and comprehensive financial proposal including: • Detailed cost breakdown per participant and/or per cohort. • Total cost for 20 participants. • Payment terms. • Any additional fees, including ICF-related fees, Mentor Coaching, assessments/evaluations, or other applicable costs. • Any other costs necessary for the complete delivery of the program. All costs not included in the proposed price should be clearly stated and itemized. The provider should clearly distinguish between costs included in the proposed total price and any optional or additional services. 10. Provider Experience and References The provider should submit: • Organization profile. • Evidence of current ICF Level 1 accreditation. • Experience delivering ICF Level 1 or similar coaching education programs.

S.N.	SQU Product Code	Description	Qty	UOM	Remarks
					• Examples of previous organizational clients. • Relevant experience with universities, government entities, or public institutions, where available. • References from previous clients for similar programs. The provider should clearly indicate the nature, duration, and scope of relevant previous assignments. 11. Proposal Requirements The submitted technical and financial proposal should include: 1. Program overview. 2. Evidence of current ICF Level 1 accreditation. 3. Official ICF accreditation details/reference, where applicable. 4. Detailed curriculum. 5. Breakdown of program hours. 6. Delivery methodology and format. 7. Proposed schedule and duration. 8. Mentor Coaching structure. 9. Assessment and performance evaluation process. 10. Trainer and Mentor Coach profiles. 11. ACC credential pathway and support. 12. Previous experience and client references. 13. Detailed implementation plan. 14. Detailed financial proposal. 12. Compliance with ICF Requirements The provider shall ensure that the program complies with the ICF standards, accreditation requirements, competency requirements, ethical requirements, and credentialing requirements applicable at the time of program delivery. Where ICF requirements are updated, amended, or replaced during the contract period, the provider shall ensure that the relevant program components remain compliant with the applicable requirements. The provider shall clearly identify in its proposal any aspect of the proposed program that exceeds the minimum requirements stated in this document. Any additional services or value-

S.N.	SQU Product Code	Description	Qty	UOM	Remarks
					added components should be clearly identified separately from the mandatory program requirements.