

Request for Offers

Explosive Ordnance Risk Education (EORE) e-learning

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 offers 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 quotation for the provision of the description of the goods or the services described below as per requirements set out in this request for offers.

Reference number: RFO/2021/LAR/01

Project number: 97008

Posting date: 08/10/2021

Deadline for submission of the Request for Quotation form: 17.10.2021, 23.59, Geneva Time.

Country of deployment: Switzerland

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

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org and m.laruelle@gichd.org

Offers will be rejected if any illegal or corrupt practises have taken place in connection with the tender process.

Scope of work

Explosive ordnance risk education (EORE) is a vital component of risk reduction approaches for the protection of lives during and after conflict. Despite its importance, a sector wide needs analysis conducted in 2019-2020 found that there are not sufficient standardised training resources at a global or intra-organisational level for EORE practitioners. The GICHD is developing an e-learning course, 'EORE Essentials', that aims to address this capacity gap and raise the standard of EORE design and delivery, in line with International Mine Action Standards (IMAS), by offering a grounding in the core principles of effective and ethical EORE.

Based on a concept note approved in June 2020 and course outline approved in February 2021, the full e-learning course will consist of five modules: introduction, design, delivery, planning and monitoring, evaluation, accountability and learning (MEAL). The course should be interactive, scenario-based and accessible to all learning levels and abilities. Following the successful launch of the first introductory module last July, the GICHD is seeking a consultant(s) to lead the technical design and development of the remaining four modules by the end of 2022 (henceforth known as 'phase two' of this project).

In particular the consultant(s) will be responsible for:

- Collecting real-life experiences from EORE field practitioners for inclusion in the course;
- Designing the storyboard, including converting the learning objectives to course content, proposing activities and conceptualising scenarios using field practitioner experiences;
- Writing all content, including scripts;
- Developing all visual materials, including videos, animations, audio recordings, illustrations, infographics, etc.;
- Adapting content based on GICHD and internal/external stakeholder feedback
- Building the course in Rise and publishing in SCORM; and
- Engaging internal and external stakeholders, including the GICHD Peer Review Panel and EORE AG Training Task Team, in a meaningful way throughout the process to ensure buy-in and quality assurance.

Delivery dates of the services

Phase two of this project is expected to begin in October 2021 and be completed by September 2022.

Required Expertise

An e-learning consultant or company with extensive experience designing and developing e-learning content for adult professional audiences is required to complete the assignment.

The prospective consultant(s)¹ will be required to have the following qualifications and skills:

- A degree or certification in instructional design, andragogy/adult learning, or other relevant educational degree or qualification;
- Minimum 10 years of experience designing adult learning experiences;
- Minimum 5 years of experience designing and developing e-learning courses;
- Familiarity with the mine action sector and key principles of explosive ordnance risk education (EORE);
- Experience adapting content into creative and interactive e-learning courses that capture the attention of users and support knowledge retention;
- Experience integrating microlearning, interactive scenarios, gamification and/or social elements of e-learning;
- Proficiency in developing visual content for e-learnings, including videos and animations;
- Proficiency in building interactive e-learning content on Rise 360;
- Fluency in English with strong writing skills, including an ability to convey complex subject matter in easy-to-understand language;
- Ability to manage time efficiently, effectively handle multiple tasks and competing priorities, as well as meet deadlines;
- Ability to work independently and as part of a team;
- A proactive yet flexible mindset.

In addition, the following qualifications and skills are desirable:

- Familiarity with key project stakeholders (internal and external);
- Experience in or working with the mine action, humanitarian, protection or development sector; and
- Ability to maintain consistency in the 'look and feel' of both the first module of the EORE Essentials e-learning course, as well as other e-learnings of the GICHD.

¹ In the case of a company or team of consultants applying, these competencies may be divided between the various team members working on the project.

The consultant shall provide a coherent, organized and clear proposal in response to the request.

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 AND EXPLANATION OF HOW EACH OF THE REQUIRED/DESIRED CRITERIA ARE MET.

Availability

Consultant: ADD TEXT TO CONFIRM CAPACITY TO DELIVER THE SPECIFIC GOODS AND SERVICES WITHIN THE REQUIRED TIME LINE

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			
Daily fees			
Professional costs (estimates)			
Transportation costs			
Accommodation			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total			