

Request for Offers

Migration of Training Package to Remote Delivery Format (Blackboard)

The GICHD is committed to creating an inclusive working environment, providing equal opportunities, and ensuring that no prospective consultant feels discriminated against on the basis of their origin, race, gender identity or expression, age, language, social position, way of life, religious, ideological or political convictions, disability status, sexual orientation, marital status, pregnancy, familial status, or nationality.

If you require the content of this request for proposals (RfP) in an alternative format, please contact consultants@gichd.org and we will do our best to arrange it for you.

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite consultants to submit a proposal for the provision of the services described in the document below.

Posting date: 20 October 2021

Deadline for submission of the Request for Quotation form: 5 November 2021 00:00 CEST.

Country/ies of deployment: None / Remote

Currency: The quotation shall be presented in Swiss Francs (CHF)

Language: The proposal shall be submitted in English

Submit to: consultants@gichd.org

Background

The GICHD conducts training courses on a number of topics relevant to mine action, including on gender and diversity mainstreaming. The GICHD wishes to convert an existing training course (Gender Focal Point Capacity Development Programme) into an online format, making use of the Blackboard tool.

This course was developed as an in-person course but has also been delivered remotely in the past, though there is need for further development and migration to Blackboard. The course currently comprises of 10 days of training with 28 lessons, four practical exercises, and three evaluations. Materials are already available for these lessons but there is a need to review and make final adjustments to ensure the course is appropriate for a remote-delivery format.

Blackboard is an online Learning Management System adopted by the GICHD for the delivery of remote training courses. Whereas the existing remote-delivery courses used several different applications for various features such as surveys or exercises, these features are integrated in one package within Blackboard.

Objectives

The objectives of the consultancy are to:

1. Review the existing Gender Focal Point training package for remote delivery and make recommendations on how to make further adjustments for remote delivery using the Blackboard system.
2. Implement the agreed changes to course content and methodologies.
3. Build the course on Blackboard.

Scope of Work

The consultant will undertake the following activities:

- An initial kick off meeting with the project responsible at GICHD
- Review all existing training materials and present GICHD with a plan and schedule for integration with Blackboard
- Migrate one training module to Blackboard platform, then present and discuss with GICHD
- Migrate full course to Blackboard platform, in line with GICHD's needs as discussed with the project responsible
- Make any adjustments required following review of the materials by GICHD
- Present a completed final version of the course on Blackboard to GICHD

Working principles

It is expected that this assessment is conducted in a manner that reflects the following principles:

- Inclusion
- Participation
- Respect
- Confidentiality
- Transparency
- Accountability

Deliverables

The main deliverable is a finalised training course package on the Blackboard platform including lessons, learning reviews, exercises and evaluations. Overall, the Consultant will deliver:

1. A preliminary plan and schedule for the course migration to the GICHD.
2. Presentation of a draft version of a migrated training module.
3. Presentation of a draft version of the migrated training course package (taking into account feedback and requests from GICHD).
4. Presentation of a final version of the migrated training course package (taking into account feedback and requests from GICHD).

Dates and location of the services

Location

All of this work will be conducted remotely from the contractor's place of business.

Duration

Activities under this project are expected to commence by mid **November 2021**. The overall assignment must be completed by **31 December 2021** with the submission of the final report to the GICHD. It is not envisaged that the project will be full time.

Required Expertise

The prospective consultant will be required to have the following qualifications and skills:

- Demonstrable experience working with the Blackboard suite of tools.
- Demonstrable experience developing training course materials.
- Fluency in written and spoken English.
- Track record of delivering results to a schedule.

S/he will ensure the timely and effective implementation of the tasks and the delivery of all required outputs in line with the agreed contract.

Application

Legal Requirement

Interested candidates/entities must provide a guarantee that they have independent legal identity (registered to a commercial register or similar institution) or that s/he is a legally self-employed/independent worker and have been registered as a legal business entity. By applying to the tender, the applicant authorises the GICHD to use their personal information to administer the tender and for internal purposes only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

Applications

Each applicant must submit the following as a minimum:

1. A technical offer specifying the methodology that would be used to complete the requested services, and the proposed timeline to complete each task and its associated deliverables.
2. A financial offer specifying the number of days needed to accomplish the mandate, the daily fee, as well as any other estimated professional costs (transportation, accommodation, etc.).
3. Sample(s) of previous research, reports or publications on topics related to gender and diversity.
4. CV of consultant(s).
5. The Gender Equality and Inclusion policy of the consultant organisation if it has more than ten employees or contractors.
6. Reference contact details.

The award will be based on the experience of the consultant and the relevance and effectiveness of the proposed methodology and will be allocated 50% of the assessment scoring. The financial offer and the suitability of the proposed timeframe will count for 50% of the scoring. The selection of the consultant will be based on evidence relating to the following criteria:

- The ability to undertake the task and deliver its outputs.
- The quality of the proposed methodology and technical approach.
- Competitiveness of the offer.
- Previous relevant experience.
- The demonstrated respect of the Humanitarian Principles (Humanity, Impartiality, Independent and Neutrality).

The consultant shall provide a coherent, organised, and clear proposal in response to the request using the following structure:

Project resources

Name of the company: ADD NAME

Name of individual: ADD NAME OF INDIVIDUAL

Address: ADD ADDRESS

Proposals

Consultant: ADD QUALITATIVE NARRATIVE ON HOW TO UNDERTAKE THE WORK OR DELIVER THE SPECIFIED GOODS OR SERVICES

Availability

Consultant: ADD TEXT TO CONFIRM CAPACITY TO DELIVER THE SPECIFIC GOODS AND/OR SERVICES WITHIN THE REQUIRED TIMELINE

Pricing

Equipment such as laptops with word processing software are not covered by the GICHD and should be included in the consultant services at no extra cost.

Services	Days/Units	Rate in CHF	Total
Fees			
Professional costs			
Other costs			
TOTAL			